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

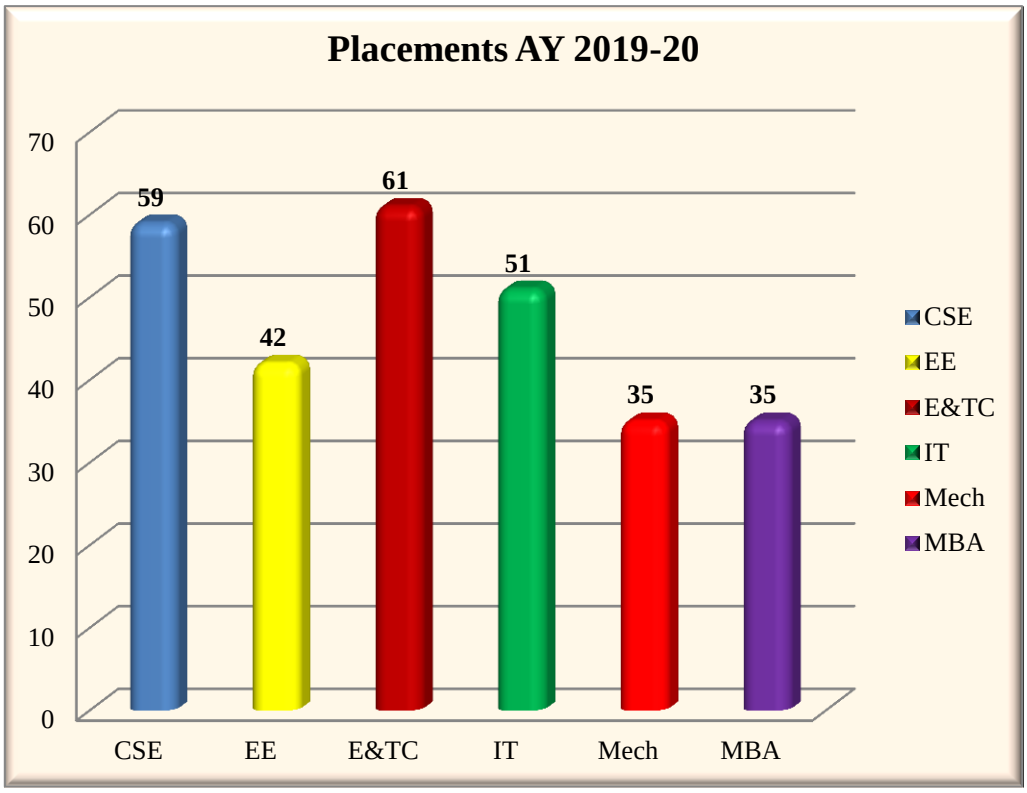
"Approved by the D.T.E., M.S. Mumbai"

Ph : +918669638081/82
Fax : 091-7265-252346

Email.principal@ssgmce.ac.in, registrar@ssgmce.ac.in
Website- www.ssgmce.ac.in

List and Statistics of BE and MBA Students Placed in AY 2019-20

AY/ Dept	CSE	EE	E&TC	IT	Mech	MBA
2019-20	59	42	61	51	35	35



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"

Sr NO	Name of student placed and contact details	Program graduated from	Name of the employer with contact details	Pay package at appointment
1	Shivani Nichat nichatshivani@gmail.com 9766373654	BE Information Technology	Accenture Limited, Bangalore	4.50 LPA
2	Amol Sonune amolsonune0705@gmail.com 9637678199	BE Electrical Engineering	Adani Electricity Mumbai Limited, Mumbai Soumendra Mitra soumendra@nextgenventures.in +91 75 9509 5105 (Mobile)	4.10 LPA
3	Aniruddha Lingot annulingot4321@gmail.com 9503079793	BE Electrical Engineering	Adani Electricity Mumbai Limited, Mumbai Soumendra Mitra soumendra@nextgenventures.in +91 75 9509 5105 (Mobile)	4.10 LPA
4	Ganesh Badhe ganeshbadhe11@gmail.com 07769082298	BE Electrical Engineering	Adani Electricity Mumbai Limited, Mumbai Soumendra Mitra soumendra@nextgenventures.in +91 75 9509 5105 (Mobile)	4.10 LPA
5	Mayur Talole mayurtalole1997@gmail.com 9665156080	BE Electrical Engineering	Adani Electricity Mumbai Limited, Mumbai Soumendra Mitra soumendra@nextgenventures.in +91 75 9509 5105 (Mobile)	4.10 LPA

6	Piyush Jaiswal jaiswalpiyush9911@gmail.com 9511714260	BE Electrical Engineering	Adani Electricity Mumbai Limited, Mumbai Soumendra Mitra soumendra@nextgenventures.in +91 75 9509 5105 (Mobile)	4.10 LPA
7	Raghavendra Karale raghvendrakarale@gmail.com 9689150169	BE Electrical Engineering	Adani Electricity Mumbai Limited, Mumbai Soumendra Mitra soumendra@nextgenventures.in +91 75 9509 5105 (Mobile)	4.10 LPA
8	Shreejit Thorat shreejit98@gmail.com 8625000235	BE Electrical Engineering	Adani Electricity Mumbai Limited, Mumbai Soumendra Mitra soumendra@nextgenventures.in +91 75 9509 5105 (Mobile)	4.10 LPA
9	Shreyas Deshmukh sgdeshmukh31101998@gmail.com 9421792733	BE Electrical Engineering	Adani Electricity Mumbai Limited, Mumbai Soumendra Mitra soumendra@nextgenventures.in +91 75 9509 5105 (Mobile)	4.10 LPA
10	Prajakta Kale Prajaktakale8889@gmail.com 8888075451	BE Electronics & Telecommunication Engineering	Bajaj Electricals Limited, Aurangabad Mr. Hemant Malwade 8554060605	1.80 LPA
11	Pratiksha Kale Pratikshakale11121998@gmail.com 9552229816	BE Electronics & Telecommunication Engineering	Bajaj Electricals Limited, Aurangabad Mr. Hemant Malwade 8554060605	1.80 LPA

12	Ashutosh Bathe ashutosh.b1332@gmail.com 8390822909	BE Information Technology	Bizsense Solutions Pvt. Ltd., Nagpur Ms. Swati Vakil Email: contattus@bizsense.in	4.30 LPA
13	Bhushan Kadu bkadu3@gmail.com 8411998115	BE Computer Science & Engineering	Bizsense Solutions Pvt. Ltd., Nagpur Ms. Swati Vakil Email: contattus@bizsense.in	4.30 LPA
14	Sahil Mune sahilpma@gmail.com 9922430847	BE Computer Science & Engineering	Bizsense Solutions Pvt. Ltd., Nagpur Ms. Swati Vakil Email: contattus@bizsense.in	4.30 LPA
15	Ajay Thakur ajaythakur8998@gmail.com 09665213007	BE Electronics & Telecommunication Engineering	BYJUs the Learning App, Bangalore Akash Chandrakar akash.chandrakar+14208@byjus.com	10.00 LPA
16	Anand Kharat anandkharat80@gmail.com 7758998153	BE Electronics & Telecommunication Engineering	BYJUs the Learning App, Bangalore Akash Chandrakar akash.chandrakar+14208@byjus.com	10.00 LPA
17	Aniket Bandewar bandewaraniket35@gmail.com 9404777911	BE Mechanical Engineering	BYJUs the Learning App, Bangalore Akash Chandrakar akash.chandrakar+14208@byjus.com	10.00 LPA
18	Atmanand Gore atmanandgore1997@gmail.com 9175030339	BE Electronics & Telecommunication Engineering	BYJUs the Learning App, Bangalore Akash Chandrakar akash.chandrakar+14208@byjus.com	10.00 LPA
19	Dhanraj Dhanokar dhanraj.dhanokar007@gmail.com 8378881203	BE Mechanical Engineering	BYJUs the Learning App, Bangalore Akash Chandrakar akash.chandrakar+14208@byjus.com	10.00 LPA

20	Prathamesh Dharamthok prathamesh.d1998@gmail.com 9527288487	BE Electronics & Telecommunication Engineering	BYJUs the Learning App, Bangalore Akash Chandrakar akash.chandrakar+14208@byjus.com	10.00 LPA
21	Rohan Dange rohandange15@gmail.com 9096294356	BE Electrical Engineering	BYJUs the Learning App, Bangalore Akash Chandrakar akash.chandrakar+14208@byjus.com	10.00 LPA
22	Shraddha Salivkar shraddha.salivkar@gmail.com 9766810552	BE Mechanical Engineering	BYJUs the Learning App, Bangalore Akash Chandrakar akash.chandrakar+14208@byjus.com	10.00 LPA
23	Swapnil Sangle sangle.swapnil34@gmail.com 9420246064	BE Electronics & Telecommunication Engineering	BYJUs the Learning App, Bangalore Akash Chandrakar akash.chandrakar+14208@byjus.com	10.00 LPA
24	Tanshri Gothe tanshrigothe3@gmail.com 7030580109	BE Information Technology	BYJUs the Learning App, Bangalore Akash Chandrakar akash.chandrakar+14208@byjus.com	10.00 LPA
25	Vishwanath Javanjal vishvanathjavanjal@gmail.com 8830746638	BE Electrical Engineering	BYJUs the Learning App, Bangalore Akash Chandrakar akash.chandrakar+14208@byjus.com	10.00 LPA
26	Aditi Khandelwal aditikhandelwal2511@gmail.com 8552882012	BE Electronics & Telecommunication Engineering	Capgemini Technology Services India Limited Mr. Vaibhav Deshpande vaibhav.deshpande@capgemini.com	3.00 LPA
27	Jayesh Bagani jayeshbagani@gmail.com 8308322489	BE Information Technology	Capgemini Technology Services India Limited Mr. Vaibhav Deshpande vaibhav.deshpande@capgemini.com	3.00 LPA

28	Kalyani Borkar kalyanidb1999@gmail.com 7057810689	BE Information Technology	Capgemini Technology Services India Limited Mr. Vaibhav Deshpande vaibhav.deshpande@capgemini.com	3.00 LPA
29	Kiran Adhao kiranadhao998@gmail.com 8888693674	BE Electronics & Telecommunication Engineering	Capgemini Technology Services India Limited Mr. Vaibhav Deshpande vaibhav.deshpande@capgemini.com	3.00 LPA
30	Mohini Dhekekar mdhekekar@gmail.com 7038201361	BE Electrical Engineering	Capgemini Technology Services India Limited Mr. Vaibhav Deshpande vaibhav.deshpande@capgemini.com	3.00 LPA
31	Sayali Malode itssayalimalode@gmail.com 8806823090	BE Electronics & Telecommunication Engineering	Capgemini Technology Services India Limited Mr. Vaibhav Deshpande vaibhav.deshpande@capgemini.com	3.00 LPA
32	Vaishnavi Jahagirdar jahagirdarvaishnavi10@gmail.com 7447677908	BE Electronics & Telecommunication Engineering	Capgemini Technology Services India Limited Mr. Vaibhav Deshpande vaibhav.deshpande@capgemini.com	3.00 LPA
33	Vikram Mohite vikrammohite664@gmail.com 7720871067	BE Computer Science & Engineering	Capgemini Technology Services India Limited Mr. Vaibhav Deshpande vaibhav.deshpande@capgemini.com	3.00 LPA
34	Priya Wankhade priyawankhade88@gmail.com 7083690974	BE Computer Science & Engineering	Capgemini Technology Services India Limited Mr. Vaibhav Deshpande vaibhav.deshpande@capgemini.com	3.00 LPA

35	Subhrut Taori subhrut123@gmail.com 8275550284	BE Information Technology	Casepoint Pvt. Ltd., Surat Mr. Rahul Dholaria Email: info@casepoint.in Ph: 2612915561	2.25 LPA
36	Atharv Shastri atharvmshastri@gmail.com +17218388164	BE Electronics & Telecommunication Engineering	CMS IT Services, Nagpur cmsitnagpur@gmail.com	2.50 LPA
37	Mrunali Wankhade mrunaliwankhade678@gmail.com 8793915597	BE Information Technology	CMS IT Services, Nagpur cmsitnagpur@gmail.com	2.50 LPA
38	Prakhar Gangrade prakhargangrade28@gmail.com 9424417132	BE Information Technology	CMS IT Services, Nagpur cmsitnagpur@gmail.com	2.50 LPA
39	Abhishek Dongare abhishekad0198@gmail.com 7776909491	BE Electronics & Telecommunication Engineering	Cognizant Technology Solutions India Pvt. Ltd.,Pune mano.princyj@cognizant.com	4.00 LPA
40	Abhishek Gawali abhishekgawali61@gmail.com 7038048944	BE Information Technology	Cognizant Technology Solutions India Pvt. Ltd.,Pune mano.princyj@cognizant.com	4.00 LPA
41	Akshay Chandankhede akshaychandankhede8@gmail.com 8624018337	BE Computer Science & Engineering	Cognizant Technology Solutions India Pvt. Ltd.,Pune mano.princyj@cognizant.com	4.00 LPA
42	Anand Pawar pawaranand452@gmail.com 9404035926	BE Electronics & Telecommunication Engineering	Cognizant Technology Solutions India Pvt. Ltd.,Pune mano.princyj@cognizant.com	4.00 LPA
43	Apeksha Deshmukh deshmukh.apeksha98@gmail.com 9549474502	BE Electronics & Telecommunication Engineering	Cognizant Technology Solutions India Pvt. Ltd.,Pune mano.princyj@cognizant.com	4.00 LPA

44	Balabhau Mali balabhaumali98@gmail.com 9552787102	BE Computer Science & Engineering	Cognizant Technology Solutions India Pvt. Ltd.,Pune mano.princyj@cognizant.com	4.00 LPA
45	Krishna Rathi krishnarathi618@gmail.com 7350358781	BE Computer Science & Engineering	Cognizant Technology Solutions India Pvt. Ltd.,Pune mano.princyj@cognizant.com	4.00 LPA
46	Mohammod Mobin Abdul Rauf Memon mmobinmemon@gmail.com 9730914077	BE Mechanical Engineering	Cognizant Technology Solutions India Pvt. Ltd.,Pune mano.princyj@cognizant.com	4.00 LPA
47	Monika Dipke monikadipke30@gmail.com 9623941793	BE Electrical Engineering	Cognizant Technology Solutions India Pvt. Ltd.,Pune mano.princyj@cognizant.com	4.00 LPA
48	Neha Singh neha.dolly.singh@gmail.com 7447619001	BE Electronics & Telecommunication Engineering	Cognizant Technology Solutions India Pvt. Ltd.,Pune mano.princyj@cognizant.com	4.00 LPA
49	Priyanka Sontakke priyankasontakke99@gmail.com 7709742152	BE Computer Science & Engineering	Cognizant Technology Solutions India Pvt. Ltd.,Pune mano.princyj@cognizant.com	4.00 LPA
50	Rushikesh More rushimore74@gmail.com 9049197174	BE Electronics & Telecommunication Engineering	Cognizant Technology Solutions India Pvt. Ltd.,Pune mano.princyj@cognizant.com	4.00 LPA
51	Saurabh Gawali saurabh.gawali9975@gmail.com 7721056842	BE Electronics & Telecommunication Engineering	Cognizant Technology Solutions India Pvt. Ltd.,Pune mano.princyj@cognizant.com	4.00 LPA
52	Shubham Nimbalkar shubhampnimbalkar7@gmail.com 9168242650	BE Computer Science & Engineering	Cognizant Technology Solutions India Pvt. Ltd.,Pune mano.princyj@cognizant.com	4.00 LPA

53	Abhishek Agrawal abhishek.agrawal1412@gmail.com 8329291312	BE Mechanical Engineering	Finolex Cables Pune-Goa	1.80 LPA
54	Abhishek Gorakh abhishekgrkh@gmail.com 8857049388	BE Mechanical Engineering	Finolex Cables Pune-Goa	1.80 LPA
55	Aditya Wadatkar aduwadatkar24@gmail.com 9405520136	BE Mechanical Engineering	Finolex Cables Pune-Goa	1.80 LPA
56	Aniket Gulhane agulhane090398@gmail.com 7350813275	BE Mechanical Engineering	Finolex Cables Pune-Goa	1.80 LPA
57	Ankit Lahase ankitlahase123@gmail.com 9307396926	BE Mechanical Engineering	Finolex Cables Pune-Goa	1.80 LPA
58	Bhika Sabe sabebhika@gmail.com 7030090893	BE Mechanical Engineering	Finolex Cables Pune-Goa	1.80 LPA
59	Govardhan Rokade rokadegovardhan97@gmail.com 7066223915	BE Mechanical Engineering	Finolex Cables Pune-Goa	1.80 LPA
60	Ajinkya Bawaskar	BE Computer Science & Engineering	Global Logic India Limited, Nagpur Mr. Jatinder Singh Talent Acquisition Group	4.82 LPA
61	Manali Modi manali4898@gmail.com 7558672767	BE Information Technology	Global Logic India Limited, Nagpur Mr. Jatinder Singh Talent Acquisition Group	4.82 LPA
62	Rashmi Joshi rashmeejoshi124@gmail.com 9405910435	BE Computer Science & Engineering	Global Logic India Limited, Nagpur Mr. Jatinder Singh Talent Acquisition Group	4.82 LPA

63	Anuja Ghodki asghodki98@gmail.com 9405476629	BE Mechanical Engineering	Infosys Limited, Bangalore Mr. Manish Singh Manager HR Email manish.singh41@infosys.com	3.60 LPA
64	Kiran Nikhade nikhadekiran98@gmail.com 9112427169	BE Electronics & Telecommunication Engineering	Infosys Limited, Bangalore Mr. Manish Singh Manager HR Email manish.singh41@infosys.com	3.60 LPA
65	Pooja Unhale	BE Electronics & Telecommunication Engineering	Infosys Limited, Bangalore Mr. Manish Singh Manager HR Email manish.singh41@infosys.com	3.60 LPA
66	Bhavika Patil kubhavika@gmail.com 7038935113	BE Computer Science & Engineering	Infovision Lab, Pune Ms. Prachi Aradhye Email: prachi.aradhye@ivlglobal.com	4.00 LPA
67	Janhavi Ambolkar janhaviambolkar@gmail.com 7058720877	BE Information Technology	Infovision Lab, Pune Ms. Prachi Aradhye Email: prachi.aradhye@ivlglobal.com	4.00 LPA
68	Jigar Wakhariya jigarwakhariya@gmail.com 9860196463	BE Information Technology	Infovision Lab, Pune Ms. Prachi Aradhye Email: prachi.aradhye@ivlglobal.com	4.25 LPA
69	Pratik Thorat prateekthorat141@gmail.com 8983223141	BE Information Technology	Infovision Lab, Pune Ms. Prachi Aradhye Email: prachi.aradhye@ivlglobal.com	3.95 LPA

70	Priyanka Mundhada priyankamundhada0805@gmail.com 8378045983	BE Computer Science & Engineering	Infovision Lab, Pune Ms. Prachi Aradhye Email: prachi.aradhye@ivlglobal.com	3.75 LPA
71	Rutuja Wasu rutujawasu88@gmail.com 7719846486	BE Computer Science & Engineering	Infovision Lab, Pune Ms. Prachi Aradhye Email: prachi.aradhye@ivlglobal.com	4.00 LPA
72	Shrutika Nakaskar shrutikaunakaskar@gmail.com 9764984812	BE Computer Science & Engineering	Infovision Lab, Pune Ms. Prachi Aradhye Email: prachi.aradhye@ivlglobal.com	3.95 LPA
73	Vidya Karmargulwar vidyakarmargulwar.1@gmail.com 8308098371	BE Information Technology	Infovision Lab, Pune Ms. Prachi Aradhye Email: prachi.aradhye@ivlglobal.com	4.10 LPA
74	Shubham Ravekar shubham25599@gmail.com 7775092531	BE Computer Science & Engineering	Novatech Software Pvt.Ltd., Nagpur Romy Barik Email: Romybn@novatechsoftware.com	4.12 LPA
75	Yash Paliwal paliwal.yash1412@gmail.com 9977216617	BE Computer Science & Engineering	Novatech Software Pvt.Ltd., Nagpur Romy Barik Email: Romybn@novatechsoftware.com	4.12 LPA
76	Kalyani Agnihotri agnihotrikalyani142@gmail.com 9604041136	BE Mechanical Engineering	NRB Bearings, Aurangabad Ms. Shilpa Suryanshi Email: shilpa.suryavanshi@nrb.co.in	1.80 LPA
77	Kewal Khondekar kewalkhondekar25@gmail.com 8390753018	BE Mechanical Engineering	NRB Bearings, Aurangabad Ms. Shilpa Suryanshi Email: shilpa.suryavanshi@nrb.co.in	1.80 LPA

78	Namita Dahake dahake.n.namita22@gmail.com 9552984163	BE Mechanical Engineering	NRB Bearings, Aurangabad Ms. Shilpa Suryanshi Email: shilpa.suryavanshi@nrb.co.in	1.80 LPA
79	Pankhuri Jagdale pankhuri.jagdale26@gmail.com 7447868869	BE Mechanical Engineering	NRB Bearings, Aurangabad Ms. Shilpa Suryanshi Email: shilpa.suryavanshi@nrb.co.in	1.80 LPA
80	Vaibhav Garve vrgarve@gmail.com 9673780550	BE Mechanical Engineering	NRB Bearings, Aurangabad Ms. Shilpa Suryanshi Email: shilpa.suryavanshi@nrb.co.in	1.80 LPA
81	Karan Bilakhiya karanbilakhiya@gmail.com 9421679616	BE Computer Science & Engineering	Persistent Systems Limited, Nagpur mahesh_kale2@persistent.com	4.10 LPA
82	Tejashree Kukade tejukukade2281@gmail.com 8329074772	BE Computer Science & Engineering	Persistent Systems Limited, Nagpur mahesh_kale2@persistent.com	4.10 LPA
83	Jagruti Kalambe jagrutihkalambe2015@gmail.com 9921683899	BE Information Technology	Pricewaterhousecoopers service Delivery center (Bangalore) Pvt' Ltd	4.50 LPA
84	Dhiraj Kharode dhirajkharode100@gmail.com 9604114271	BE Information Technology	SingularityAIX Mr. Farhat Shaikh Email: farhat.shaikh@singularityaix.in	1.80 LPA
85	Mohit Agrawal mohita2266@gmail.com 8600882266	BE Information Technology	SingularityAIX Mr. Farhat Shaikh Email: farhat.shaikh@singularityaix.in	1.80 LPA
86	Pranati Dey pranatidey98@gmail.com 7447375206	BE Computer Science & Engineering	SingularityAIX Mr. Farhat Shaikh Email: farhat.shaikh@singularityaix.in	1.80 LPA

87	Afrin Deshmukh aafrin.deshmukh1@gmail.com 9370650934	BE Information Technology	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
88	Ajay Chawale ajay.chawale1998@gmail.com 9767940722	BE Mechanical Engineering	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
89	Ankita Pachkhede pachkhedeankita@gmail.com 9689539019	BE Electronics & Telecommunication Engineering	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
90	Ashwini Borkar asborkar12@gmail.com 9527562467	BE Electronics & Telecommunication Engineering	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
91	Chandrakant Mahure informchandrakant@gmail.com 9766624076	BE Information Technology	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
92	Devanshu Thakare devanshuthakre98@gmail.com 7719964537	BE Computer Science & Engineering	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
93	Dhananjay Gawahale dhananjaygawhale@gmail.com 8411023603	BE Mechanical Engineering	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
94	Harsha Gawande 1harshagawande@gmail.com 9075388724	BE Information Technology	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
95	Hrishikesh Tupkari hrishi.tupkari@gmail.com 9011614749	BE Mechanical Engineering	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
96	Jai Manorkar jmanorkar0@gmail.com 7769841311	BE Information Technology	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
97	Jayashri Ingle inglejaya29@gmail.com 7588933137	BE Electrical Engineering	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA

98	Krutika Bhusari krutikapbhusari@gmail.com 9850262364	BE Electronics & Telecommunication Engineering	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
99	Leena Patil leena99patil01@gmail.com 9168252791	BE Computer Science & Engineering	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
100	Madhura Kannadkar madhurakanadkar98@gmail.com 9850834000	BE Information Technology	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
101	Megha Shrawgi meghashrawgi005@gmail.com 8308166035	BE Computer Science & Engineering	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
102	Mohd. Azhroodddin Azeemoddin Shaikh azharoddinshaikh14@gmail.com 8600362337	BE Mechanical Engineering	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
103	Mukul Dubey mukuldube1@gmail.com 7038244026	BE Electronics & Telecommunication Engineering	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
104	Nikita Bhansali bhansalinikita1@gmail.com 9423544666	BE Computer Science & Engineering	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
105	Nikita Darokar darokarnikita18@gmail.com 9172143733	BE Information Technology	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
106	Niliket Deshmukh niliketdeshmukh1448@gmail.com 9960705628	BE Electrical Engineering	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
107	Nitisha Agrawal nitisha3108@gmail.com 9926759025	BE Information Technology	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
108	Prachi Randhe randheprachi@gmail.com 7447318256	BE Electrical Engineering	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA

109	Prajakta Temurde prajaktatemurde04@gmail.com 9765031805	BE Mechanical Engineering	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
110	Pranav Mishra psmishra1998@gmail.com 7249309990	BE Electronics & Telecommunication Engineering	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
111	Pranjali Boralkar boralkarpranjali@gmail.com 8237774658	BE Information Technology	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
112	Prashanthi Ghantasala prashanthighantasala@gmail.com 7057248523	BE Computer Science & Engineering	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
113	Radhika Agnihotri rdagnihotri91@gmail.com 8805505686	BE Electrical Engineering	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
114	Rajat Ninawe rajatninawe123@gmail.com 9850971592	BE Computer Science & Engineering	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
115	Rishikesh Rathi roshanrathi111@gmail.com 8669089257	BE Electronics & Telecommunication Engineering	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
116	Sagar Agrawal sagaragrawal87.80@gmail.com 9921204445	BE Information Technology	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
117	Sahil Lunawat sahillunawat2911@gmail.com 7020845001	BE Information Technology	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
118	Shivam Chavan schavhanchavhan@gmail.com 8390165156	BE Electrical Engineering	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
119	Sneha Fulari sneha.fulari@gmail.com 7030095698	BE Electrical Engineering	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA

120	Srushti Wadaskar srushtiwadaskar44@gmail.com 7083448492	BE Electronics & Telecommunication Engineering	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
121	Tejal Nandapure tejalnandapure@gmail.com 8446997620	BE Computer Science & Engineering	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
122	Unmesh Gatade ung16081998@live.com 7666327147	BE Mechanical Engineering	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
123	Vaibhav Makode vmakode001@gmail.com 7745866940	BE Mechanical Engineering	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
124	Vaishnavi Patil vaishnavianant.patil1998@gmail.com 9978745955	BE Electronics & Telecommunication Engineering	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
125	Vinaya Mahajan ms.mahajan99@gmail.com 9359305907	BE Electronics & Telecommunication Engineering	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
126	Vishakha Parnate parnatevm@gmail.com 9075768201	BE Electronics & Telecommunication Engineering	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
127	Yash Gyanchandani gyanchandaniyash86@gmail.com 7378772985	BE Electrical Engineering	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
128	Yash Pethe yashpethe26@gmail.com 7020650191	BE Electronics & Telecommunication Engineering	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
129	Yashaswi Patki yashaswipatki27@gmail.com 7588100380	BE Information Technology	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
130	Harshal Kadu kaduharshal99@gmail.com 7020276937	BE Computer Science & Engineering	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA

131	Shruti Wadaskar srushtiwadaskar44@gmail.com 7083448492	BE Computer Science & Engineering	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
132	Sachin Nair sn17291998@gmail.com 8149734360	BE Computer Science & Engineering	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
133	Asmita Rawankar asmitarawankar41@gmail.com 8766737848	BE Mechanical Engineering	TATA Motors Limited, Pune Mr. Manoj Yadav DGM – HR (Skill Development) Email: Manoj.Yadav1@tatamotors.com	2.28 LPA
134	Ashish Bhagwat ashishbhagwat2015@gmail.com 9112070103	BE Information Technology	Tek Link International Inc, Hyderabad Mr. Naresh Rathikrinda naresh.rathikrinda@teklink.com	3.75 LPA
135	Jayashri Salampuriya salampuriyajayu@gmail.com 7620330157	BE Information Technology	Tek Link International Inc, Hyderabad Mr. Naresh Rathikrinda naresh.rathikrinda@teklink.com	3.75 LPA
136	Shruti Umbarkar umbarkarshruti47@gmail.com 9527618234	BE Computer Science & Engineering	Tek Link International Inc, Hyderabad Mr. Naresh Rathikrinda naresh.rathikrinda@teklink.com	3.75 LPA
137	Jay Chaware jaychaware@gmail.com 7350905759	BE Computer Science & Engineering	TTEC India Customer Solutions Pvt. Ltd.Ahmedabad	2.80 LPA
138	Vaishnavi Kale vaishnavikale13@gmail.com 7385890345	BE Computer Science & Engineering	Unisys India Pvt. Ltd., Bengalru Aiswarya.Jojy@unisys.com +91 89219 67198	4.29 LPA

139	Aboli Chintawar aboli.chintawar@gmail.com 8485055324	BE Computer Science & Engineering	Value Momentum Software Services Pvt. Ltd., Hyderabad Shankar Shahi Associate - Talent Acquisition Group Shankar.Shahi@valuemomentum.com	3.60 LPA
140	Ashutosh Pasarkar ashutoshpasarkar@gmail.com 8793535595	BE Electrical Engineering	Value Momentum Software Services Pvt. Ltd., Hyderabad Shankar Shahi Associate - Talent Acquisition Group Shankar.Shahi@valuemomentum.com	3.60 LPA
141	Bhushan Lande bhushanlande231198@gmail.com 9763624462	BE Information Technology	Value Momentum Software Services Pvt. Ltd., Hyderabad Shankar Shahi Associate - Talent Acquisition Group Shankar.Shahi@valuemomentum.com	3.60 LPA
142	Bidisha Bose dishabose96@gmail.com 9031476725	BE Electronics & Telecommunication Engineering	Value Momentum Software Services Pvt. Ltd., Hyderabad Shankar Shahi Associate - Talent Acquisition Group Shankar.Shahi@valuemomentum.com	3.60 LPA
143	Dipali Kharat dipalikharat2798@gmail.com 7038671460	BE Computer Science & Engineering	Value Momentum Software Services Pvt. Ltd., Hyderabad Shankar Shahi Associate - Talent Acquisition Group Shankar.Shahi@valuemomentum.com	3.60 LPA

144	Gaurav Bajaj gauravbajaj263@gmail.com 8626034223	BE Electronics & Telecommunication Engineering	Value Momentum Software Services Pvt. Ltd., Hyderabad Shankar Shahi Associate - Talent Acquisition Group Shankar.Shahi@valuemomentum.com	3.60 LPA
145	Isha Sayani ishasayani97@gmail.com 9766433011	BE Electronics & Telecommunication Engineering	Value Momentum Software Services Pvt. Ltd., Hyderabad Shankar Shahi Associate - Talent Acquisition Group Shankar.Shahi@valuemomentum.com	3.60 LPA
146	Janhavi Mangle ajaymangle577@gmail.com 8412038884	BE Electronics & Telecommunication Engineering	Value Momentum Software Services Pvt. Ltd., Hyderabad Shankar Shahi Associate - Talent Acquisition Group Shankar.Shahi@valuemomentum.com	3.60 LPA
147	Madhu Mandhane mandhane.madhu@gmail.com 9130133086	BE Computer Science & Engineering	Value Momentum Software Services Pvt. Ltd., Hyderabad Shankar Shahi Associate - Talent Acquisition Group Shankar.Shahi@valuemomentum.com	3.60 LPA
148	Neha Mahalle mahalleneha618@gmail.com 7721028315	BE Computer Science & Engineering	Value Momentum Software Services Pvt. Ltd., Hyderabad Shankar Shahi Associate - Talent Acquisition Group Shankar.Shahi@valuemomentum.com	3.60 LPA

149	Pranav Chaudhari pranavchaudhari2109@gmail.com 9096047793	BE Computer Science & Engineering	Value Momentum Software Services Pvt. Ltd., Hyderabad Shankar Shahi Associate - Talent Acquisition Group Shankar.Shahi@valuemomentum.com	3.60 LPA
150	Pratik Chincholkar chincholkarpratik97@rediffmail.com 8087296548	BE Electronics & Telecommunication Engineering	Value Momentum Software Services Pvt. Ltd., Hyderabad Shankar Shahi Associate - Talent Acquisition Group Shankar.Shahi@valuemomentum.com	3.60 LPA
151	Preety Panjwani preetypanjwani22@gmail.com 7038459311	BE Computer Science & Engineering	Value Momentum Software Services Pvt. Ltd., Hyderabad Shankar Shahi Associate - Talent Acquisition Group Shankar.Shahi@valuemomentum.com	3.60 LPA
152	Pritesh Dammani pritdammani30121998@gmail.com 7447552008	BE Computer Science & Engineering	Value Momentum Software Services Pvt. Ltd., Hyderabad Shankar Shahi Associate - Talent Acquisition Group Shankar.Shahi@valuemomentum.com	3.60 LPA
153	Raksha Gangan rakshagangan121@gmail.com 9096288155	BE Computer Science & Engineering	Value Momentum Software Services Pvt. Ltd., Hyderabad Shankar Shahi Associate - Talent Acquisition Group Shankar.Shahi@valuemomentum.com	3.60 LPA

154	Sandeep Kumar sandeep04kumar07@gmail.com 9576793322	BE Computer Science & Engineering	Value Momentum Software Services Pvt. Ltd., Hyderabad Shankar Shahi Associate - Talent Acquisition Group Shankar.Shahi@valuemomentum.com	3.60 LPA
155	Sayli Pusegaonkar spusegaonkar4@gmail.com 7038664229	BE Electronics & Telecommunication Engineering	Value Momentum Software Services Pvt. Ltd., Hyderabad Shankar Shahi Associate - Talent Acquisition Group Shankar.Shahi@valuemomentum.com	3.60 LPA
156	Shantanu Gawande sgawande1998@gmail.com 8605301736	BE Electronics & Telecommunication Engineering	Value Momentum Software Services Pvt. Ltd., Hyderabad Shankar Shahi Associate - Talent Acquisition Group Shankar.Shahi@valuemomentum.com	3.60 LPA
157	Shraddha Karale shraddhakarale026@gmail.com 8805352320	BE Computer Science & Engineering	Value Momentum Software Services Pvt. Ltd., Hyderabad Shankar Shahi Associate - Talent Acquisition Group Shankar.Shahi@valuemomentum.com	3.60 LPA
158	Soniya Berojya soniaberojya07@gmail.com 9552461303	BE Electronics & Telecommunication Engineering	Value Momentum Software Services Pvt. Ltd., Hyderabad Shankar Shahi Associate - Talent Acquisition Group Shankar.Shahi@valuemomentum.com	3.60 LPA

159	Suyog Deshmukh suyogpdeshmukh58@gmail.com 7744920033	BE Computer Science & Engineering	Value Momentum Software Services Pvt. Ltd., Hyderabad Shankar Shahi Associate - Talent Acquisition Group Shankar.Shahi@valuemomentum.com	3.60 LPA
160	Toukir Dosani taukir2999@gmail.com 8788046585	BE Information Technology	Value Momentum Software Services Pvt. Ltd., Hyderabad Shankar Shahi Associate - Talent Acquisition Group Shankar.Shahi@valuemomentum.com	3.60 LPA
161	Aman Gupta amangupta2106@gmail.com 08319537039	BE Computer Science & Engineering	Value Momentum Software Services Pvt. Ltd., Hyderabad Shankar Shahi Associate - Talent Acquisition Group Shankar.Shahi@valuemomentum.com	3.60 LPA
162	Anup Lahamage anuplahamage1998@gmail.com 7741848913	BE Mechanical Engineering	Vanesa Cosmitic, Khamgaon adminhp@vanesa.co.in	2.40 LPA
163	Aman Ojha amanojha9977@gmail.com 7024751788	BE Mechanical Engineering	Vanesa Cosmitic, Khamgaon adminhp@vanesa.co.in	2.40 LPA
164	Pawan Pawar pawarpawan179@gmail.com 9623998145	BE Mechanical Engineering	Vanesa Cosmitic, Khamgaon adminhp@vanesa.co.in	2.40 LPA
165	Pranav Chandurkar pranavchaudhari2109@gmail.com 9096047793	BE Mechanical Engineering	Vanesa Cosmitic, Khamgaon adminhp@vanesa.co.in	2.40 LPA
166	Ridhish Awaghad rawaghad02@gmail.com 7057552498	BE Electrical Engineering	Vanesa Cosmitic, Khamgaon adminhp@vanesa.co.in	2.40 LPA

167	Rohan Tiwari tiwarirohan0463@gmail.com 8600551884	BE Mechanical Engineering	Vanesa Cosmitic, Khamgaon adminhp@vanesa.co.in	2.40 LPA
168	Sagar Jawaharmalani sagarjawaharmalani1998@gmail.com 7507224268	BE Electrical Engineering	Vanesa Cosmitic, Khamgaon adminhp@vanesa.co.in	2.40 LPA
169	Punit Pahune punitpahune@gmail.com 8482944918	BE Mechanical Engineering	Vedantu Innovations Pvt. Ltd., Bangalore	4.50 LPA
170	Hitesh Vaidya hiteshvaidya27@gmail.com 8788293152	BE Computer Science & Engineering	Wipro Limited, Bangalore Tel: 080 2844 00 11	3.50 LPA
171	Md Maroof Ahmed ma75442@gmail.com 9798713423	BE Electronics & Telecommunication Engineering	Wipro Limited, Bangalore Tel: 080 2844 00 11	3.50 LPA
172	Pragati Gawande pragatigawande44@gmail.com 9146129510	BE Computer Science & Engineering	Wipro Limited, Bangalore Tel: 080 2844 00 11	3.50 LPA
173	Sanchit Datir sanchitdat369@gmail.com +918007619839	BE Computer Science & Engineering	Wipro Limited, Bangalore Tel: 080 2844 00 11	3.50 LPA
174	Shivam Sharma ravisharmashivam6@gmail.com 9822890751	BE Computer Science & Engineering	Wipro Limited, Bangalore Tel: 080 2844 00 11	3.50 LPA
175	Roshani Borakhade roshaniborakhade@gmail.com 7888177720	BE Electrical Engineering	XL Dynamics	3.50 LPA
176	Amey Band ameypband23@gmail.com 9404917105	BE Computer Science & Engineering	Zensar Technologies, Pune Mr. Umang Dwivedi Email: umang.dwivedi@zensar.com Tel: 020-66358500	3.20 LPA
177	Akshay Ramesh Wairale 8830749070	MBA	Agrowsure Pvt. Ltd., Akola (Entrepreneur) 8830749070	
178	Amrapali Dabhane 8888551146	MBA	Applycup hr@applycup.com	3 LPA

179	Anand Hatekar	MBA	Bajaj Finserv, Pune Chetan Choudhary - 9175685747 Roshan Bhange - 7755916199 Avinash Wankhade - 7755911822	2.65 LPA
180	Darshan Metange	MBA	Bajaj Finserv, Pune Chetan Choudhary - 9175685747 Roshan Bhange - 7755916199 Avinash Wankhade - 7755911822	2.99 LPA
181	Ganesh Kore	MBA	Bajaj Finserv, Pune Chetan Choudhary - 9175685747 Roshan Bhange - 7755916199 Avinash Wankhade - 7755911822	2.65 LPA
182	Gaurav Ahir	MBA	Bajaj Finserv, Pune Chetan Choudhary - 9175685747 Roshan Bhange - 7755916199 Avinash Wankhade - 7755911822	2.65 LPA
183	Ketki Manoj Nemade 8668977235	MBA	Bio Fuels Junctions Pvt. Ltd., Mumbai Ashwin Patil 9833892012	2.04
184	Saloni Ashok Jadhav 9156004434	MBA	Bio Fuels Junctions Pvt. Ltd., Mumbai Ashwin Patil 9833892012	2.04
185	Sampada Pradeepkumar Paliwal 8806923101	MBA	HDFC Bank Vaibhav Nichit 8888101499	4.23
186	Shubham Jamadar	MBA	HDFC Bank Vaibhav Nichit 8888101499	2.02 LPA

187	Vishal Khandare	MBA	HDFC Bank Vaibhav Nichit 8888101499	2.39 LPA
188	Namrata Ravindra Patil 9422818266	MBA	Moraya Global Ltd. Jalgaon contact@morayaglobal.com	1.80 LPA
189	Akash Nandkumar Band 7038245579	MBA	Mphasis, Bangalore 08067501000	1.85 LPA
190	Mokshada Taware	MBA	Mphasis, Bangalore 08067501000	1.85 LPA
191	Pranali Satish Alkari,7744830847	MBA	Nityo Infotech shivani.kalbag@nityo.com	1.56 LPA
192	Kalyani Bhise kalyanibhise097@gmail.com	MBA	Rankuno nevil@rankuno.com	3 LPA
193	Amar Santosh Chilwant,7387688088	MBA	SARATHI Consultancy Services, Nashik 7419857309	3 LPA
194	Arvind Jagdish Rawat,8889908089	MBA	SARATHI Consultancy Services, Nashik 7419857309	3 LPA
195	Chandrakant Dinkar Paraskar 8600443939	MBA	SARATHI Consultancy Services, Nashik 7419857309	3 LPA
196	Devdatta Sahadeo Nimbalkar 9665566984	MBA	SARATHI Consultancy Services, Nashik 7419857309	3 LPA
197	Minal Gajanan Charthad 7028554238	MBA	SARATHI Consultancy Services, Nashik 7419857309	3 LPA
198	Rajwal Eknath Ingle 8551886562	MBA	SARATHI Consultancy Services, Nashik 7419857309	3 LPA

199	Yogesh Shrikrushna Kshirsagar 9890144703	MBA	SARATHI Consultancy Services, Nashik 7419857309	3 LPA
200	Nikita Bhople	MBA	TCS Keral 04716629400	3.36 LPA
201	Anuradha Mahalle anuradhamahalle12115@gmail.com 9767362591	BE Computer Science & Engineering	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
202	Anushree Gattani gattanianu97@gmail.com 9423824676	BE Computer Science & Engineering	Happy Faces School Washim dilipheda007@yahoo.co.in 07252233207	1.2 LPA
203	Manali Gujarathi manaligujarathi0@gmail.com 7038139666	BE Computer Science & Engineering	Casepoint Pvt. Ltd Surat info@casepoint.in 912612915551	
204	Mayur Rathod rathodmayura56@gmail.com 8975890959	BE Computer Science & Engineering	Yardi Software India Private Limited, Pune rashmi.vaidya@yardi.com 9120672390000	
205	Shrikant Thakre thakresrikant@gmail.com 8698544191	BE Computer Science & Engineering	IBM India Private Limited 91804919999	4.25 LPA
206	Sourabh Namdeo namdeo22sourabh@gmail.com 8103139055	BE Computer Science & Engineering	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA

207	Sumit Asutkar sumitasutkar007@gmail.com 9175362627	BE Computer Science & Engineering	ACCENTURE LTD	4.5 LPA
208	Uzair Amin cool.uzair2000@gmail.com 9404553786	BE Computer Science & Engineering	Infosys Limited Banglore	5 LPA
209	Yogita Katare yogitakatare20@gmail.com 9970885440	BE Computer Science & Engineering	Tristha Global Pvt. Ltd. Mumbai	3.4 LPA
210	Asmita Milind Manwar	BE Electrical Engineering	Teleperformance Pvt Ltd., Amravati	2.16LPA
211	Harsha Kishor Janjal	BE Electrical Engineering	Infosys Ltd Banglore	3LPA
212	Nikita Santosh Chandurkar	BE Electrical Engineering	HCL Technologies	2.75LPA
213	Pooja Vilas Dutande	BE Electrical Engineering	Marketyers Global Consulting Company	1.45LPA
214	Sadiya Firdaus Abdul	BE Electrical Engineering	Accenture Ltd., Banglore	4.5LPA
215	Sejal Santosh Jadhav	BE Electrical Engineering	HCL Technologies	2.16LPA
216	Vaishnavi Yashvant Vairagade	BE Electrical Engineering	SASKEN Technologies Ltd Banglore	3.7LPA
217	Vijaya Ravindra Podey	BE Electrical Engineering	TATA Motors Apprentiseship	2.28LPA
218	Akshay Shivcharan Tumane	BE Electrical Engineering	AAS Innovation "SAARTHI", Nashik	5LPA
219	Bhushan Girish Bhadekar	BE Electrical Engineering	Infosys Ltd Banglore	3LPA
220	Nagesh Gajanan Surushe	BE Electrical Engineering	Apprenticeship at Power Grid Corporation Of India Ltd Gurgaon	1.8LPA
221	Prasad Damodar Badhe	BE Electrical Engineering	State Bank of India	3.6LPA
222	Shubham Madhukar Raut	BE Electrical Engineering	Tata Consultancy Services Ltd., Pune	3.6LPA
223	Vinay Ramesh Makade	BE Electrical Engineering	Omenicell India Pvt Ltd	8.5LPA

224	Ajit Balaji Jadhav	BE Electrical Engineering	ICICI Home Finanace	4.2LPA
225	Ankush Anil Bhople	BE Electrical Engineering	AccumaX Controls Pune	4.6LPA
226	Arpit Ravindra Naskari	BE Electrical Engineering	Wipro Ltd Pune	3.5LPA
227	Mangesh Sukhdeorao Kinkar	BE Electrical Engineering	National Health Mission, Circle Engineer, Akola	4.5LPA
228	Sumit Vijayrao Sonkusale	BE Electrical Engineering	Indian Oil Corporation Ltd New Delhi	6LPA
229	Dinesh Ajay Fukate dineshfukate2600@gmail.com 7709719226	BE Electronics & Telecommunication Engineering	BOSCH Ltd, Bengalaru 8067522393	4.00 LPA
230	Manisha Keshav Masne manishakmasne98@gmail.com 9665326285	BE Electronics & Telecommunication Engineering	Tech Mahindra, Mumbai Connect@techmahindtra.com	3.25 LPA
231	Shubhashri Prabhakarrao Darokar darokarshubhashri@gmail.com 9011724836	BE Electronics & Telecommunication Engineering	Tech Mahindra, Mumbai Connect@techmahindtra.com	3.25 LPA
232	Rushikesh Chandrashekhar Deshmukh rushikeshcd@gmail.com 8888130386	BE Electronics & Telecommunication Engineering	Tech Mahindra, Mumbai Connect@techmahindtra.com	3.25 LPA
233	Mansi Deepak Jadhao dcjadhao@gmail.com 8888396055	BE Electronics & Telecommunication Engineering	Tech Mahindra, Mumbai Connect@techmahindtra.com	3.25 LPA
234	Aanchal Hansraj Wankar aanchalwankar24@gmail.com 8788962465	BE Electronics & Telecommunication Engineering	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
235	Radha Anilrao Kotgirwar radhak1405@gmail.com 9881543961	BE Electronics & Telecommunication Engineering	Capgemini Technology Services India Limited Mr. Vaibhav Deshpande vaibhav.deshpande@capgemini.com	3.00 LPA
236	Pankaj Gajaanan Palve pankajpalve97@gmail.com	BE Electronics & Telecommunication Engineering	Mphasis Ltd, Pune investor.relations@mphasis.com	3.25 LPA

237	Sanket Vitthal Rathod sanketrathod2425@gmail.com 8605505382	BE Electronics & Telecommunication Engineering	Woyce Technologies, Pune	3.60 LPA
238	Mayuri Ramrao Chavan mrchavan03@gmail.com 9604121891	BE Electronics & Telecommunication Engineering	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
239	Aniket Sunil Fasate fasateaniket5@gmail.com 9096460099	BE Electronics & Telecommunication Engineering	IRCC, IIT Bombay	3.60 LPA
240	Sanjivani Ramesh Khandare khandaresanjivani98@gmail.com 7066129664	BE Electronics & Telecommunication Engineering	Tech Mahindra, Mumbai Connect@techmahindtra.com	3.25 LPA
241	Nikita Gajanan Ghule nikug2099@gmail.com 7030711125	BE Electronics & Telecommunication Engineering	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
242	Shreyash Rameshwar Dhore 91-9422539876	BE Electronics & Telecommunication Engineering	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
243	Vaishnavi Ajay Rangdale vaishnavirangdale1@gmai.com 8805528390	BE Electronics & Telecommunication Engineering	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
244	Priyanka Dinkar Marode priya.marode@gmail.com 7066740760	BE Electronics & Telecommunication Engineering	IBM India Pvt. Ltd, Bangalore	4.25 LPA
245	Shraddha Vilas Nagose shraddha.nagose.016@gmail.com 9767990564	BE Electronics & Telecommunication Engineering	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
246	Neha Rajendra Chandak nehachandak4@gmail.com 7447619219	BE Electronics & Telecommunication Engineering	Capgemini Technology Services India Limited Mr. Vaibhav Deshpande vaibhav.deshpande@capgemini.com	3.00 LPA

247	Karishma Deepak Raichura rdipakt@gmail.com 9673387569	BE Electronics & Telecommunication Engineering	HiRankers, Nagpur infor@hieankers.com	1.44 LPA
248	Shruti Narendra Borikar borikargayatri00@gmail.com 7391887269	BE Electronics & Telecommunication Engineering	Adroitec Systems Pvt. Ltd, Banglore support@adroitecsys.com	3.00 LPA
249	Jyoti Vasatkar	BE Electronics & Telecommunication Engineering	Nettur Technical Training Foundation, Bengaluru 080-28390215 Email: hr@nttf.co.in	2.88 LPA
250	Siddhi Kotak siddhikotak0798@gmail.com 9921332797	BE Information Technology	Hybrowlabs, Pune 08329464801	3.60 LPA
251	Varsha Sureka varshasureka5@gmail.com 7350785538	BE Information Technology	NCDEX e Markets Ltd., Mumbai Sanjay Mashere askus@neml.in +91-22 48810500	4.53 LPA
252	Vrushali Kale vrkale2361998@gmail.com 7378864671	BE Information Technology	CitiusTech Healthcare Technology Private Limited, Mumbai Sowmya Santhosh +91 22 61536000	4.50 LPA
253	Rushikesh Kadam kadamrishikesh481@gmail.com 9503971246	BE Information Technology	Infosys Limited, Bangalore Richard Lobo Manager HR	3.60 LPA
254	Shashank Gadam Shashankgadam@gmail.com 9923009813	BE Information Technology	Tata Consultancy Services Ltd., Pune K Ganesan HR Manager	3.36 LPA
255	Vishnavi Chidrawar vaishnavichidrawar293@gmail.com 9403361636	BE Information Technology	Accenture Limited, Bangalore Mahesh Zurale	4.77 LPA
256	Sakshi Bajaj sakshideshmukh352@gmail.com 7083750457	BE Information Technology	Fujitsu Consulting India Private Limited, Pune +91 2027690001	

257	Neha Moundekar nehamoundekar11@gmail.com 9372904693	BE Information Technology	Agiliad Technologies Private Limited, Pune +91 20 6689 1200 Praveen Zore Sr. HR Manager	4.00 LPA
258	Aruna Babhulkar arunalaxman1997@gmail.com 7875939918	BE Information Technology	Human Resourses Solutions Pvt. Ltd., Pune Vijay Waidande Prseident & CEO	1.80 LPA
259	Komal Awagan komalawagan98@gmail.com 7066072237	BE Information Technology	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
260	Mrunal Arudkar mrunalarudkar@gmail.com 8698502636	BE Information Technology	Tata Consultancy Services Ltd., Pune Insha Nasim insha.naseem@tcs.com	3.36 LPA
261	Prajakta Bore prajaktabore99@gmail.com 9421134569	BE Information Technology	Worldline, Mumbai Komal Tendulkar Komal.tendulkar@worldline.com	3.3 LPA
262	Sakshi Bobade sakshibobade1234@gmail.com 9623810425	BE Information Technology	KPIT Technologies Limited, Pune Rajesh Kumar Singh Global Head - HR +91 20 6770 6000 info@kpit.com	6.00 LPA
263	Ketan Pise kalpak987@gmail.com 9527390201	BE Information Technology	Mindtree Limited, Banglore Rosalee M Kombial Vice President-People Function +91 80 6706 4000	3.50 LPA
264	Nilesh Inkane raptorneil98@gmail.com 9423400798	BE Information Technology	Murf Software Solutions Pvt. Ltd., Banglore Sneha Roy, COO & Co-Founder	14.19 LPA

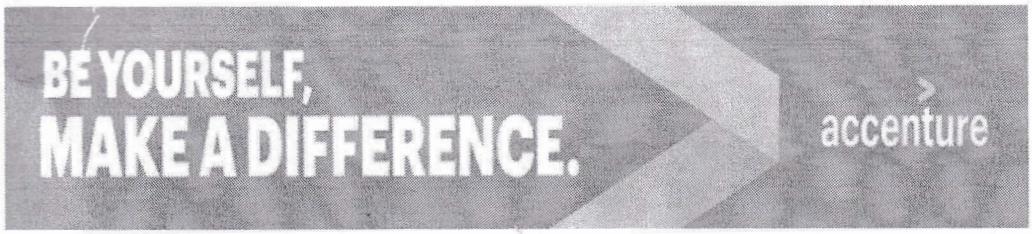
265	Pushkar Jaodand ppjaodand@gmail.com 9168020171	BE Information Technology	Wipro Limited, Bangalore Aparna Shailen General Manager - Human Resources Tel: 080 2844 00 11	3.50 LPA
266	Shyam Waghmare SHYAMWAGHMARE97@REDIFFMAIL.COM 9545781388	BE Information Technology	Zensar Technologies, Pune Mr. Umang Dwivedi Email: umang.dwivedi@zensar.com Tel: 020-66358500	4.06 LPA
267	Shital Hanwate shitalhanwate97@gmail.com 9075201407	BE Information Technology	Atos	3.00 LPA
268	Aditi Barhate 7020019938 barhateaditik@gmail.com	BE Information Technology	Tech Mahindra Limited, Pune Mr. Mohit Jaiswal Mohit.Jaiswal@techmahindra.com	4.98 LPA
269	Shubham Khandare	BE Mechanical Engineering	Tech Mahindra Limited, Pune Mr. Mohit Jaiswal Mohit.Jaiswal@techmahindra.com	3.25
270	Himanshu Banait	BE Mechanical Engineering	HTNP Industries Pvt. Ltd.	
271	Atharvasingh Bais	BE Mechanical Engineering	Reliance Retail	
272	Akshay Choudhari 7972577914 erakshaychoudhari@gmail.com	BE Mechanical Engineering	K12 Techno Services Pvt. Ltd., Bengaluru	5.32 LPA
273	Akshay Ravindra Patil 8380999871	MBA	Axis Bank, Sandesh Deshmukh, 9136956731	2.98

274	Viabhav Suresh Unhale 7620303502	MBA	Bajaj Finserv, Pune Chetan Choudhary - 9175685747 Roshan Bhange - 7755916199 Avinash Wankhade - 7755911822	2.66
275	Payal Arunrao Tinkhede 9552855952	MBA	Chintamani Urban Cooperative, Yavatmal	1.2
276	Pooja Gajanan Warade 8605337195	MBA	Cooper Lybranth Services Ltd., 9717269977	1.2
277	Nikita Dhannalal Mandoliya 8482801488	MBA	Innovsource services Pvt. Ltd., Mumbai ar@innov.in	2.4
278	Riya Muktilal Agrawal 9423737159	MBA	Shriram Agency, Shegaon(Family owned Business)	Business
279	Arvind Tukaram Mankar 9922787129	MBA	Swatantra Microfin Pvt Ltd., Mumbai 022-61415900	2.42
280	Ashvini Supada Kirtane 9359921716	MBA	StateStreet Central - Nilesh Wakhare - 09823350352	2.86
281	Chaitali Uttam Gathe 9763533877	MBA	StateStreet Central - Nilesh Wakhare - 09823350352	2.86
282	Payal Kamalkishor Lakhotiya 9890684312	MBA	StateStreet Central - Nilesh Wakhare - 09823350352	2.86
283	Rohini Mukund Lanjulkar 8550970676	MBA	StateStreet Central - Nilesh Wakhare - 09823350352	2.86

Principal

Shri Sant Gajanan Maharaj College of Engineering SHEGAON 444203

PRINCIPAL
Shri Sant Gajanan Maharaj
College of Engineering,Shegaon.



Strictly Private and Confidential

Date:29-Apr-2021

Ajay Chandrakant Thakur
C9451976

Jay Gajanan Niwas, Behind Laddhad Hospital, Near Thakur Speaking Classes, VHB Colony, Buldana

9665213007

Dear **Ajay Chandrakant Thakur,**

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company") in our Advanced Technology Center, India as per the below terms and conditions:

Job Profile - Application Development Associate

Management Level - 12

Job Family Group- Software Engineering

Please refer to:

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

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

TAP/2020/N/37



Strictly Private and Confidential

Date:11-Jan-2021

Shivani Anilrao Nichat
C9085405

At post Brahmanwada Thadi,Tq Chandur Bazar,Dist AmravatiPincode 444720

9766373654

Dear **Shivani Anilrao Nichat,**

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company") in our Advanced Technology Center, India as per the below terms and conditions:

Job Profile - Application Development Associate

Management Level - 12

Job Family Group- Software Engineering

Please refer to:

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

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

Pre-Onboarding Online Learning Program : 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. 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.

Reference Id: aa71cc86-3a04-4d9b-9868-f4f7ddbf6259_1
Signed By: Mahesh Vasudeo Zurale

Details of the program are reiterated as under:

•Under the program, the learning modules hosted on a technology platform will prepare you to be code ready.
•Before onboarding/joining Accenture, you will need to go through the first attempt of Technology Fundamentals assessment based on the Pre-Onboarding Online Learning Program that was provided to you.
•In case you are unable to clear your Technology Fundamentals assessment during the first attempt, you will be provided a chance to take a second attempt before onboarding.
•Technology stream training will begin upon onboarding for those who have cleared the Technology Fundamentals assessment in the first or the second attempt.
•In case you are unable to clear your Technology Fundamentals assessment in the first or the second attempt, we will continue to onboard you on the confirmed date. Post onboarding/joining Accenture, you will be provided a third attempt.
•During each reattempt, reasonable help and guidance will be provided to you to clear the assessment.
•On successful clearance of the program assessment in the first attempt along with the completion of Pre-Onboarding Learning Program content, you will be eligible for a learning incentive of INR 10,000.
•In case you fail in the first attempt or have not completed your Pre-Onboarding Online Learning training you will not be eligible for any learning incentive.
•To clear assessments for the program, you are required to score minimum 60% marks in the first attempt 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.

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-onboarding Online Learning 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-onboarding Online Learning Program 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 foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

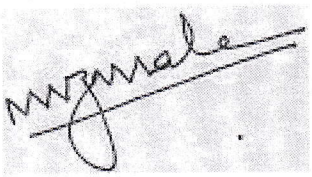
To indicate your acceptance of this offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (https://india.jobs.accenture.com/default.aspx) using your unique reference number, candidate identification (CID) and mobile number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

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

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

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

Yours sincerely,



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

ACKNOWLEDGED AND AGREED:

[*Insert full legal name*]
candidate's Signature

ANNEXURE 1

COMPENSATION & BENEFITS

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

Total Cash Compensation Elements	Annual (INR)
(A) Annual Fixed Compensation	383000
(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)	32500
Maximum Annual Total earning potential (A+B)	415500
Joining Bonus (Refer to the Section C)	25,000
(D) Additional Benefits	
Gratuity as per law#	9500
Insurance Premium(notional value)	
Total Cash Compensation + Total Additional Benefits (A+B+C+D)	450000

(A) Annual Fixed Compensation

• Your annual fixed compensation is INR 383000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your income.

(B) Local Variable Bonus (LVB)

•As part of your annual total cash compensation, you will be eligible to participate in the FY21 Local Variable Bonus programme (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the LVB programme guidelines The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

(C) Joining Bonus

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

- Joining Bonus: of INR 25,000 payable upon joining the organization and will be paid out along with salary of the month of joining or succeeding pay month. In case you leave, or your services are separated from the Company (except for ramp down or redundancies by the Company) before completion of 1 year from the date of joining, then this whole amount shall be recovered from you.

Note: For International Worker Only*

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

* As defined by applicable law from time to time.

Benefits applicable for current Company financial year:

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

1. Effective your date of joining, Medical Insurance for self, spouse and 2 dependent children up to INR 300,000 per annum. Premium for this will be paid by the Company.
    a. You have the option of availing Accenture negotiated rates to cover your parents, parent's in-law & any additional child under a separate Insurance plan up to INR 500,000 per annum. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.
    b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
        - 10% of such claims for self, spouse and 2 dependent children
        - 20% of such claims for parents, parent"s in-law and additional children under the separate Insurance plan
2. Personal Accident coverage for self, up to three times your gross annual fixed compensation
3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000

N/2020

In addition to the above, you will also be eligible for the following benefits:

1. Gratuity amount is an approximation of your eligibility and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company policy.
2. One time relocation allowance subject to a maximum of INR 2,500 on submission of actual supporting as per policy.
3. Transport facility, as per Company guidelines, can be availed at no cost.

Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of 1 year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your final settlement to the extent possible.

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

From the date of your joining, the compensation and benefits mentioned in this annexure will be applicable to you until any further communication from the Company.

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

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

TAP/2020/S/13

adani
Electricity

Letter of Offer

29.08.2020

Mr. Amol Sonune
C/o Shri Sant Gajanan Maharaj College of Engineering,
Shegaon, Maharashtra.

Dear Mr. Amol Sonune,

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

a) As informed during the presentation, your Gross annual remuneration would be **Rs. 4,10,000 p.a.** (Four lacs ten thousand only) which includes House Rent Allowance, (Payable only in case of own housing arrangement)

b) Your training period would be for six months from the date of joining. On successful completion of training period, you shall be absorbed in the organisation as Senior Executive (A-01 grade).

c) The letter of offer is valid subject to your passing the final year exam with aggregate of 60% or above marks or with equivalent grade and found medically fit at the time of joining.

d) A formal letter of appointment, setting out terms and conditions of employment in detail, along with breakup of remuneration shall be issued upon your joining with us.

e) Your initial stay will be arranged in our guest house. Based upon location of work & allocation of dept. you can look for your residence. This information will be intimated upon joining.

f) You shall be under obligation to not to indulge anti-organization activities which are detrimental to the interest of the company and as per our code of conduct policy.

g) You shall join the training tentatively from **Nov/ Dec 2020**. Exact date will be intimated to you based on situational readiness & exam conditions ascertained. Submit copies of your mark sheets / certificates/PAN/ Aadhar etc. on reporting date.

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

Thanking you,

Yours faithfully,
for Adani Electricity Mumbai Ltd

Manoj Kumar Sharma
Head HR – AEML

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

Signature: _____

Name : _____

Date : _____

Please provide below details:

Date of Birth: _____

Email : _____

Mobile No: _____

Tel. (Home): _____

Alternate Tel. No. during vacation:

_____

Adani Electricity Mumbai Ltd
(Formerly Reliance Electric Generation & Supply Ltd)
CTS 407/A (New), 408 Old Village
Eksar Devidas Lane, Off SVP Road, Borivali (W)
Mumbai 400 103, Maharashtra, India
CIN: U74999GJ2008PLC107256

Tel +91 22 3009 9999
Fax +91 22 3009 8852
info.mumbaielectricity@adani.com
www.adanielectricity.com

Registered Office: Adani House, 56, Shrimali Society, Nr. Mithakhali Six Roads, Navrangpura, Ahmedabad, Gujarat, PIN 380 009

Electricity

TAP/2020/S/20

Letter of Offer

Date: 19.11.2020

Mr Aniruddha Lingot,
Shri Sant Gajanan Maharaj College of Engineering,
Shegaon, Maharashtra.

Dear Mr. Aniruddha Lingot

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

a) As informed during the presentation, your Gross annual remuneration would be **Rs. 4,10,000 p.a.** (Four lacs ten thousand only) which includes House Rent Allowance, (Payable only in case of own housing arrangement)

b) Your training period would be for six months from the date of joining. On successful completion of training period, you shall be absorbed in the organisation as Senior Executive (A-01 grade).

c) The letter of offer is valid subject to your passing the final year exam with aggregate of 60% or above marks or with equivalent grade and found medically fit at the time of joining.

d) A formal letter of appointment, setting out terms and conditions of employment in detail, along with breakup of remuneration shall be issued upon your joining with us.

e) Your initial stay will be arranged in our guest house. Based upon location of work & allocation of dept, you can look for your residence. This information will be intimated upon joining.

f) You shall be under obligation to not to indulge anti-organization activities which are detrimental to the interest of the company and as per our code of conduct policy.

g) You shall join the training tentatively from **Nov/ Dec 2020.** Exact date will be intimated to you based on situational readiness & exam conditions ascertained. Submit copies of your mark sheets / certificates/PAN/ Aadhar etc. on reporting date.

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

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

Authorised Signatory

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

Signature:_____
Name : _____
Date : _____

Please provide below details:

Date of Birth: _____
Email : _____
Mobile No: _____
Tel. (Home): _____
Alternate Tel. No. during vacation:
_____

Adani Electricity Mumbai Ltd
(Formerly Reliance Electric Generation & Supply Ltd)
CTS 407/A (New), 408 Old Village
Eksar Devidas Lane, Off SVP Road, Borivali (W)
Mumbai 400 103, Maharashtra, India
CIN: U74999GJ2008PLC107256

Tel +91 22 3009 9999
Fax +91 22 3009 8852
info.mumbaielectricity@adani.com
www.adanielectricity.com

TAP/2020/S/14

adani
Electricity

Letter of Offer

29.08.2020

Mr. Ganesh Badhe,
C/o Shri Sant Gajanan Maharaj College of Engineering,
Shegaon, Maharashtra.

Dear Mr. Ganesh Badhe,

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

a) As informed during the presentation, your Gross annual remuneration would be **Rs. 4,10,000 p.a.** (Four lacs ten thousand only) which includes House Rent Allowance, (Payable only in case of own housing arrangement)

b) Your training period would be for six months from the date of joining. On successful completion of training period, you shall be absorbed in the organisation as Senior Executive (A-01 grade).

c) The letter of offer is valid subject to your passing the final year exam with aggregate of 60% or above marks or with equivalent grade and found medically fit at the time of joining.

d) A formal letter of appointment, setting out terms and conditions of employment in detail, along with breakup of remuneration shall be issued upon your joining with us.

e) Your initial stay will be arranged in our guest house. Based upon location of work & allocation of dept, you can look for your residence. This information will be intimated upon joining.

f) You shall be under obligation to not to indulge anti-organization activities which are detrimental to the interest of the company and as per our code of conduct policy.

g) You shall join the training tentatively from **Nov/ Dec 2020.** Exact date will be intimated to you based on situational readiness & exam conditions ascertained. Submit copies of your mark sheets / certificates/PAN/ Aadhar etc. on reporting date.

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

Thanking you,

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

Manoj Kumar Sharma
Head HR - AEML

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

Signature:_____

Name : _____

Date : _____

Please provide below details:

Date of Birth: _____

Email : _____

Mobile No: _____

Tel. (Home): _____

Alternate Tel. No. during vacation:

_____

Adani Electricity Mumbai Ltd
(Formerly Reliance Electric Generation & Supply Ltd)
CTS 407/A (New), 408 Old Village
Eksar Devidas Lane, Off SVP Road, Borivali (W)
Mumbai 400 103, Maharashtra, India
CIN U74999GJ2008PLC107256

Tel +91 22 3009 9999
Fax +91 22 3009 8852
info.mumbaielectricity@adani.com
www.adanielectricity.com

Registered Office: Adani House, 56, Shrimali Society, Nr. Mithakhali Six Roads, Navrangpura, Ahmedabad, Gujarat 380 009. India.

TAP/2020/S/15

adani
Electricity

Letter of Offer

29.08.2020

Mr. Mayur Talole,
C/o Shri Sant Gajanan Maharaj College of Engineering,
Shegaon, Maharashtra.

Dear Mr. Mayur Talole,

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

a) As informed during the presentation, your Gross annual remuneration would be **Rs. 4,10,000 p.a.** (Four lacs ten thousand only) which includes House Rent Allowance, (Payable only in case of own housing arrangement)

b) Your training period would be for six months from the date of joining. On successful completion of training period, you shall be absorbed in the organisation as Senior Executive (A-01 grade).

c) The letter of offer is valid subject to your passing the final year exam with aggregate of 60% or above marks or with equivalent grade and found medically fit at the time of joining.

d) A formal letter of appointment, setting out terms and conditions of employment in detail, along with breakup of remuneration shall be issued upon your joining with us.

e) Your initial stay will be arranged in our guest house. Based upon location of work & allocation of dept, you can look for your residence. This information will be intimated upon joining.

f) You shall be under obligation to not to indulge anti-organization activities which are detrimental to the interest of the company and as per our code of conduct policy.

g) You shall join the training tentatively from **Nov/ Dec 2020.** Exact date will be intimated to you based on situational readiness & exam conditions ascertained. Submit copies of your mark sheets / certificates/PAN/ Aadhar etc. on reporting date.

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

Thanking you,

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

Manoj Kumar Sharma
Head HR – AEML

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

Signature: _____

Name : _____

Date : _____

Please provide below details:

Date of Birth: _____

Email : _____

Mobile No: _____

Tel. (Home): _____

Alternate Tel. No. during vacation:

_____

Adani Electricity Mumbai Ltd
(Formerly Reliance Electric Generation & Supply Ltd)
CTS 407/A (New), 408 Old Village
Eksar Devidas Lane, Off SVP Road, Borivali (W)
Mumbai 400 103, Maharashtra, India
CIN: U74999GJ2008PLC107256

Tel +91 22 3009 9999
Fax +91 22 3009 8852
info.mumbaielectricity@adani.com
www.adanielectricity.com

Registered Office: Adani House, 56, Shrimali Society, Nr. Mithakhali Six Roads, Navrangpura, Ahmedabad, Gujarat 38

TAP/2021/S/21

adani
Electricity

Ref No: HR/Conf/21

19th June 2021

Piyush Satish Jaiswal
Emp. Code: 41018885
GET
Distribution

Confirmation of Services

Dear Mr. Jaiswal,

On successful completion of your probation period, the management is pleased to confirm your services as Senior Executive w.e.f.01/06/2021.

All other terms & conditions of appointment will remain unchanged.

You will be governed by the policy and rules as per Adani Group.

We congratulate you and look forward to your continued efforts towards the overall growth and development of self and the organization.

Yours truly,

For Adani Electricity Mumbai Ltd

Vanmala.

Chanda Vanmali
Additional Vice President (HR)

Adani Electricity Mumbai Ltd
CTS 407/A (New), 408 Old Village
Eksar Devidas Lane, Off SVP Road, Borivali (W)
Mumbai 400 103, Maharashtra, India
CIN: U74999GJ2008PLC107256

Tel : +91 22 5054 9999
info.mumbaielectricity@adani.com
www.adanielectricity.com

Registered Office: Adani Corporate House, Shantigram, Near Vaishno Devi Circle, S. G. Highway, Khodiyar, Ahmedabad 382421, Gu

Scanned with CamScanner

TAP/2020/S/16

adani
Electricity

Letter of Offer

29.08.2020

Mr. Raghavendra Karale,
C/o Shri Sant Gajanan Maharaj College of Engineering,
Shegaon, Maharashtra.

Dear Mr. Raghavendra Karale,

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

a) As informed during the presentation, your Gross annual remuneration would be **Rs. 4,10,000 p.a.** (Four lacs ten thousand only) which includes House Rent Allowance, (Payable only in case of own housing arrangement)

b) Your training period would be for six months from the date of joining. On successful completion of training period, you shall be absorbed in the organisation as Senior Executive (A-01 grade).

c) The letter of offer is valid subject to your passing the final year exam with aggregate of 60% or above marks or with equivalent grade and found medically fit at the time of joining.

d) A formal letter of appointment, setting out terms and conditions of employment in detail, along with breakup of remuneration shall be issued upon your joining with us.

e) Your initial stay will be arranged in our guest house. Based upon location of work & allocation of dept, you can look for your residence. This information will be intimated upon joining.

f) You shall be under obligation to not to indulge anti-organization activities which are detrimental to the interest of the company and as per our code of conduct policy.

g) You shall join the training tentatively from **Nov/ Dec 2020.** Exact date will be intimated to you based on situational readiness & exam conditions ascertained. Submit copies of your mark sheets / certificates/PAN/ Aadhar etc. on reporting date.

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

Thanking you,

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

Manoj Kumar Sharma
Head HR – AEML

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

Signature: _____

Name : _____

Date : _____

Please provide below details:

Date of Birth: _____

Email : _____

Mobile No: _____

Tel. (Home): _____

Alternate Tel. No. during vacation:

_____

Adani Electricity Mumbai Ltd
(Formerly Reliance Electric Generation & Supply Ltd)
CTS 407/A (New), 408 Old Village
Eksar Devidas Lane, Off SVP Road, Borivali (W)
Mumbai 400 103, Maharashtra, India
CIN: U74999GJ2008PLC107256

Tel +91 22 3009 9999
Fax +91 22 3009 8852
info.mumbaielectricity@adani.com
www.adanielectricity.com

Registered Office: Adani House, 56, Shrimali Society, Nr. Mithakhali Six Roads, Navrangpura, Ahmedabad, Gujarat, [illegible]

adani
Electricity

Letter of Offer

29.08.2020

Mr. Shreejit Thorat,
C/o Shri Sant Gajanan Maharaj College of Engineering,
Shegaon, Maharashtra.

Dear Mr. Shreejit Thorat,

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

a) As informed during the presentation, your Gross annual remuneration would be **Rs. 4,10,000 p.a.** (Four lacs ten thousand only) which includes House Rent Allowance, (Payable only in case of own housing arrangement)

b) Your training period would be for six months from the date of joining. On successful completion of training period, you shall be absorbed in the organisation as Senior Executive (A-01 grade).

c) The letter of offer is valid subject to your passing the final year exam with aggregate of 60% or above marks or with equivalent grade and found medically fit at the time of joining.

d) A formal letter of appointment, setting out terms and conditions of employment in detail, along with breakup of remuneration shall be issued upon your joining with us.

e) Your initial stay will be arranged in our guest house. Based upon location of work & allocation of dept, you can look for your residence. This information will be intimated upon joining.

f) You shall be under obligation to not to indulge anti-organization activities which are detrimental to the interest of the company and as per our code of conduct policy.

g) You shall join the training tentatively from **Nov/ Dec 2020**. Exact date will be intimated to you based on situational readiness & exam conditions ascertained. Submit copies of your mark sheets / certificates/PAN/ Aadhar etc. on reporting date

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

Thanking you,

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

Manoj Kumar Sharma
Head HR – AEML

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

Signature:_____

Name : _____

Date : _____

Please provide below details:

Date of Birth: _____

Email : _____

Mobile No: _____

Tel. (Home): _____

Alternate Tel. No. during vacation:

_____

Adani Electricity Mumbai Ltd
(Formerly Reliance Electric Generation & Supply Ltd)
CTS 407/A (New), 408 Old Village
Eksar Devidas Lane, Off SVP Road, Borivali (W)
Mumbai 400 103, Maharashtra, India
CIN: U74999GJ2008PLC107256

Tel +91 22 3009 9999
Fax +91 22 3009 8852
info.mumbaielectricity@adani.com
www.adanielectricity.com

Registered Office: Adani House, 56, Shrimali Society, Nr. Mithakhali Six Roads, Navrangpura, Ahmedabad, Gujarat 38[illegible]

TAP/2020/S/18

adani
Electricity

Letter of Offer

29.08.2020

Mr Shreyas Deshmukh,
C/o Shri Sant Gajanan Maharaj College of Engineering,
Shegaon, Maharashtra.

Dear Mr. Shreyas Deshmukh,

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

a) As informed during the presentation, your Gross annual remuneration would be **Rs. 4,10,000 p.a.** (Four lacs ten thousand only) which includes House Rent Allowance, (Payable only in case of own housing arrangement)

b) Your training period would be for six months from the date of joining. On successful completion of training period, you shall be absorbed in the organisation as Senior Executive (A-01 grade).

c) The letter of offer is valid subject to your passing the final year exam with aggregate of 60% or above marks or with equivalent grade and found medically fit at the time of joining.

d) A formal letter of appointment, setting out terms and conditions of employment in detail, along with breakup of remuneration shall be issued upon your joining with us.

e) Your initial stay will be arranged in our guest house. Based upon location of work & allocation of dept, you can look for your residence. This information will be intimated upon joining.

f) You shall be under obligation to not to indulge anti-organization activities which are detrimental to the interest of the company and as per our code of conduct policy.

g) You shall join the training tentatively from **Nov/ Dec 2020.** Exact date will be intimated to you based on situational readiness & exam conditions ascertained. Submit copies of your mark sheets / certificates/PAN/ Aadhar etc. on reporting date.

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

Thanking you,

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

Manoj Kumar Sharma
Head HR – AEML

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

Signature:_____

Name : _____

Date : _____

Please provide below details:

Date of Birth: _____

Email : _____

Mobile No: _____

Tel. (Home): _____

Alternate Tel. No. during vacation:

_____

Adani Electricity Mumbai Ltd
(Formerly Reliance Electric Generation & Supply Ltd)
CTS 407/A (New), 408 Old Village
Eksar Devidas Lane, Off SVP Road, Borivali (W)
Mumbai 400 103, Maharashtra, India
CIN: U74999GJ2008PLC107256

Tel +91 22 3009 9999
Fax +91 22 3009 8852
info.mumbaielectricity@adani.com
www.adanielectricity.com

Registered Office: Adani House, 56, Shrimali Society, Nr. Muthakhal, Six Roads, Navrangpura, Ahmedabad, Gujarat 380 009 India

TAP/2020/S/19

adani
Electricity

Letter of Offer

29.08.2020

Mr. Vishvanath Javanjal
C/o Shri Sant Gajanan Maharaj College of Engineering,
Shegaon, Maharashtra.

Dear Mr. Vishvanath Javanjal,

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

a) As informed during the presentation, your Gross annual remuneration would be **Rs. 4,10,000 p.a.** (Four lacs ten thousand only) which includes House Rent Allowance, (Payable only in case of own housing arrangement)

b) Your training period would be for six months from the date of joining. On successful completion of training period, you shall be absorbed in the organisation as Senior Executive (A-01 grade).

c) The letter of offer is valid subject to your passing the final year exam with aggregate of 60% or above marks or with equivalent grade and found medically fit at the time of joining.

d) A formal letter of appointment, setting out terms and conditions of employment in detail, along with breakup of remuneration shall be issued upon your joining with us.

e) Your initial stay will be arranged in our guest house. Based upon location of work & allocation of dept, you can look for your residence. This information will be intimated upon joining.

f) You shall be under obligation to not to indulge anti-organization activities which are detrimental to the interest of the company and as per our code of conduct policy.

g) You shall join the training tentatively from **Nov/ Dec 2020**. Exact date will be intimated to you based on situational readiness & exam conditions ascertained. Submit copies of your mark sheets / certificates/PAN/ Aadhar etc. on reporting date.

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

Thanking you,

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

Manoj Kumar Sharma
Head HR – AEML

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

Signature:_____

Name : _____

Date : _____

Please provide below details:

Date of Birth: _____

Email : _____

Mobile No: _____

Tel. (Home): _____

Alternate Tel. No. during vacation:

_____

Adani Electricity Mumbai Ltd
(Formerly Reliance Electric Generation & Supply Ltd)
CTS 407/A (New), 408 Old Village
Eksar Devidas Lane, Off SVP Road, Borivali (W)
Mumbai 400 103, Maharashtra, India
CIN: U74999GJ2008PLC107256

Tel +91 22 3009 9999
Fax +91 22 3009 8852
info.mumbaielectricity@adani.com
www.adanielectricity.com

Registered Office: Adani House, 56, Shrimali Society, Nr. Mithakhali Six Roads, Navrangpura, Ahmedabad, Gujarat 38...

TAP/2020/U/47

9-1

BAJAJ
Bajaj Electricals Ltd.
Inspiring Trust

Chakan Unit

Gat No 603 to 607,392 & 426,

Village Malaunge , Chakan-Talegaon Road Tal. Khed Dist. Pune-410 501.

To,

Mr. Prajakta Vijay Kale

Address: Amravati.

Dear sir,

We are glad to inform you that you have been successfully passed the assessment and personal interview. You have Been selected to join in our APPERENTICE Scheme.

You are requested to be present on ..../..../2020 at 9:00 AM in BAJAJ ELECTRICALS LIMITED.

The detailed address is as follows: 03/09/.

Bajaj Electricals Limited. Gat No. 603 to 607, 392 & 426. Village Mahalunge chakan- Talegaon Road, Tal. Khed, Dist.Pune-410 501.

You are requested to bring Following documents along with you.

- ITI/Diploma/BE Certificate & Mark sheet (Original + 4 Xerox Copies)
- 10th /12th Certificate & Mark sheet (Original + 4 Xerox Copies)
- School Leaving Certificate (original + 4 Xerox Copies)
- Aadhar card Xerox
- Pan Card or Driving Licence Xerox
- Ration Card Xerox
- Passport Size Photo (4 Copies)
- Your Bank Account Details
- Required Clothing Shoes And adequate Money for self –Sustenance minimum Upto 1 month

For Any more information please contact following officials.

Hemant Malwade- 8554060606 / 7391001003.

For Bajaj Electricals Limited

Bajaj Electricals Ltd. Chakan Unit

Authorized Signatory

Scanned by CamScanner

TAP/2020/LU/46

9-2

BAJAJ
Bajaj Electricals Ltd.

Chakan Unit

Gat No.603 to 607,392 & 426,

Village Malaunge , Chakan-Talegaon Road Tal. Khed Dist. Pune-410 501.

To,

Mr. Pratiksha Kale

Address: Ambeth

Dear sir,

We are glad to inform you that you have been successfully passed the assessment and personal interview. You have Been selected to join in our APPERENTICE Scheme.

You are requested to be present on .../.../2020 at 9.00 AM in BAJAJ ELECTRICALS LIMITED.

The detailed address is as follows: 03/09/

Bajaj Electricals Limited. Gat No. 603 to 607, 392 & 426. Village Mahalunge chakan- Talegaon Road, Tal. Khed, Dist. Pune-410 501.

You are requested to bring Following documents along with you.

- ITI/Diploma/BE Certificate & Mark sheet (Original + 4 Xerox Copies)
- 10th /12th Certificate & Mark sheet (Original + 4 Xerox Copies)
- School Leaving Certificate (original + 4 Xerox Copies)
- Aadhar card Xerox
- Pan Card or Driving Licence Xerox
- Ration Card Xerox
- Passport Size Photo (4 Copies)
- Your Bank Account Details
- Required Clothing Shoes And adequate Money for self –Sustenance minimum Upto 1 month

For Any more information please contact following officials.

Hemant Malwade- 8554060606 / 7391001003.

For Bajaj Electricals Limited

Authorised Signatory

Scanned by CamScanner

TAP/2020/N/16

BIZSENSE SOLUTIONS

Date: 21st November 2020

To,
Mr. Ashutosh Bathe

Dear Ashutosh ,

Subject: **Appointment as Software Engineer A.1**

With reference to your interview with us, we are pleased to make you an offer for the post of **Software Engineer** on the terms and conditions given below:

Your joining date should be no later than 21st **November 2020.** If for whatever reason, you are unable to meet this date, please contact the undersigned immediately.
Please bring following documents at the time of joining:

1. Two passport sized photographs.
2. Photocopies of SSC, HSC, graduation, post graduation (if applicable) mark sheets.
3. Photocopies Certificates of any additional courses / qualification completed.
4. Photocopy of Aadhar Card, PAN Card, Bank Passbook and Driving Licence.
5. Photocopies of Passport (if available).
6. Fitness / Health Certificate.

Please bring originals of all documents for verification and photocopies of it for submission.

Please report at our office at the following address by **10.30 AM** on your date of joining.

Bizsense Solutions Pvt. Ltd
45 B, INDURAMAN, HILL ROAD,
GOKULPETH, NAGPUR 440010
(Opp. Indian Overseas Bank, Ramnagar Branch)

Please return the duplicate hereof, duly signed, as a token of your acceptance of the offer.
We are confident that you will have a long and mutually rewarding career with us. We look forward to your joining us.
With best wishes,
Yours sincerely
For BIZSENSE Solutions Pvt Ltd.

BIZSENSE SOLUTIONS (P) LTD.

Swati Vakil
Director
Encl.: General Terms and Conditions and details of your compensation package.

For any queries, please contact the at:
Cell # 8888883345,
ankita.bhave@bizsense.in

Scanned with CamScanner

Joining Letter

Dear Mr Ashutosh Bathe

Nagpur

Welcome aboard!!

With reference to your acceptance to offer, dated 8th December 2019, we welcome you as **Software Engineer** from today 21st November 2020. You will be on probation period for 6 months, which will end on 20th May 2021. On successful completion of your probation period, you will be a confirmed employee if not notified otherwise. Your reporting manager will be Mr Shubham Shendage.

You will be notified for your Company induction session(s), Project induction session(s) independently by respective authorities.

Please feel free to get in touch with Ankita Bhave Contact No. 8888883345.Email ID – ankita.bhavel@viitonline.com for your queries and concerns.

Wish you all the best!!

Sincerely

BLOENSE SOLUTIONS (P) LTD.

Authorised Signature

Date : 21st November 2020

Place : Nagpur

Received and Accepted.

Ashutosh Bathe

Date : 21/11/20

Place : Nagpur

Scanned with CamScanner

TAP/2020/R/28

BIZSENSE SOLUTIONS

Date: 21st November 2020

To,
Mr. Bhushan Kadu

Dear Bhushan ,

Subject: **Appointment as Software Engineer A.1**

With reference to your interview with us, we are pleased to make you an offer for the post of **Software Engineer** on the terms and conditions given below:

Your joining date should be no later than 21st **November 2020.** If for whatever reason, you are unable to meet this date, please contact the undersigned immediately.
Please bring following documents at the time of joining:

1. Two passport sized photographs.
2. Photocopies of SSC, HSC, graduation, post graduation (if applicable) mark sheets.
3. Photocopies Certificates of any additional courses / qualification completed.
4. Photocopy of Aadhar Card, PAN Card, Bank Passbook and Driving Licence.
5. Photocopies of Passport (if available).
6. Fitness / Health Certificate.

Please bring originals of all documents for verification and photocopies of it for submission.

Please report at our office at the following address by **10.30 AM** on your date of joining.

Bizsense Solutions Pvt. Ltd
45 B, INDURAMAN, HILL ROAD,
GOKULPETH, NAGPUR 440010
(Opp. Indian Overseas Bank, Ramnagar Branch)

Please return the duplicate hereof, duly signed as a token of your acceptance of the offer.
We are confident that you will have a long and mutually rewarding career with us. We look forward to your joining us.
With best wishes,
Yours sincerely
For BIZSENSE Solutions Pvt Ltd.

BIZSENSE SOLUTIONS (P) LTD.

Swati Vakil
Director
Encl.: General Terms and Conditions and details of your compensation package.

For any queries, please contact the at:
Cell # 8888883345,
ankita.bhave@bizsense.in

Joining Letter

Dear Mr Bhushan Kadu

Nagpur

Welcome aboard!!

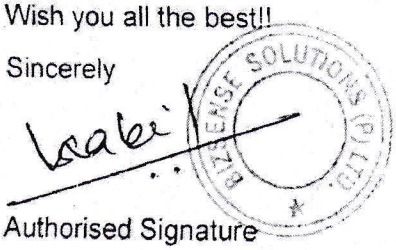
With reference to your acceptance to offer, dated 8th December 2019. we welcome you as **Software Engineer** from today 21st November 2020. You will be on probation period for 6 months, which will end on 20th May 2021.On successful completion of your probation period, you will be a confirmed employee if not notified otherwise. Your reporting manager will be Mr Shubham Shendage.

You will be notified for your Company induction session(s), Project induction session(s) independently by respective authorities.

Please feel free to get in touch with Ankita Bhave Contact No. 8888883345.Email ID – ankita.bhavel@viitonline.com for your queries and concerns.

Wish you all the best!!

Sincerely



Authorised Signature

Date : 21st November 2020

Place : Nagpur

Received and Accepted.

Bhushan Kadu

Date :

Place :

TAP/2020/R/29

BIZSENSE SOLUTIONS

Date: 4th December 2019

To,
Mr. Sahil Mune

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

Dear Sahil,

Thank you for exploring career opportunities with Bizsense Solutions Pvt Ltd. You have successfully completed our selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of Software Engineer in Grade A.1

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

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

Your joining date should be no later than 21st June 2020.If for whatever reason, you are unable to meet this date, please contact the undersigned immediately.

Kindly confirm your acceptance of this offer by 10/12/2019 by sending an email to the below mentioned email address. You are also required to send a copy of this letter counter signed by you to our office within 15 days of your acceptance.

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

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

For Bizsense Solutions Private Limited

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

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

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

4R- 19-20

5. RETAIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and BIZSENSE will contribute its share every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

6. Loans

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

Salary Structure Grade A.1

Salary Head	Monthly	Yearly
Fixed Pay		
Basic	11,226	1,34,712
House Rent Allowance	4,490	53,880
Bonus	935	11,220
Food Allowance	1,500	18,000
Internet Allowance	1,500	18,000
SUB TOTAL [A]	19,651	2,35,812
Variable Components		
Special Pay	2,862	34,344
Performance Pay	2,948	35,376
SUB TOTAL [B]	5,810	69,720
Gross Monthly Pay [A + B]	25,461	3,05,532
Annual Components/ Retirals		
Employer's contribution to PF	1,950	23,400
Gratuity Provision	540	6,480
Health Insurance*		4,007
Term Insurance**		581
SUB TOTAL [C]		34,468
SUB TOTAL [A+B+C]		3,40,000
Tenure Reward - 2020***		90,000
TOTAL COMPENSATION (CTC)		4,30,000

Note:

1. Income Tax and other statutory deductions as per applicable laws would be made from the salary payable
2. First appraisal due on 21/06/2021, will be applicable effective 21/06/2021
3. Tenure Reward is payable subject to rules of the Tenure Reward Scheme 2020* as below
   Between 21 June 2021 - 20 June 2022: @ Rs. 1500/- per month
   Between 21 June 2022 - 20 June 2023: @ Rs. 2250/- per month
   Between 21 June 2023 - 20 June 2024: @ Rs. 3750/- per month

(Authorized Signatory)

TAP/2020/U/32

BYJU'S

6-1

Offer Letter

Name: Ajay Chandrakant Thakur
Date: Thursday, August 13, 2020

Dear Mr. **Ajay Chandrakant Thakur,**

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

1. **Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Tuesday, August 18, 2020** . Your work location would be **Kolhapur / Bangalore** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

2. **Term:** The term of this Agreement would be for a period of 2 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 11 of this Agreement.

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

4. **Offer of permanent position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be

done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales or 8 LPA (5 LPA fixed + 3 LPA variable) for the role of BDA - Inside Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

5. Department, Designation & Reporting Manager:

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

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

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

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

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

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

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

and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

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

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

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

a. Any act or omission by you;

b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;

c. Any representation or warranty or information furnished to the Company found to be false;

d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or

e. Failure to adhere to the standards/specifications/policies of the Company.

16. General Provisions:

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

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

11. Absence from duty: When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 4 days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

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

a) The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.
b) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.
c) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door

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

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

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

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

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

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

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

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

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

j. All disputes arising herein shall be governed by the laws of India and the jurisdiction

to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka.

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

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

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

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

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

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

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

TAP/2020/U/33

6-2

BYJU'S

Offer Letter

Name: Anand Narayan Kharat
Date: Tuesday, October 13, 2020

Dear Mr. Anand Narayan Kharat,

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

1. Date of Joining & Work Location: Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Tuesday, October 20, 2020** . Your work location would be **Kolhapur / Bangalore** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

2. Term: The term of this Agreement would be for a period of 2 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 11 of this Agreement.

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

4. Offer of permanent position: It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be

done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales or 8 LPA (5 LPA fixed + 3 LPA variable) for the role of BDA - Inside Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

5. Department, Designation & Reporting Manager:

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

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

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

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

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

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

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

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

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

11. Absence from duty: When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 4 days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

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

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

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

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

You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door

and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

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

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

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

a. Any act or omission by you;

b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;

c. Any representation or warranty or information furnished to the Company found to be false;

d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or

e. Failure to adhere to the standards/specifications/policies of the Company.

16. General Provisions:

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

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

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

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

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

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

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

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

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

j. All disputes arising herein shall be governed by the laws of India and the jurisdiction

to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka.

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

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

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

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

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

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

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

TAP/2020/M/08-

BYJU'S

Offer Letter

Name: Aniket Suresh Bandewar
Date: Wednesday, November 25, 2020

Dear Mr. **Aniket Suresh Bandewar,**

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

1. **Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Tuesday, December 1, 2020** . Your work location would be **Solapur** / **Bangalore** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

2. **Term:** The term of this Agreement would be for a period of 2 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 11 of this Agreement.

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

4. **Offer of permanent position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be

done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales or 8 LPA (5 LPA fixed + 3 LPA variable) for the role of BDA - Inside Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

5. **Department, Designation & Reporting Manager:**

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

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

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

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

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

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

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

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

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

11. **Absence from duty:** When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 4 days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

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

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

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

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

and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

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

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

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

a. Any act or omission by you;
b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;

c. Any representation or warranty or information furnished to the Company found to be false;
d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
e. Failure to adhere to the standards/specifications/policies of the Company.

16. **General Provisions:**

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

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

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

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

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

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

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

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

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

j. All disputes arising herein shall be governed by the laws of India and the jurisdiction

to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka.

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

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

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

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

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

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

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

TAP/2020/U/31

6-4

BYJU'S

Offer Letter

Name: Atmanand Devidas Gore
Date: Saturday, August 8, 2020

Dear Mr. **Atmanand Devidas Gore,**

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

1. Date of Joining & Work Location: Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Friday, August 14, 2020** . Your work location would be **IBC Knowledge Park, Bangalore / Bangalore** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

2. Term: The term of this Agreement would be for a period of 2 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 11 of this Agreement.

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

4. Offer of permanent position: It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the

Company. Upon satisfying the above conditions, conversion to the role of BDA will be done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales or 8 LPA (5 LPA fixed + 3 LPA variable) for the role of BDA - Inside Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

5. Department, Designation & Reporting Manager:

Department	: Business Development (51000000)
Designation	: Business Development Trainee - Sales
Reporting Manager	: Rahul Raj (TNL201605108)
Role Location	: IBC Knowledge Park, Bangalore / Bangalore
BDT Training Location	: Byjus - Bangalore

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

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

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

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

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

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

with you on joining.

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

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

11. Absence from duty: When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 4 days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

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

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

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

c) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement,

forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

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

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

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

a. Any act or omission by you;

b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;

c. Any representation or warranty or information furnished to the Company found to be false;

d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or

e. Failure to adhere to the standards/specifications/policies of the Company.

16. General Provisions:

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

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

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

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

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

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

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

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

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

AD-19-20

by both parties.

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

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

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

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

<u>You are requested to carry the below mentioned documents on your joining date</u>

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

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

TAP/2020/M/04

from: **Dhanraj Dhanokar** <dhanraj.dhanokar007@gmail.com>
to: TPO SSGMCE Shegaon <tpossgmce@gmail.com>
date: Jun 24, 2020, 4:39 PM
subject: Fwd: Interview Result at BYJU's
mailed-by: gmail.com
signed-by: gmail.com

---------- Forwarded message ---------
From: **Ayushman Ahluwalia** <ayushman.a@byjus.com>
Date: Sun, Jun 14, 2020 at 1:42 PM
Subject: Interview Result at BYJU's
To: <dhanraj.dhanokar007@gmail.com>

Dear Dhanraj Dhanokar,

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

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

Joining Details:

Date of Joining :
BDT Training Location : Bengaluru

Role Location : Pune

Joining Location Address: Bangalore: 6th Floor, Tower D, IBC Knowledge Park, Banerghatta Road, Bangalore 95
Fixed CTC during training (not inclusive of incentives): INR 3 LPA

Annual CTC post successful completion of Training: INR 10 LPA (7 LPA fixed + 3 LPA variable) for the role of BDA - Direct Sales or Rs 8 INR (5 LPA fixed + 3 LPA variable) for the role of BDA - Inside Sales

Details of Business Development Trainee Program: You will be undergoing Byju's Sales Training for a duration of 2 months. The first 2 weeks of this training will be classroom training followed by 6 weeks of "On-the-Job Training", both at the BDT Training Location. You will be assessed and monitored during your training program. We are also happy to inform you that additional performance incentives will be applicable during your training period. Currently till our offices re-open, your training will happen in the Work from Home mode. Once our offices are open, your training will shift to the BDT Training Location.

Upon successful completion of training based on clearing the company's expected parameters, you will be confirmed as BDA - Direct Sales (at 10 LPA) or BDA - Inside Sales (at 8 LPA). Also, only after confirmation to the BDA role, you will start work at your 'Role Location' (unless joining and training is being held at your role location itself).

Note for candidates confirmed as BDA-Direct Sales: In the unlikely scenario where the Direct Sales Model does not resume in your role location at the end of your Training Program, you will be offered the BDA-Inside Sales (at 8 LPA) role in Bengaluru. You will relocate to your role location as BDA-Direct Sales (at 10 LPA) as soon as the Direct Sales model begins at your role location.

Further details:

Few information regarding your training and onboarding are given below:
1. All your original academic documents are required for verification. You can find the list of documents to upload and submit within the offer letter itself.

2. Please note that without completing the above registration and receiving the offer letter, your onboarding would not happen.

3. You need to have a working broadband connection and laptop at all times during the Training period. Please note that this is a core requirement for you to take part in the Training. Training can't happen without fulfilment of this requirement.

GM-2020

4. Your training performance will be thoroughly evaluated during your 8 weeks with us as that will be an incubation period for your new role.

5. Business formals or business casual attire is mandatory during work hours.

6. Accommodation at the BDT training location will be provided by the company for the first two weeks of the BDT Program (only applicable for those whose role location is not Bangalore)

About Byju's:

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

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

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

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

At BYJU'S, we are driven by the motto to encourage students to learn on their own and keep their child-like curiosity alive. So get ready to be a part of the growing family at BYJU'S and be a ***BYJUite*** officially. We hope your journey with us takes you to greater heights creating the best of memories and milestones along the way.
Please visit https://youtu.be/2XeGI5RHypQ for a better insight into the job.
Registration Details: As an initial step of on-boarding formalities, you are required to fill the registration form using the link below. Please follow the below steps to complete registration and to view the offer letter (post offer release).

Step1: Register using the below-mentioned link

Step2: Complete your details in 'Application Page'

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

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

Registration Link: Please click here to register.

Regards,

Team BYJU's

TAP/2020/U/30

6-6

BYJU'S

Offer Letter

Name: Prathamesh Mohan Dharamthok
Date: Wednesday, August 5, 2020

Dear Mr. **Prathamesh Mohan Dharamthok**,

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

1. Date of Joining & Work Location: Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Tuesday, August 11, 2020** . Your work location would be **Nashik / Bangalore** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

2. Term: The term of this Agreement would be for a period of 2 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 11 of this Agreement.

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

4. Offer of permanent position: It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be

done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales or 8 LPA (5 LPA fixed + 3 LPA variable) for the role of BDA - Inside Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

5. Department, Designation & Reporting Manager:

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

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

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

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

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

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

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

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

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

11. Absence from duty: When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 4 days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

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

a) The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.
b) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.
c) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door

and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

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

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

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

a. Any act or omission by you;
b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;

c. Any representation or warranty or information furnished to the Company found to be false;
d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
e. Failure to adhere to the standards/specifications/policies of the Company.

16. General Provisions:

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

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

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

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

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

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

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

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

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

j. All disputes arising herein shall be governed by the laws of India and the jurisdiction

to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka.

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

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

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

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

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

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

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

TAP/2020/S/10

---------- Forwarded message ---------
From: **Rohan Dange** <dangerohan15@gmail.com>
Date: Thu, 25 Jun, 2020, 10:47 PM
Subject: Fwd: Interview Result at BYJU's
To: Ninad Jiju <ninaddande@gmail.com>

---------- Forwarded message ---------
From: **Bhuwan kumar** <bhuwan.kumar@byjus.com>
Date: Thu, 25 Jun, 2020, 7:49 PM
Subject: Interview Result at BYJU's
To: <dangerohan15@gmail.com>

Dear Rohan Dange,

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

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

Joining Details:

Date of Joining :

BDT Training Location : Bengaluru

Role Location : Kolhapur

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

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

Annual CTC post successful completion of Training: INR 10 LPA (7 LPA fixed + 3 LPA variable) for the role of BDA - Direct Sales or Rs 8 INR (5 LPA fixed + 3 LPA variable) for the role of BDA - Inside Sales

Details of Business Development Trainee Program: You will be undergoing Byju's Sales Training for a duration of 2 months. The first 2 weeks of this training will be classroom training followed by 6 weeks of "On-the-Job Training", both at the BDT Training Location. You will be assessed and monitored during your training program. We are also happy to inform you that additional performance incentives will be applicable during your training period. Currently till our offices re-open, your training will happen in the Work from Home mode. Once our offices are open, your training will shift to the BDT Training Location.

Upon successful completion of training based on clearing the company's expected parameters, you will be confirmed as BDA - Direct Sales (at 10 LPA) or BDA - Inside Sales (at 8 LPA). Also, only after confirmation to the BDA role, you will start work at your 'Role Location' (unless joining and training is being held at your role location itself).

Note for candidates confirmed as BDA-Direct Sales: In the unlikely scenario where the Direct Sales Model does not resume in your role location at the end of your Training Program, you will be

offered the BDA-Inside Sales (at 8 LPA) role in Bengaluru. You will relocate to your role location as BDA-Direct Sales (at 10 LPA) as soon as the Direct Sales model begins at your role location.

Further details:

Few information regarding your training and onboarding are given below:

1. All your original academic documents are required for verification. You can find the list of documents to upload and submit within the offer letter itself.

2. Please note that without completing the above registration and receiving the offer letter, your onboarding would not happen.

3. You need to have a working broadband connection and laptop at all times during the Training period. Please note that this is a core requirement for you to take part in the Training. Training can't happen without fulfilment of this requirement.

4. Your training performance will be thoroughly evaluated during your 8 weeks with us as that will be an incubation period for your new role.

5. Business formals or business casual attire is mandatory during work hours.

6. Accommodation at the BDT training location will be provided by the company for the first two weeks of the BDT Program (only applicable for those whose role location is not Bangalore)

About Byju's:

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

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

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

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

At BYJU'S, we are driven by the motto to encourage students to learn on their own and keep their child-like curiosity alive. So get ready to be a part of the growing family at BYJU'S and be a ***BYJUite*** officially. We hope your journey with us takes you to greater heights creating the best of memories and milestones along the way.
Please visit https://youtu.be/2XeGI5RHypQ for a better insight into the job.
Registration Details: As an initial step of on-boarding formalities, you are required to fill the registration form using the link below. Please follow the below steps to complete registration and to view the offer letter (post offer release).

Step1: Register using the below-mentioned link

Step2: Complete your details in 'Application Page'

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

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

Registration Link: Please click here to register.

Regards,

Team BYJU's

TAP/2020/M/10

BYJU'S

Offer Letter

Name: Shraddha Rajendra Salivkar
Date: Wednesday, July 15, 2020

Dear Ms. **Shraddha Rajendra Salivkar,**

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

1. Date of Joining & Work Location: Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Tuesday, July 21, 2020** . Your work location would be **Bangalore - Croma / Bangalore** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

2. Term: The term of this Agreement would be for a period of 2 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 11 of this Agreement.

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

4. Offer of permanent position: It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be

done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales or 8 LPA (5 LPA fixed + 3 LPA variable) for the role of BDA - Inside Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

5. Department, Designation & Reporting Manager:

Department	: Business Development (51000000)
Designation	: Business Development Trainee - Sales
Reporting Manager	: Rahul Raj (TNL201605108)
Role Location	: Bangalore - Croma
BDT Training Location	: Byjus - Bangalore

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

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

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

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

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

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

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

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

11. Absence from duty: When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 4 days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

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

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

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

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

and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

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

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

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

a. Any act or omission by you;

b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;

c. Any representation or warranty or information furnished to the Company found to be false;

d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or

e. Failure to adhere to the standards/specifications/policies of the Company.

16. General Provisions:

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

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

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

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

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

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

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

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

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

j. All disputes arising herein shall be governed by the laws of India and the jurisdiction

GM-19-20

to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka.

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

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

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

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

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

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

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

TAP/2020/U/29

6-7

from: **Swapnil Sangle** <sangle.swapnil34@gmail.com>
to: tpossgmce@gmail.com
date: May 25, 2020, 9:29 PM
subject: Fwd: Interview Result at BYJU's
mailed-by: gmail.com
signed-by: gmail.com

---------- Forwarded message ---------
From: **Akash Chandrakar** <akash.chandrakar+14208@byjus.com>
Date: Thu, 7 May, 2020, 10:49 AM
Subject: Interview Result at BYJU's
To: <sangle.swapnil34@gmail.com>

Dear Swapnil Sangle,

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

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

Joining Details:

Date of Joining :

BDT Training Location : Bengaluru

Role Location : Aurangabad

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

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

Annual CTC post successful completion of Training: INR 10 LPA (7 LPA fixed + 3 LPA variable) for the role of BDA - Direct Sales or Rs 8 INR (5 LPA fixed + 3 LPA variable) for the role of BDA - Inside Sales

Details of Business Development Trainee Program: You will be undergoing Byju's Sales Training for a duration of 2 months. The first 2 weeks of this training will be classroom training followed by 6 weeks of "On-the-Job Training", both at the BDT Training Location. You will be assessed and monitored during your training program. We are also happy to inform you that

additional performance incentives will be applicable during your training period. Currently till our offices re-open, your training will happen in the Work from Home mode. Once our offices are open, your training will shift to the BDT Training Location.

Upon successful completion of training based on clearing the company's expected parameters, you will be confirmed as BDA - Direct Sales (at 10 LPA) or BDA - Inside Sales (at 8 LPA). Also, only after confirmation to the BDA role, you will start work at your 'Role Location' *(unless joining and training is being held at your role location itself).*

Further details:

Few information regarding your training and onboarding are given below:

1. All your original academic documents are required for verification. You can find the list of documents to upload and submit within the offer letter itself.

2. Please note that without completing the above registration and receiving the offer letter, your onboarding would not happen.

3. You need to have a working broadband connection and laptop at all times during the Training period. Please note that this is a core requirement for you to take part in the Training. Training can't happen without fulfilment of this requirement.

4. Your training performance will be thoroughly evaluated during your 8 weeks with us as that will be an incubation period for your new role.

5. Business formals or business casual attire is mandatory during work hours.

6. Accommodation at the BDT training location will be provided by the company for the first two weeks of the BDT Program (only applicable for those whose role location is not Bangalore)

About Byju's:

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

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

Delivering world class learning experiences, BYJU'S is making learning contextual and visual, and not just theoretical. The app has been designed to adapt itself to the unique learning style of every student, as per the pace, size and style of learning. The learning app is paving the way for new-

age, geography-agnostic learning tools that sit at the cross section of mobile, interactive content and personalised learning methodologies.

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

At BYJU'S, we are driven by the motto to encourage students to learn on their own and keep their child-like curiosity alive. So get ready to be a part of the growing family at BYJU'S and be a ***BYJUite*** officially. We hope your journey with us takes you to greater heights creating the best of memories and milestones along the way.
Please visit https://youtu.be/2XeGI5RHypQ for a better insight into the job.
Registration Details: As an initial step of on-boarding formalities, you are required to fill the registration form using the link below. Please follow the below steps to complete registration and to view the offer letter (post offer release).

Step1: Register using the below-mentioned link

Step2: Complete your details in 'Application Page'

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

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

Registration Link: Please click here to register.

Regards,

Team BYJU's

TNP/2020/N/26

BYJU'S

Offer Letter

Name: Tanshri Shankarrao Gothe
Date: Tuesday, November 3, 2020

Dear Ms. **Tanshri Shankarrao Gothe,**

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

1. **Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Tuesday, November 10, 2020** . Your work location would be **Bangalore - Lexington / Bangalore** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

2. **Term:** The term of this Agreement would be for a period of 2 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 11 of this Agreement.

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

4. **Offer of permanent position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be

done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BD Direct Sales or 8 LPA (5 LPA fixed + 3 LPA variable) for the role of BDA - Inside Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

5. **Department, Designation & Reporting Manager:**

Department	: Business Development (51000000)
Designation	: Business Development Trainee - Sales
Reporting Manager	: Rahul Raj (TNL201605108)
Role Location	: Bangalore - Lexington / Bangalore
BDT Training Location	: Byjus - Bangalore

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

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

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

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

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

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

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

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

11. **Absence from duty:** When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 4 days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

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

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

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

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

and file keys, computer access codes, laptops, desktops, and such other property w
you received or in possession or prepared in connection with your employment with th
Company.

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

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

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

a. Any act or omission by you;

b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;

c. Any representation or warranty or information furnished to the Company found to be false;

d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or

e. Failure to adhere to the standards/specifications/policies of the Company.

16. **General Provisions:**

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

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

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

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

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

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

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

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

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

j. All disputes arising herein shall be governed by the laws of India and the jurisdiction

19-20 - 4N

to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka.

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

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

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

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

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

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

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

TAP/2020/S/11

from: **Vishvanath Javanjal** <thevishvanath1210@gmail.com>
to: tpossgmce@gmail.com
date: Sep 7, 2020, 8:04 PM
subject: Fwd: Interview Result at BYJU's
mailed-by: gmail.com
signed-by: gmail.com

---------- Forwarded message ---------
From: **Aditya Sharma** <aditya.sharma10@byjus.com>
Date: Mon 7 Sep, 2020, 2:06 AM
Subject: Interview Result at BYJU's
To: <thevishvanath1210@gmail.com>

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

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

Joining Details:

Date of Joining	:	09/15/2020	
BDT Training Location	:	Bengaluru	
Role Location	:	**Solapur**	

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

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

Annual CTC post successful completion of Training: INR 10 LPA (7 LPA fixed + 3 LPA variable) for the role of BDA - Direct Sales or Rs 8 INR (5 LPA fixed + 3 LPA variable) for the role of BDA - Inside Sales

Details of Business Development Trainee Program: You will be undergoing Byju's Sales Training for a duration of 2 months. The first 2 weeks of this training will be classroom training followed by 6 weeks of "On-the-Job Training", both at the BDT Training Location. You will be assessed and monitored during your training program. We are also happy to inform you that additional performance incentives will be applicable during your training period. Currently till our offices re-open, your training will happen in the Work from Home mode. Once our offices are open, your training will shift to the BDT Training Location.

Upon successful completion of training based on clearing the company's expected parameters, you will be confirmed as BDA - Direct Sales (at 10 LPA) or BDA - Inside Sales (at 8 LPA). Also, only after confirmation to the BDA role, you will start work at your 'Role Location' (unless joining and training is being held at your role location itself).

Note for candidates confirmed as BDA-Direct Sales: In the unlikely scenario where the Direct Sales Model does not resume in your role location at the end of your Training Program, you will be offered the BDA-Inside Sales (at 8 LPA) role in Bengaluru. You will relocate to your role location as BDA-Direct Sales (at 10 LPA) as soon as the Direct Sales model begins at your role location.

Further details:

Few information regarding your training and onboarding are given below:

1. All your original academic documents are required for verification. You can find the list of documents to upload and submit within the offer letter itself.

2. Please note that without completing the above registration and receiving the offer letter, your onboarding would not happen.

3. You need to have a working broadband connection and laptop at all times during the Training period. Please note that this is a core requirement for you to take part in the Training. Training can't happen without fulfilment of this requirement.

4. Your training performance will be thoroughly evaluated during your 8 weeks with us as that will be an incubation period for your new role.

5. Business formals or business casual attire is mandatory during work hours.

6. Accommodation at the BDT training location will be provided by the company for the first two weeks of the BDT Program (only applicable for those whose role location is not Bangalore)

About Byju's:

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

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

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

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

At BYJU'S, we are driven by the motto to encourage students to learn on their own and keep their child-like curiosity alive. So get ready to be a part of the growing family at BYJU'S and be a ***BYJUite*** officially. We hope your journey with us takes you to greater heights creating the best of memories and milestones along the way.
Please visit https://youtu.be/2XeGI5RHypQ for a better insight into the job.
Registration Details: As an initial step of on-boarding formalities, you are required to fill the registration form using the link below. Please follow the below steps to complete registration and to view the offer letter (post offer release).

Step1: Register using the below-mentioned link

TAP/2020/U/95

S-1

EMPLOYMENT OFFER LETTER

Capgemini Ref: 4378373 /709650,

03/19/2021,

Aditi Kailash Khandelwal
Kiran Nagar No. 2, Old Bypass Road,,
Amravati ,Maharashtra,
India

Confidential

Dear Aditi Kailash Khandelwal,

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 **03/23/2021** (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 ly) which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your npensation 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:

Aditi Kailash Khandelwal,

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.

U/2020

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: Aditi Kailash Khandelwal

Date: 03/19/2021

TAP/2020/U/25

5-2

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: March 22, 2020

Ref No: HR/Campus/LO16423360/1

Gaurav Naresh Bajaj
Shri Sant Gajanan Maharaj College of Engineering

Letter of Intent ("LOI")

Dear Gaurav Naresh Bajaj,

With reference to your interview conducted by us at GCOE Nagpur, 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

Gaurav Naresh Bajaj

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: Gaurav Naresh Bajaj

Date: _____

TAP/2020/N/25

Capgemini

[illegible]
(Formerly known as IGATE Global Solutions Limited)
[illegible] Airoli MIDC, Thane - Belapur Road,
Navi Mumbai - 400708, Maharashtra, India.
Tel: +91 22 [illegible] | Fax: +91 22 [illegible]
www.capgemini.com/in-en

Date: March 22, 2020

Ref No: HR/Campus/LO16424002/1

Jayesh Tarachand Bagani
Shri Sant Gajanan Maharaj College of Engineering

Letter of Intent ("LOI")

Dear Jayesh Tarachand Bagani,

With reference to your interview conducted by us at GCOE Nagpur, 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.

Scanned by CamScanner

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall set out the details including the scope, terms and conditions of your employment and the rights and 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

Scanned by CamScanner

TAP/2020/N/25

ANNEXURE 1

Jayesh Tarachand Bagani

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: Bagani

Candidate Name: Jayesh Tarachand Bagani

Date: 25/03/2020

Scanned by CamScanner

TAP/2020/N/38

Capgemini

ARICENT TECHNOLOGIES (HOLDINGS) LIMITED
18/1, Outer Ring Road, Panathur
Post Bengaluru 560103,
Karnataka (INDIA) T: +91 80 4106
7000,
F: +91 80 4106 6501
www.capgemini.com

Offer of Employment

Date: 21 June 2021

Kalyani Dayanand Borkar
Rajendra Nagar, Near Golpal Nagar Badnera Road
Amravati, Maharashtra - 444607
Email Id: kalyanidb1999@gmail.com

Dear **Kalyani,**

We are pleased to offer you a full-time position at **Grade E2** in which your designation would be **Software Engineer / Test Engineer,** as per the requirement of the business at the time of your joining with **Aricent Technologies (Holdings) Limited** on the following terms and conditions.

1. The value of your annualized Cost to company(CTC) will be INR **350,008**. The details of your CTC break-up are enumerated in Salary Annexure which is mentioned below. The company will deduct taxes as appropriate and consistent with the Indian tax regulations from time to time. You will be responsible for your tax liabilities under applicable laws and regulations. The company shall also have the right to vary, amend and modify any item of the salary package including the benefits as per the company policy and procedures and as per any law prevalent in the country. The Date of Joining and other relevant details will be separately intimated to you at the above-mentioned Email ID.

2. Your employment with the Company is subject to the condition that you will successfully complete training related to your profile. The training period usually vary from 8 to 12 calendar weeks and conducted at a facility as deemed appropriate by the Company. Successful closure of the training would be based on the sole assessment of the Company and unsuccessful training would lead to the termination of your employment with the Company.

3. Should you decide to voluntarily leave the Company or there be a separation by way of dismissal on grounds of indiscipline/ misconduct and/or non-performance or continued absence from services without sufficient cause or authorization (of which the Company shall be the sole judge) or abandoning your services before completing 21 months from your Date of Joining; the Company reserves the right to recover appropriate training cost as per terms and conditions agreed between the Company and yourself vide a separate bond agreement. You agree herein that the terms of the bond agreement, though not being repeated herein for the sake of brevity, have been made clear to you and are acceptable to you.

4. Your employment with the Company may be terminated after giving a notice of three months or salary (Basic + FBP) in lieu thereof. Subject to compliance of the terms of above mentioned Clause no.3, in case you decide to leave the Company, you are bound to give three months' notice before leaving the Company. During notice period, you will ensure that all your on-going activities are successfully completed and/or handed over as per the Company guidelines on the separation process. Depending upon business requirements, the Company may or may not accept your request to shorten serving of the notice period against the payment of salary (Basic + FBP) in lieu of such shortened notice period.

5. You will be on probation for a period of Nine months from your Date of Joining the Company. You will be deemed to have completed probation period subject to:

a. The successful completion of the first formal performance review. Performance review is successfully closed if the employee is rated as 'being able to meet the expectations of the role or above' or an equivalent, as defined by the Company policy.
b. Completion of all prescribed training programs. These programs are aimed at successfully inducting new employees into the organization.

6. As per Company policy, you would be required to sign an Employee Proprietary Information and Inventions Agreement to protect classified/proprietary information at the time of joining and declarations related to agreement with Aricent(Altran Company) Ethics and No-Conflict-of-Interest-Policy. On joining the Company, you would be required to re-verify the Security Declaration provided by you in the Employment Application Form.

7. You will be initially posted at **Tower-5, IT/ITES SEZ, M/S Candor Gurgaon One Realty Projects Pvt. Ltd., Village Tikri, Sector-48, Gurugram -122018 (Haryana).** However, based on business exigencies you may be relocated by the company anywhere in India or abroad. You may be transferred to a different position or unit/department of the company either in existence or which may come up pursuant to the requirements of the company. In addition, your services may be deputed to any of our client companies for work pertaining to or incidental to the client's business. You may be transferred to one of the company's subsidiaries or affiliates, pursuant to the requirements of the Company and /or its subsidiary / affiliates at the sole discretion of the management.

8. The normal working hours are between 8:30 a.m. to 6 p.m. Monday to Friday with 30 minutes lunch break. You may be required to work on staggered timings/shifts, the timings for which may be altered from time to time. The hours of work, holidays and paid leave will be in accordance with the state prevalent law. Please note that if you absent yourself from your services without prior written permission or overstay sanctioned leave for ten consecutive days, you will be deemed to have abandoned your service voluntarily without giving due notice and you shall lose your lien on Employment.

9. You will automatically retire without any notice on attaining the age of 60 years. You may also be retired earlier if found medically unfit to carry out the responsibilities allocated to you, by the company doctor.

10. Your appointment is being made based on the information furnished by you to the company and in case any information as given by you is found false or incorrect or by committing any act amounts to loss of confidence etc, your appointment will be deemed void ab intio and liable for termination without any notice or salary in lieu of such notice. In such eventuality, the management can recover the payment made to you towards remuneration during employment.

11. Your duties will include for efficient, satisfactory and economical operation in responsibility that may be assigned to you from time to time.

12. The compensation information is confidential. We request you to use discretion in handling your compensation-related information. As a company policy, we prohibit sharing this information with other employees or unauthorized personnel. Any violation of this will be treated as a serious matter by the company.

13. Employees who do not complete their probation would not be eligible for promotion and salary increase. Such benefits would be held back till the successful completion of probation.

14. Your increments / incentives/ promotion will depend at the sole discretion of the management depending upon your efficiency, intelligence, rating in the performance review, client feedback, regular attendance, sense of discipline and good behavior and subject to the prosperity of the organization.

15. While in the employment of the company, you will devote the whole of your time and energy exclusively to the business and affairs of the company and you will not be employed by any other company, entity, whether on a full time or on a temporary or a part time basis or offer your services with or without pay to any legal entity or persons as advisor, director, partner, whether paid or not

for your services, without the prior written permission of the company. In case this condition is contravened, it will be construed as misconduct and breach of your obligations under this letter.

16. You confirm that you have disclosed fully all of your business interests in the company and also agree to disclose fully and completely to the company, any such interests may arise during your course of employment.

17. During your employment with the company, you shall be required to keep yourself informed, updated and compliant with all the policies and procedures of the company in force, including but not limited to the Code of Conduct policy of the company, and as may be amended from time to time and as applicable to you, which shall be a part of your Appointment letter and terms of the employment. For avoidance of doubts, it is further clarified that the terms and conditions contained herein may be revised by the company through the introduction of a new policy or vide a separate correspondence to you or by a change in your role or through an upgrade in your role or profile by way of promotion. In such instances the terms and conditions of your appointment letter shall be construed to be amended to that extent automatically and retrospectively without having to enter a specific amendment in your appointment letter.

18. You shall not, except as authorized or required by your obligations in term hereof, reveal/disclose/disseminate to any person or entity including competitors or persons involved directly or indirectly in allied trade, any of trade secrets, secret or confidential information, information contained in any manuals and /or dealings or any information concerning the business, finances, external and internal transactions of the company and / or its Affiliates/Associates/Group companies, including but not limited to all data including company contacts, processes , policies , strategies involving marketing ,advertising, operations, contractual obligations, business expansion which may come to your knowledge and/ or to be imparted to you by the company during your employment hereunder. You shall hold in strict confidence, all such confidential information. This restriction shall survive termination of your employment with the company without limit in point of time.

19. You shall not during the term of your employment or at any time thereafter, use or permit to be used, any information, notes or memoranda, contacts or processes relating to the business and/or the transactions of the company and and/ or its affiliates / associates / group companies which may come to your knowledge and / or possession by virtue of his/her employment with the company for any purpose other than for the benefit of the company. You will be responsible for the safe custody of all documents, manuals, processes, contact, kits and any other property belonging to the company that may be entrusted to and / or placed in your possession by and / or during the course of your employment with the company.

20. You will work under the supervision of such managers/supervisors/leaders as may be decided upon by the management from time to time. You shall diligently and satisfactorily carry out instructions given to you by such supervisors in connection with the work assigned to you to the best of your skill and ability.

21. Any notice, memo or other communication required or permitted hereunder by either party shall be deemed to be received:

    i. Upon delivery when delivered by hand. (Refusal to receive any communication sought to be delivered personally will amount to in subordination).
    ii. Upon delivery, if sent by an express courier with a reliable system for tracking delivery to the address hereinabove.
    iii. Sent by certified or registered mail, postage prepaid, return receipt requested, to the address as mentioned hereinabove.
    iv. Upon delivery if sent to the e-mail address mentioned on the employment application form of the candidates.
    v. Upon verbal communication or SMS sent on the mobile contact number provided by the parties.

N/2020

22. You shall be responsible for the safe keeping and returning in good order of all properties which may be in your possession, custody, care or charge. The management shall have the right to deduct the

money value of such thing from your salary/dues and take such other action as it deems fit in the event of your failure to account for such properties whether during service or otherwise.

23. You shall not at any time during the term of your employment with the company or thereafter 12 months, under any circumstances , directly , or indirectly solicit or attempt to solicit the company's and / or any of its subsidiaries and / or affiliates and / or group companies personnel to leave the employment of the company and / or any of its subsidiaries and / or affiliates or apply for employment with any third party or encourage such personnel of the company of its obligations under this appointment letter and / or any other contact with the company or adversely impact the ability of the company to carry out its normal business activities. You have further agreed you shall not engage in soliciting business or allied business that is in any way similar, identical, or competitive with the business, activities, services of the company or with those customers of the company with whom you may have had any contract during your employment with the company and for a period of one year after your employment ceases with the company.

24. Mandatory documents which needs to be submitted at the time of joining as listed below.

1. 10th/12th Mark Sheet/Certificate
2. Graduation/Post graduation/Diploma/Certifications - All Semester Mark sheet & Degree (as applicable)
3. ID proof with Photograph – Valid Passport/Driver License/Voter ID/Ration Card
4. Relieving & Experience Certificates from all the previous employers (if applicable)
5. Permanent Address Proof
6. Copy of PAN Card
7. 2 passport Size Photographs
8. Date of Birth of Parents, Parents in laws, Spouse & Children
9. Copy of Aadhar card

We will be proud to have you as a member of our team to further enhance Aricent(Altran Company) position as the leading software company in the communication sector as well as a Best Employer. Please feel free to get in touch with us at (Email id; campus.hiring@altran.com) or Phone No. -0124-4095888) for any questions or assistance that you may need.

In case the terms and conditions are acceptable to you, please sign the duplicate of this letter in token of your having understood and having accepted the same and returns the same.

Declaration

I accept the appointment on the terms and conditions contained in this letter and the Annexure(s) if any, and other conditions and service rules as applicable to the employees of the company from time to time.

Accepted

Place :

Date :

Employee Signature: ( )

Employee Name: ( )

TAP/2020/LJ/26

513

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: March 22, 2020

Ref No: HR/Campus/LO16423955/1

Kiran Adhao
Shri Sant Gajanan Maharaj College of Engineering

Letter of Intent ("LOI")

Dear Kiran Adhao,

With reference to your interview conducted by us at GCOE Nagpur, 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

Kiran Adhao

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: Kiran Adhao

Date: _____

TAP/2020/S/08

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: March 28, 2020

Ref No: HR/Campus/LO16429573/1

Mohini Ram Dhekekar
Shri Sant Gajanan Maharaj College of Engineering

Letter of Intent ("LOI")

Dear Mohini Ram Dhekekar,

With reference to your interview conducted by us at GCOE Nagpur, 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 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

Mohini Ram Dhekekar

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: Mohini Ram Dhekekar

Date: 29/03/2020

TAP/2020/R/149

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: March 22, 2020

Ref No: HR/Campus/LO16423335/1

Neha Vishwanath Mahalle
Shri Sant Gajanan Maharaj College of Engineering

Letter of Intent ("LOI")

Dear Neha Vishwanath Mahalle,

With reference to your interview conducted by us at GCOE Nagpur, 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.

Scanned with CamScanner

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

Scanned with CamScanner

ANNEXURE 1

Neha Vishwanath Mahalle

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: Neha Vishwanath Mahalle

Date: 28/03/2020

Scanned with CamScanner

TAP/2020/R/50

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: March 22, 2020

Ref No: HR/Campus/LO16429621/1

Preety Rajkumar Panjwani
Shri Sant Gajanan Maharaj College of Engineering

Letter of Intent ("LOI")

Dear Preety Rajkumar Panjwani,

With reference to your interview conducted by us at GCOE Nagpur, 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

Preety Rajkumar Panjwani

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: Preety Rajkumar Panjwani

Date: _____

Capgemini

ARICENT TECHNOLOGIES (HOLDINGS) LIMITED
Payslip for the month of DECEMBER 2021

19-20

All amounts in INR

Emp Code	46165392	Join Date	30/11/2021
Global Id	46165392	Group Join Date	30/11/2021
Emp Name	PRIYA PRAKASH WANKHADE	Date of Birth	24/08/1998
Location	Gurugram	Gender	F
Unit Code	FTE	PAN	AHTPW0564D
Designation	Analyst / Software Engineer	PF No	
Bank AC No	052001007392	PF UAN	
Bank AC Name	ICICI BANK LIMITED	EPS NO	
Grade	A4	ESI No	
		Secondment Date	

Standard Days:31 **Payable Days:32.00** **Loss of Pay Days:0.00** **LOP Reversal Days:0.00** **Arrear Days:1.00**

EARNINGS	MONTHLY RATE	CURRENT MONTH	ARREAR (+/-)	TOTAL	DEDUCTIONS	TOTAL
BASIC	15,000	15,000	500	15,500	P.F.	1,860
HOUSE RENT ALLOWANCE	7,770	7,770	259	8,029	LABOUR WELFARE FUND	25
ADVANCE STATUTORY BONUS	3,149	3,149	105	3,254	INSURANCE RECOVERY	1,295
GROSS EARNINGS		**25,919**	**864**	26,783	**TOTAL DEDUCTIONS**	3,180

NET PAY 23,603
(RUPEES TWENTY THREE THOUSAND SIX HUNDRED THREE ONLY)

SUMMARY OF TAX COMPUTATION AS PER OLD REGIME	
GROSS SALARY (EXCL. REIMBURSEMENT)	1,04,540
ADD : PERQUSITIES AND OTHER INCOME	0
LESS : EXEMPT REIMBURSEMENT	0
LESS : DEDUCTION U/s 10	0
LESS : DEDUCTION U/s 16 (STD.DEDUCTION + P.TAX)	50,000
LESS : DEDUCTION U/s 24 (HOUSING LOSS)	0
LESS : DEDUCTION U/s CHAPTER VIA	8,555
NET TAXABLE INCOME	45,985
TOTAL TAX PAYABLE	0
TOTAL TAX RECOVERED (INCL. CURR MONTH)	0
BALANCE TAX RECOVERABLE	0

LOP DETAILS **LOP REVERSAL DETAILS**

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

TAP/2020/S/09

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: March 22, 2020

Ref No: HR/Campus/LO16429477/1

Raghavendra Karale
Shri Sant Gajanan Maharaj College of Engineering

Letter of Intent ("LOI")

Dear Raghavendra Karale,

With reference to your interview conducted by us at GCOE Nagpur, 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

Raghavendra Karale

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: Raghavendra Karale

Date: _____

TAP/2020/R/51

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: March 22,.2020

Ref No: HR/Campus/LO16429639/1

Rutuja Rajendra Wasu
Shri Sant Gajanan Maharaj College of Engineering

Letter of Intent ("LOI")

Dear Rutuja Rajendra Wasu,

With reference to your interview conducted by us at GCOE Nagpur, 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

Rutuja Rajendra Wasu

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: Rutuja Rajendra Wasu

Date: 25/03/2020

JAP/2020/R/52

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: March 22, 2020

Ref No: HR/Campus/LO16429531/1

Sanchit Sudhakarrao Datir
Shri Sant Gajanan Maharaj College of Engineering

Letter of Intent ("LOI")

Dear Sanchit Sudhakarrao Datir,

With reference to your interview conducted by us at GCOE Nagpur, 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

Sanchit Sudhakarrao Datir

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: Sanchit Sudhakarrao Datir

Date: _____

TAP/2020/U/27

5-4

Capgemini

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoi 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: March 28, 2020

Ref No: HR/Campus/LO16423309/1

Sayali Malode
Shri Sant Gajanan Maharaj College of Engineering

Letter of Intent ("LOI")

Dear Sayali Malode,

With reference to your interview conducted by us at GCOE Nagpur, 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 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.

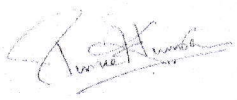
The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

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

Sayali Malode

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: Sayali Malode

Date: _____

TAP/2020/R/53

Capgemini

Date: March 22, 2020

Ref No: HR/Campus/LO16429616/1

Shraddha Narendra Karale
Shri Sant Gajanan Maharaj College of Engineering

Letter of Intent ("LOI")

Dear Shraddha Narendra Karale,

With reference to your interview conducted by us at GCOE Nagpur, 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 ihitial 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 [redacted]

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

Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Shraddha Narendra Karale

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: Shraddha

Candidate Name: **Shraddha Narendra Karale**

Date: 27/02/2020

TAP/2020/U/28

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: March 28, 2020

Ref No: HR/Campus/LO16429682/1

Vaishnavi Mukteshwar Jahagirdar
Shri Sant Gajanan Maharaj College of Engineering

Letter of Intent ("LOI")

Dear Vaishnavi Mukteshwar Jahagirdar,

With reference to your interview conducted by us at GCOE Nagpur, 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 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

Vaishnavi Mukteshwar Jahagirdar

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: Vaishnavi Mukteshwar Jahagirdar

Date: _____

TAP/2020/R/54

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: March 22, 2020

Ref No: HR/Campus/LO16429470/1

Vikram Sahadeo Mohite
Shri Sant Gajanan Maharaj College of Engineering

Letter of Intent ("LOI")

Dear Vikram Sahadeo Mohite,

With reference to your interview conducted by us at GCOE Nagpur, 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

Vikram Sahadeo Mohite

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: Vikram Sahadeo Mohite

Date: _____

TAP/2020/N/42

casepoint

Date: 24-Nov-2020

Offer Letter

To,
Kalyani Borkar,
Rajendra Nagar, Near Gopal Nagar,
Badnera Road, Amaravati, Maharashtra.

Welcome to Casepoint Pvt. Ltd.

In connection to your application date: **17-Nov-2020** and subsequent personal interview held on date: **21-Nov-2020**, we are pleased to offer you a position of **Associate Software Engineer [B101]** in our company Casepoint Pvt. Ltd.; where the environment is charged with enthusiasm, and offers unlimited growth for individuals who live the company vision with a passion. This offer takes effect from your date of joining **14-Dec-2020**.

We would request you report at the following address: 208-Shivalik Western, L.P. Savani Road, Adajan, Surat. You would be posted at the above address. However as and when required, you may be transferred to any of the offices in India or abroad.

Your package of compensation would be as per the agreed mutual terms of our meeting, the bifurcation of which will be allotted to you once we formalize your appointment. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

As per organization policy, the probation period / assessment period applicable to you shall be 03 months. During probation / assessment period, your services are liable to be terminated at the discretion of management without any notice or wages. The period of notice required for resignation from employee side during probation / assessment period shall be 03 month(s). Unless confirmed in writing, you will be demand as probationer even after the probation period is extended.

As an employee of our company, it is likely that you will work on confidential and or proprietary information, and thus to protect the mutual interests, your appointment will be effective only after you read, sign and unconditionally accept the terms and conditions as will be mentioned in the Employment Agreement / Appointment Letter prior to beginning of employment.

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.

Your appointment is subject to satisfactory reference checks and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us. This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

IT 19-20

casepoint

Any disputes arising out of this letter shall be governed by and construed in accordance with the courts of Surat (Gujarat).

This offer is valid till date: 16-Dec-2020. If you do not confirm the acceptance or do not comply with the stipulations as mentioned in this offer letter, Casepoint Pvt. Ltd., has the right to withdraw the offer.

We are looking forward for your dedication and commitment as we work together and wish you fruitful future at Casepoint Pvt. Ltd.

You are required to bring your certificate(s) in original as well as their photocopies along with below listed applicable documents:

- Original and photocopies of educational certificates and mark sheets.
- Professional Qualifications – Degree, Diploma, Certificate
- Appointment Letters and Services Certificate of your past employment(s).
- Relieving letter & experience certificate from previous employer[s].
- Full & Final Settlement Sheet / Form 16 from the previous employer(s). This is a mandatory requirement for the computation of TDS in current employment in a situation where the candidate is unable to produce the Full & Final Settlement Sheet / Form 16, the income certificate from his / her employer(s) has to be submitted, without which, tax will be computed on the gross salary offered assuming no deductions.
- Salary Slips from the date of joining ill the month the salary was last drawn by the candidate
- 03 Color Passport Size Photographs
- Permanent Account Number (PAN) (If not allotted, attach photocopy of Applied FOR Acknowledgment Receipt)
- Aadhar Card (Updated with the latest changes made, if any)
- Any one photo identity proof for applying Bank Savings Salary Account (Passport, Voter ID, Driving License, Bankers Verification, etc.)
- Other (If any)

Your signature at the end of this letter confirms that the conditions of your employment.
Kindly sign and return to us the duplicate copy of this letter as a token of your Acceptance.
Wish you all the best!

Accepted By,

Sincerely,

Kalyani Borkar

_____

Mr. Rahul Dholaria
Director of Technology
Casepoint Pvt. Ltd.

TAP/2020/N/43

casepoint

Date: 24-Nov-2020

Offer Letter

To,
Prakhar Gangrade,
9, Mahavir Bag, Sector 2,
Khandwa, Madhya Pradesh.

Welcome to Casepoint Pvt. Ltd.

In connection to your application date: 17-Nov-2020 and subsequent personal interview held on date: 21-Nov-2020, we are pleased to offer you a position of Associate Software Engineer [B101] in our company Casepoint Pvt. Ltd.; where the environment is charged with enthusiasm, and offers unlimited growth for individuals who live the company vision with a passion. This offer takes effect from your date of joining 14-Dec-2020.

We would request you report at the following address: 208-Shivalik Western, L.P. Savani Road, Adajan, Surat. You would be posted at the above address. However as and when required, you may be transferred to any of the offices in India or abroad.

Your package of compensation would be as per the agreed mutual terms of our meeting, the bifurcation of which will be allotted to you once we formalize your appointment. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

As per organization policy, the probation period / assessment period applicable to you shall be 03 months. During probation / assessment period, your services are liable to be terminated at the discretion of management without any notice or wages. The period of notice required for resignation from employee side during probation / assessment period shall be 03 month(s). Unless confirmed in writing, you will be demand as probationer even after the probation period is extended.

As an employee of our company, it is likely that you will work on confidential and or proprietary information, and thus to protect the mutual interests, your appointment will be effective only after you read, sign and unconditionally accept the terms and conditions as will be mentioned in the Employment Agreement / Appointment Letter prior to beginning of employment.

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.

Your appointment is subject to satisfactory reference checks and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us. This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

IT 19-20

casepoint

Any disputes arising out of this letter shall be governed by and construed in accordance with the courts of Surat (Gujarat).

This offer is valid till date: 16-Dec-2020. If you do not confirm the acceptance or do not comply with the stipulations as mentioned in this offer letter, Casepoint Pvt. Ltd., has the right to withdraw the offer.

We are looking forward for your dedication and commitment as we work together and wish you fruitful future at Casepoint Pvt. Ltd.

You are required to bring your certificate(s) in original as well as their photocopies along with below listed applicable documents:

- Original and photocopies of educational certificates and mark sheets.
- Professional Qualifications – Degree, Diploma, Certificate
- Appointment Letters and Services Certificate of your past employment(s).
- Relieving letter & experience certificate from previous employer[s].
- Full & Final Settlement Sheet / Form 16 from the previous employer(s). This is a mandatory requirement for the computation of TDS in current employment in a situation where the candidate is unable to produce the Full & Final Settlement Sheet / Form 16, the income certificate from his / her employer(s) has to be submitted, without which, tax will be computed on the gross salary offered assuming no deductions.
- Salary Slips from the date of joining ill the month the salary was last drawn by the candidate
- 03 Color Passport Size Photographs
- Permanent Account Number (PAN) (If not allotted, attach photocopy of Applied FOR Acknowledgment Receipt)
- Aadhar Card (Updated with the latest changes made, if any)
- Any one photo identity proof for applying Bank Savings Salary Account (Passport, Voter ID, Driving License, Bankers Verification, etc.)
- Other (If any)

Your signature at the end of this letter confirms that the conditions of your employment.
Kindly sign and return to us the duplicate copy of this letter as a token of your Acceptance.
Wish you all the best!

Sincerely,

Accepted By,

Prakhar Gangrade

Mr. Rahul Dholaria
Director of Technology
Casepoint Pvt. Ltd.

TAP/2020/N/41

casepoint

Internship - Joining Letter

Date: 18-May-2020

To,
Shri Sant Gajanan Maharaj College Of Engineering .

This is to inform you that following Subhrut Shyamsundarji Taori's internship has been started from 18-May-2020.

For any queries or clarifications, please feel free to call the undersigned or any representative from our HR department and they will be glad to assist you.

Subhrut Shyamsundarji Taori shall adhere to follow all terms and conditions of the Casepoint internship program.

Thanks & Regards,
Casepoint Private Limited

Accepted By

(Subhrut Shyamsundarji Taori)

TAP/2020/U/35

7-1

from: CMS IT SERVICES NAGPUR <cmsitnagpur@gmail.com>
to: atharvmshastri@gmail.com
cc: TPO SSGMCE Shegaon <tpossgmce@gmail.com>,MSIT SERVICES <msit.itinfo@gmail.com>
date: Jul 10, 2020, 6:41 AM
subject: CONGRATULATIONS..!
mailed-by: gmail.com
signed-by: gmail.com

To,
ATHARV SHASTRI
SSGMCE - SHEGAON

Sub: YOUR PROVISIONAL SELECTION

This refers to an online placement drive during 3rd to 7th July 20', followed by the final telephonic interview round. We are pleased to inform that you havesuccessfully cleared all the initial selection processes. Hearty Congratulations, for being selected. This is the most successful job module for which you have been shortlisted. Fresh Engg graduates enter the IT industry irrespective of their engineering branch. This is strongly recommended by IT clients all across the IT industry to join IT technical jobs through the IT job description based training process. The confirmation letter which will be provided at the time of joining the company will contain 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 Software, Networking Hardware IT positions based on your IT industry technical skills, such Web Developer, Web Designer, App Developer, Software Engineer, Associate Technical Engineer, IT Technical Coordinator, IT Network Associate, IT Helpdesk Engineer, Desktop Engineer, Technical Support Engineer etc. will require you to fulfill the academic qualification (Engineering Graduation/Diploma) and 100% attendance of the self-paid training provided by the authorized MSIT Services-CMS.

Job Location Pune, Mumbai, Nagpur & Nashik, Salary/Stipend Range (CTC) will be between Rs. 1,20,000/- p.a. to Rs. 2,50,000/- p.a. based on excellence of technical skills procured in training sessions. Hard copy of your confirm selection will be sent to your address after submission of documents & your registration.
Selected students are required to mail following self attested certificate soft/scan copies.

* Mark sheet - last semester cleared
* Diploma Certificate (if available)
* Passport Size Photo
* College ID
* Aadhar card

JOB DESCRIPTION TECH. SKILLS MUST TO JOIN IT INDUSTRY:

SOFTWARE INDUSTRY:

INDUSTRY:

C, C++, HTML, PHP, Java Script, BootStrap, Angular, Core Java, Adv. Java, Android, Python, ITIL Foundation, Boot Camp, (Paper 70-742) - Identity with Windows Server16

RH 124 - SA1)

NETWORKING

1. Desktop Engineering (Hardware Troubleshooting)
2. CCNA - Cisco Certified Network Associate (Paper 200-125) - Routing Switching
3. Microsoft Windows 7/8/10 - (Paper 70-698) Installing & Configuring)
4. Microsoft Server 2008/10/12/16.
5. Linux: Redhat System Admin (Paper

Registration & Training Process Details :

TAP/2020/N/30

from: CMS IT SERVICES NAGPUR <cmsitnagpur@gmail.com>
to: mrunaliwankhade678@gmail.com
cc: TPO SSGMCE Shegaon <tpossgmce@gmail.com>,MSIT SERVICES <msit.itinfo@gmail.com>
date: Jul 10, 2020, 7:33 AM
subject: CONGRATULATIONS..!
mailed-by: gmail.com
signed-by: gmail.com

To,
MRUNALI WANKHADE
SSGMCE - SHEGAON

Sub: YOUR PROVISIONAL SELECTION

This refers to an online placement drive during 3rd to 7th July 20', followed by the final telephonic interview round. We are pleased to inform that you havesuccessfully cleared all the initial selection processes. Hearty Congratulations, for being selected. This is the most successful job module for which you have been shortlisted. Fresh Engg graduates enter the IT industry irrespective of their engineering branch. This is strongly recommended by IT clients all across the IT industry to join IT technical jobs through the IT job description based training process. The confirmation letter which will be provided at the time of joining the company will contain 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 Software; Networking Hardware IT positions based on your IT industry technical skills, such Web Developer, Web Designer, App Developer, Software Engineer, Associate Technical Engineer, IT Technical Coordinator, IT Network Associate, IT Helpdesk Engineer, Desktop Engineer, Technical Support Engineer etc. will require you to fulfill the academic qualification (Engineering Graduation/Diploma) and 100% attendance of the self-paid training provided by the authorized MSIT Services-CMS.

Job Location Pune, Mumbai, Nagpur & Nashik. Salary/Stipend Range (CTC) will be between Rs. 1,20,000/- p.a. to Rs. 2,50,000/- p.a. based on excellence of technical skills procured in training sessions. Hard copy of your confirm selection will be sent to your address after submission of documents & your registration.
Selected students are required to mail following self attested certificate soft/scan copies.

* Mark sheet - last semester cleared
* Diploma Certificate (if available)
* Passport Size Photo
* College ID
* Aadhar card

JOB DESCRIPTION TECH. SKILLS MUST TO JOIN IT INDUSTRY:

SOFTWARE INDUSTRY:

INDUSTRY:

C, C++, HTML, PHP, Java Script, Troubleshooting)
BootStrap, Angular, Core Java, Associate (Paper 200-125) - Routing Switching
Adv. Java, Android, Python, 70-698) Installing & Configuring)
ITIL Foundation, Boot Camp, (Paper 70-742) - Identity with Windows Server16

RH 124 - SA1)

NETWORKING

1. Desktop Engineering (Hardware
2. CCNA - Cisco Certified Network
3. Microsoft Windows 7/8/10 - (Paper
4. Microsoft Server 2008/10/12/16:
5. Linux: Redhat System Admin (Paper

Registration & Training Process Details :

4N - 15-20

Referring to your provisional selection, 3rd batch of selected students training is set to start from 15th July 20'. Initially the training will be online,
because of lock-down & the same will be offline at Nagpur once lockdown opens. Last date of registration & documents submission is 13th July 20'

Training Schedule:

Training starting date:	15th July 20'
Training timing:	2 pm to 6 pm
Training days:	Monday to Friday
Online Test/Grooming:	Every Saturday
Training duration:	4 months (approx 220 hrs)

Training fees Rs 29500/- Fees includes registration amount, complete training, e-study material, students kit, ISO certification,
to be paid in four monthly installments. Feel free to call/whatsapp in case you need more details.
With Best Wishes !

MSIT Services-CMS
Content Management Services
262 Laxmi Nagar, Nagpur 22
0712-2238308 / 9421094103 / 9922094103
VISIT:www.msitinfo.com follow us @ fb / insta / youtube
https://www.youtube.com/channel/UCIV4gBJSuBip2X78cEXJBOg/search?query=channel+link

TAP/2020/N/31

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

to: prakhargangrade28@gmail.com

cc: TPO SSGMCE Shegaon <tpossgmce@gmail.com>, MSIT SERVICES <msit.itinfo@gmail.com>

date: Jul 10, 2020, 6:52 AM

subject: CONGRATULATIONS..!

mailed-by: gmail.com

signed-by: gmail.com

To,
PRAKHAR GANGRADE
SSGMCE - SHEGAON

Sub: YOUR PROVISIONAL SELECTION

This refers to an online placement drive during 3rd to 7th July 20', followed by the final telephonic interview round. We are pleased to inform that you havesuccessfully
cleared all the initial selection processes. Hearty Congratulations, for being selected. This is the most successful job module for which you have been shortlisted. Fresh Engg
graduates enter the IT industry irrespective of their engineering branch. This is strongly recommended by IT clients all across the IT industry to join IT technical jobs through
the IT job description based training process. The confirmation letter which will be provided at the time of joining the company will contain 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 Software, Networking Hardware IT positions based on your IT industry technical skills, such Web Developer, Web Designer,
App Developer, Software Engineer, Associate Technical Engineer, IT Technical Coordinator, IT Network Associate, IT Helpdesk Engineer, Desktop Engineer, Technical Support Engineer
etc. will require you to fulfill the academic qualification (Engineering Graduation/Diploma) and 100% attendance of the self-paid training provided by the authorized MSIT Services-CMS.

Job Location Pune, Mumbai, Nagpur & Nashik. Salary/Stipend Range (CTC) will be between Rs. 1,20,000/- p.a. to Rs 2,50,000/- p.a. based on excellence of technical skills procured
in training sessions. Hard copy of your confirm selection will be sent to your address after submission of documents & your registration.
Selected students are required to mail following self attested certificate soft/scan copies.

* Mark sheet - last semester cleared
* Diploma Certificate (if available)
* Passport Size Photo
* College ID
* Aadhar card

JOB DESCRIPTION TECH. SKILLS MUST TO JOIN IT INDUSTRY:-

SOFTWARE INDUSTRY:

INDUSTRY:

C, C++, HTML, PHP, Java Script,
Troubleshooting)
BootStrap, Angular, Core Java,
Associate (Paper 200-125) - Routing Switching
Adv. Java, Android, Python,
70-698) Installing & Configuring)
ITIL Foundation, Boot Camp,
(Paper 70-742) - Identity with Windows Server16

RH 124 - SA1)

NETWORKING

1. Desktop Engineering (Hardware
2. CCNA - Cisco Certified Network
3. Microsoft Windows 7/8/10 - (Paper
4. Microsoft Server 2008/10/12/16:
5. Linux: Redhat System Admin (Paper

Registration & Training Process Details :

4N-19-20

Referring to your provisional selection, 3rd batch of selected students training is set to start from 15th July 20'. Initially the training will be online,
because of lock-down & the same will be offline at Nagpur once lockdown opens. Last date of registration & documents submission is 13th July 20'

Training Schedule:

Training starting date:	15th July 20'
Training timing:	2 pm to 6 pm
Training days:	Monday to Friday
Online Test/Grooming:	Every Saturday
Training duration:	4 months (approx 220 hrs)

Training fees Rs 29500/- Fees includes registration amount, complete training, e-study material, students kit, ISO certification,
to be paid in four monthly installments. Feel free to call/whatsapp in case you need more details.
With Best Wishes !

MSIT Services-CMS
Content Management Services
262 Laxmi Nagar, Nagpur 22
0712-2238308 / 9421094103 / 9922094103
VISIT:www.msitinfo.com follow us @ fb / insta / youtube
https://www.youtube.com/channel/UCIV4gBJSuBln2X78cEXJBOg/search?query=channel+link

TAP/2020/5/12

from: CMS IT SERVICES NAGPUR <cmsitnagpur@gmail.com>
to: sneha28fulari@gmail.com
cc: TPO SSGMCE Shegaon <tpossgmce@gmail.com>, MSIT SERVICES <msit.itinfo@gmail.com>
date: Jul 10, 2020, 7:00 AM
subject: CONGRATULATIONS..!
mailed-by: gmail.com
signed-by: gmail.com

To,
SNEHA FULARI
SSGMCE - SHEGAON

Sub: YOUR PROVISIONAL SELECTION

This refers to an online placement drive during 3rd to 7th July 20', followed by the final telephonic interview round. We are pleased to inform that you havesuccessfully
cleared all the initial selection processes. Hearty Congratulations, for being selected. This is the most successful job module for which you have been shortlisted. Fresh Engg
graduates enter the IT industry irrespective of their engineering branch. This is strongly recommended by IT clients all across the IT industry to join IT technical jobs through
the IT job description based training process. The confirmation letter which will be provided at the time of joining the company will contain 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 Software, Networking Hardware IT positions based on your IT industry technical skills, such Web Developer, Web Designer,
App Developer, Software Engineer, Associate Technical Engineer, IT Technical Coordinator, IT Network Associate, IT Helpdesk Engineer, Desktop Engineer, Technical Support Engineer
etc. will require you to fulfill the academic qualification (Engineering Graduation/Diploma) and 100% attendance of the self-paid training provided by the authorized MSIT Services-CMS.

Job Location Pune, Mumbai, Nagpur & Nashik. Salary/Stipend Range (CTC) will be between Rs. 1,20,000/- p.a. to Rs. 2,50,000/- p.a. based on excellence of technical skills procured
in training sessions. Hard copy of your confirm selection will be sent to your address after submission of documents & your registration.
Selected students are required to mail following self attested certificate soft/scan copies.

* Mark sheet - last semester cleared
* Diploma Certificate (if available)
* Passport Size Photo
* College ID
* Aadhar card

JOB DESCRIPTION TECH. SKILLS MUST TO JOIN IT INDUSTRY:-

SOFTWARE INDUSTRY:

INDUSTRY:

C, C++, HTML, PHP, Java Script,
Troubleshooting)
BootStrap, Angular, Core Java,
Associate (Paper 200-125) - Routing Switching
Adv. Java, Android, Python,
70-698) Installing & Configuring)
ITIL Foundation, Boot Camp,
(Paper 70-742) - Identity with Windows Server16

RH 124 - SA1)

NETWORKING

1. Desktop Engineering (Hardware
2. CCNA - Cisco Certified Network
3. Microsoft Windows 7/8/10 - (Paper
4. Microsoft Server 2008/10/12/16:
5. Linux: Redhat System Admin (Paper

Registration & Training Process Details :-

4S-19-20

Referring to your provisional selection, 3rd batch of selected students training is set to start from 15th July 20'. Initially the training will be online,
because of lock-down & the same will be offline at Nagpur once lockdown opens. Last date of registration & documents submission is 13th July 20'

Training Schedule:

Training starting date:	15th July 20'
Training timing:	2 pm to 6 pm
Training days:	Monday to Friday
Online Test/Grooming:	Every Saturday
Training duration:	4 months (approx 220 hrs)

Training fees Rs 29500/- Fees includes registration amount, complete training, e-study material, students kit, ISO certification,
to be paid in four monthly installments. Feel free to call/whatsapp in case you need more details.
With Best Wishes !

MSIT Services-CMS
Content Management Services
262 Laxmi Nagar, Nagpur 22
0712-2238308 / 9421094103 / 9922094103
VISIT:www.msitinfo.com follow us @ fb / insta / youtube
https://www.youtube.com/channel/UCiV4gBJSuBip2X78cEXJBOg/search?query=channel+link

TAP/2020/LJ/16

Cognizant

28-Jan-2020

Dear Abhishek Ashokrao Dongare,
B.Tech/B.E., Electronics & Telecommunications
SSGMCE,Shegaon

Candidate ID – 13985160

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.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** 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.455,880/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs. 24,880/-** 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: Abhishek Ashokrao Dongare Designation: Pregrammer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		**355,500**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**378,000**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		**401,986**

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

Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

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

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

** **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is 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 pa[illegible] 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

TAP/2020/N/17

Cognizant

28-Jan-2020

Dear Abhishek Shatrughna Gawali,
B.Tech/B.E., Information Technology
SSGMCE,Shegaon

Candidate ID – 13985162

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.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** 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.455,880/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs. 24,880/-** 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: Abhishek Shatrughna Gawali **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		**355,500**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**378,000**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		**401,986**

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

Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

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

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

** **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is 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

TAP/2020/U/17

Cognizant

28-Jan-2020

Dear Ajay Chandrakant Thakur,
B.Tech/B.E., Electronics & Telecommunications
SSGMCE,Shegaon

Candidate ID – 13985069

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.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** 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.455,880/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs. 24,880/-** 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: Ajay Chandrakant Thakur **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance-Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		355,500
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		378,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		401,986

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

Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

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

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

** **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is 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 p[illegible] 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

TAP/2020/R/32

Cognizant

28-Jan-2020

Dear Akshay Bhojrajji Chandankhede,
B.Tech/B.E., Computer Science & Engineering
Shri Sant Gajanan Maharaj College Of Engineering Shegaon

Candidate ID – 13985158

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.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** 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.455,880/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs. 24,880/-** 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: Akshay Bhojrajji Chandankhede **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		355,500
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		378,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		401,986

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

Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

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

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

** **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is 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

TAP/2020/U/18

Cognizant

28-Jan-2020

Dear Anand Shriram Pawar,
B.Tech/B.E., Electronics & Telecommunications
Shri Sant Gajanan Maharaj College of Engineering

Candidate ID – 13985068

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.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** 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.455,880/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs. 24,880/-** 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: Anand Shriram Pawar **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		**355,500**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**378,000**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		**401,986**

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

Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

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

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

** **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is 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 p[illegible] 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 [illegible] be

TAP/2020/D/19

Cognizant

28-Jan-2020

Dear Apeksha Deshmukh,
B.Tech/B.E., Electronics & Telecommunications
Sri Sant Gajanan Maharaj College of Engineering

Candidate ID – 13985129

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.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** 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.455,880/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs. 24,880/-** 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 UPIN 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: Apeksha Deshmukh **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		355,500
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**378,000**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		**401,986**

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

Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

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

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

** **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is 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 payro 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

Cognizant

28-Jan-2020

Dear Balabhau Devendra Mali,
B.Tech/B.E., Computer Science & Engineering
SSGMCE,Shegaon

Candidate ID – 13985159

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.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** 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.455,880/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs. 24,880/-** 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: 5-2-20

Cognizant

Annexure A

Name: Balabhau Devendra Mali **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		**355,500**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**378,000**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		**401,986**

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

Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

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

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

** **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is 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*

TAA/2020/R/134

Cognizant

28-Jan-2020

Dear Krishna Rajendra Rathi,
B.Tech/B.E., Computer Science & Engineering
Sri Sant Gajanan Maharaj College of Engineering

Candidate ID – 13985065

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.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** 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.455,880/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs. 24,880/-** 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: Krishna Rajendra Rathi **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		355,500
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		378,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		401,986

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

Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

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

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

** **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is 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

TAP/2020/M/05

Cognizant

28-Jan-2020

Dear Mohammad Mobin Abdul Rauf Memon,
B.Tech/B.E., Mechanical Engineering
Shree Sant Gajanan Maharaj College Of Engineering

Candidate ID – 13985163

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.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** 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.455,880/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs. 24,880/-** 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 Belhavandu
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Cognizant

Annexure A

Name: Mohammad Mobin Abdul Rauf Memon **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		355,500
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**378,000**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		**401,986**

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

Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

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

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

** **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is 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

TAP/2020/S/29

---------- Forwarded message ---------
From: <c2c@cognizant.com>
Date: Wed, 17 Feb, 2021, 2:20 am
Subject: Cognizant - Date of Joining Intimation Mailer !
To: <monikadipke30@gmail.com>

Dear Monika Prashant Dipke,
Greetings from Cognizant!
We are glad to share the DATE OF JOINING INTIMATION MAILER with your Date of Joining and job location details.
Date of Joining: 18th Feb 2021; Job Location: Pune
Due to current travel restriction and other parameters, your onboarding process will be virtual. Detailed steps about virtual onboarding process will be shared in a separate mail. You need not travel to the job location or any Cognizant office for onboarding or training or project work until further notice from us. **Kindly ignore the automated system SMS which you may receive one day before DOJ asking to report to office for onboarding.**
Kindly accept this Date Intimation only if you are currently residing within India and have access to laptop / desktop with high speed internet.
Location mentioned in this mailer will be your job location, kindly ignore any other location mentioned in the One Cognizant pre joining forms. The joining location mentioned in this mail will be your base location of work when Cognizant offices are operational post the pandemic. The operational plan to report at this location will be separately intimated through HR. Till then you would be working on a virtual mode.
Agenda:
Day 1 : Document validation and Onboarding process via webex (video conferencing).
Day 2 onwards: Virtual Induction and Virtual Training / Virtual BU Project (Further details will be intimated on Day 1)
We request you to login to One Cognizant, accept your Date of joining (DOJ), complete the pre-joining forms and photo upload (Try in latest version of Internet Explorer Browser) on or before 17th Feb 2021. Kindly ignore this pointer if you have accepted the DOJ in OneCognizant portal already.

- The option to accept the DOJ in the 1C portal would be disabled one day prior to the DOJ. However, the earlier you accept, the faster will be your onboarding pass generation process. Kindly do not accept the DOJ more than once.
- Candidates who don't accept the DOJ within the timeline would not be considered for onboarding on the given DOJ & they would have to wait for further communication regarding the offer status.
- There is no option of deferring the date of joining or changing the joining location as it is based on the business requirement.

Onboarding Pass would be generated one day before your DOJ, only upon accepting DOJ & completing all the forms (including photo upload). Once the Onboarding Pass is ready, a mail notification would be triggered. Please wait for the mail; share the soft along with all other mandatory documents mentioned in the Date

TIAP/2020/U/20

3-2

Cognizant

28-Jan-2020

Dear Neha Singh,
B.Tech/B.E., Electronics & Telecommunications
SSGMCE,Shegaon

Candidate ID – 13985341

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. [illegible]/- [illegible] includes an annual incentive indication of Rs. 22,500/- as well as Cognizant's contribution of Rs. 23,986/- 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. 455,880/- This includes an annual incentive indication of Rs. 22,500/- as well as Cognizant's contribution of Rs. 24,880/- 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 [illegible] 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 [illegible] 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 [illegible] the FIPIN 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 onerus in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your rights to work in India and other [illegible] request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://cnr.pas2.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 : Neha Singh

Date 01/02/2020

Cognizant

Annexure A

Name: Neha Singh Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @ 60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus**	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		355,500
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		378,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		15,000
	Gratuity		7,500
	Annual Total Remuneration		401,000

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

Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary" as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Cost to Company" for the purpose 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. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (ABI #1) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a contribution period which includes any recurring (or) ad hoc/ Special payments during the month. ESI Contribution shall be contributed till end of the contribution period (As per the Act, it is 6 months) if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your Compensation has been structured to ensure that you are adequately rewarded in respective 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 structure is dynamic in nature, 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

TAP/2020/R/135

Cognizant

28-Jan-2020

Dear Priyanka Kishorrao Sontakke,
B.Tech/B.E., Computer Science & Engineering
Shri Sant Gajanan Maharaj College Of Engineering,Shegaon

Candidate ID – 13985064

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.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** 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.455,880/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs. 24,880/-** 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 TPIN 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: Priyanka Kishorrao Sontakke **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		**355,500**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**378,000**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		**401,986**

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

Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout" Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

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

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

** **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is 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 w

THP/2020/D/21

Cognizant

28-Jan-2020

Dear Rushikesh Sanjay More,
B.Tech/B.E., Electronics & Telecommunications
Sri Sant Gajanan Maharaj College of Engineering

Candidate ID – 13985066

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.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** 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.455,880/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs. 24,880/-** 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:

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

TAP/2020/LJ/22

Cognizant

28-Jan-2020

Dear Saurabh Shrihari Gawali,
B.Tech/B.E., Electronics & Telecommunications
Sri Sant Gajanan Maharaj College of Engineering

Candidate ID – 13985067

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.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** 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.455,880/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs. 24,880/-** 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: Saurabh Shrihari Gawali **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		**355,500**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**378,000**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		**401,986**

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

Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

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

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

** **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is 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 ...ll 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

TAP/2020/R/36

Cognizant

28-Jan-2020

Dear Shubham Dipak Nimbalkar,
B.Tech/B.E., Computer Science & Engineering
Sri Sant Gajanan Maharaj College of Engineering

Candidate ID – 13985157

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.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** 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.455,880/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs. 24,880/-** 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 : Nimbalkar **Date:** 05-02-2020

Cognizant

Annexure A

Name: Shubham Dipak Nimbalkar **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		**355,500**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**378,000**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		**401,986**

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

Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

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

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

** **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is 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

TAP/2020/N/20

FACE

February 08, 2020

Janhavi Ambolkar
janhaviambolkar@gmail.com

Dear Janhavi Ambolkar,

Further to our interactions with you, we are pleased to offer you the position of **Associate - Training** with the Technology Practice at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate - Training** with an Annual CTC of **Rs.288000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of 2 years starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 3 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Janhavi V. Ambolkar

11-02-2020

FACE

Annexure I: Compensation Structure			
Name	**Janhavi Ambolkar**	Position & Department	**Associate - Training**
#	**Components of Total Fixed Pay**		**Per Annum (in INR)**
1	Basic Pay		96000
2	House Rent Allowance		38400
3	Medical Allowance		15000
4	Conveyance Allowance		19200
5	Special Allowance		49800
6	Provident Fund (Employer Contribution)		21600
	Total Fixed Pay per annum		**240000**
	Annual Performance Linked Pay (Maximum)		**48000**
	Total Cost to Company		**288000**

Notes: *Associates will be covered under the company group insurance policies for Life Cover (Rs.10,00,000). The premium for the same will be borne by the company.

*If the employee opts out of the Provident Fund facility, the Contribution to the same shall be appropriately adjusted into the Special Allowance and paid out.

Thank you
Yours sincerely
For Focus 4 – D Career Education Pvt Ltd

P S Anand

Vijay Anand P S
Vice President – Human Resources

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Janhavi V. Ambolkar
11-02-2020

Name & Signature of the candidate with date of acceptance

THP/2020/N/19

FACE

February 08, 2020

Jayashri Sanjay Salampuriya
salampuriyajayu@gmail.com

Dear Jayashri Sanjay Salampuriya,

Further to our interactions with you, we are pleased to offer you the position of **Associate - Training** with the Aptitude Practice at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate - Training** with an Annual CTC of **Rs.288000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of 2 years starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 3 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Jayashri. Sanjay. Salampuriya.
Salampuriya.
9/2/2020

FACE

Annexure I: Compensation Structure			
Name	**Jayashri Sanjay Salampuriya**	Position & Department	**Associate - Training**
#	**Components of Total Fixed Pay**		**Per Annum (in INR)**
1	Basic Pay		96000
2	House Rent Allowance		38400
3	Medical Allowance		15000
4	Conveyance Allowance		19200
5	Special Allowance		49800
6	Provident Fund (Employer Contribution)		21600
	Total Fixed Pay per annum		**240000**
	Annual Performance Linked Pay (Maximum)		**48000**
	Total Cost to Company		**288000**

Notes: *Associates will be covered under the company group insurance policies for Life Cover (Rs.10,00,000). The premium for the same will be borne by the company.

*If the employee opts out of the Provident Fund facility, the Contribution to the same shall be appropriately adjusted into the Special Allowance and paid out.

Thank you
Yours sincerely
For Focus 4 – D Career Education Pvt Ltd

P. S. Vijay Anand

Vijay Anand P S
Vice President – Human Resources

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Jayashri. Sanjay. Salampuriya
Jayashri Salampuriya
9/2/2020

Name & Signature of the candidate with date of acceptance

14 15 16 TAP/2020/M/

New message | Delete | Archive | Junk | Sweep | Move to | Categorize | Snooze | ...

Result of Finolex Cables Placement Drive

<kunal.tekade001@gmail.com>, <prajaktatemurde04@gmail.com>, <yogeshat301@gmail.com>, GAURAV THAKRE <gauravthakre9nit@gmail.com>, Gaurav Thote <thotegaurav@gmail.com>, AKSHAY TIKAR <akshaytikar201@gmail.com>, <poonamtikar9@gmail.com>, <tiwarirohan0463@gmail.com>, <aduwadatkar24@gmail.com>, <akashwaghode01@gmail.com>, yogesh wanve <yogeshawanve25@gmail.com>, <vvikasyadav4@gmail.com>, Rupesh Kumar <rkc7896@gmail.com>, JAYESH TALE <jayeshtale1997@gmail.com>, aniket bandewar <bandewaraniket35@gmail.com>, Manoj Paghrut Official <manoj.paghrut1482@gmail.com>, <sonalichim0110@gmail.com>

Dear Students,

We are happy to share the result of the Finolex Cables Placement drive which was held online in the alst week of August 2020. The following students have been selected as Appren Trainee in the Organization.

The following students are informed to carry the required documents and are requested to send them to Finolex at the following address :

S.No.	Name of Student	
01.	Abhishek Agrawal	TAP/2020/M/29
02.	Aniket Bandewar	TAP/2020/M/33
03.	Aditya Wadatkar	TAP/2020/M/31
04.	Aniket Gulhane	TAP/2020/M/32
05.	Bhika Sabe	TAP/2020/M/35
06.	Abhishek Goraksh	TAP/2020/M/30
07.	Aniket Lahase	TAP/2020/M/34
08.	Govardhan Rokade	TAP/2020/M/36
09.	Niliket Deshmukh	TAP/2020/S/33

All students have to carry following documents with them for joining of apprentice trainee.

1) Adhar and Pan card
2) Bank pass book
3) Passport size photo
4) SSC & HSC mark list and certificate
5) School leaving certificate
6) Mark list & certificate up to 7th semester. In case it is not available certificate from the College

Please note all students' final semester exam is yet to be over; but they should not have Any LIVE backlog upto VII Semes

Finolex Cables Limited

At Post : Urse,

Tal : Vadgaon Maval,

TAP/2020/R/25

GlobalLogic

9th September 2019

Ajinkya Bawaskar

Dear Ajinkya Bawaskar

Subject: Offer of Employment with GlobalLogic India Ltd.

Congratulations *on your selection at GlobalLogic!*

We are delighted to offer you the position of **Trainee Software Engineer, Band X, TE00** at GlobalLogic India Limited (hereinafter "***GlobalLogic***" or "***Company***"). You will be based in and work from **Nagpur** however, based on the position's requirements; you may be required to work anywhere in India or abroad. Your joining date would be **6th July 2020**. Your detailed salary structure is attached as per Annexure

Some of the important terms and conditions of your employment are as follows:

1. You will be on training for a period of 6 months and may be confirmed as a regular employee upon successful completion of your training period. Your confirmation will be based on your positive contribution to the Company's objectives. The period of training can be extended on the sole discretion of Company, based on your performance. Your employment with the Company is subject to your meeting the qualifying criteria during and at the end of training.

2. During this training period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training can be terminated. Appointment Letter will be issued based on successful completion of training period. On confirmation as a regular employee, you will be governed by the company's terms and conditions of employment.

3. On successful completion of your training period, company reserves the right to align you with appropriate job family or technology based on business/organization needs.

4. You are requested to furnish true and correct information pertaining to your qualification, experience & other details on the day of joining as per details mentioned in Annexure 2.

5. You will bear income tax, if any, which will be deducted from your salary.

6. You will abide by all the rules, regulation and policies of the company. The Company reserves the right to amend such policies, as needed from time to time.

7. Our offer to you as Trainee Software Engineer is subject to your successfully completing the degree course and producing all mark sheets at least till the penultimate semester on the day that you join GlobalLogic. 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 our discretion.

GlobalLogic

8. The Company reserves the right to transfer you to any office or establishment forming a part of our Company or any establishment wherever our company will be having interest.

9. During this training period either party can terminate this Employment by giving a minimum 30 (thirty) days of notice to the other party.

10. The employment shall stand immediately terminated, without any liability to GlobalLogic, in case you are found indulging in any fraud, malpractice, misconduct/performance issues or any activity which GlobalLogic finds against the interest of the organization.

11. You shall be following normal business hours as per the Company's Working Hour Guidelines available in our Intranet site. Some specified roles may also require shift working outside of normal working hours in order to fall into line with overseas working hours or business requirements/exigencies from time to time. While working on projects overseas and onshore projects working hours and notified holidays of the client location will apply.

12. This offer letter is subject to further condition that:
    a. Your employment is subject to your approval and signing of our Non Disclosure Agreement (NDA) at the time of joining.
    b. This offer is valid up to **subject to your joining GlobalLogic on or before 6th July 2020**.

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining will be **HR SPOC Nagpur.** You are requested to report to our office situated at Central Facility Building, 2nd Floor – Wing "A" North & South and Wing "B" North side Block, Near Khapri Railway, MIHAN SEZ, Nagpur, Maharashtra at 9:30 am.

For GlobalLogic

Vidya Shetty
Director-People Development

OFFER ACCEPTANCE & DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on 6th July 2020.

Date: 16/9/2019

Signature: _____
(Ajinkya Bawaskar)

GlobalLogic

Annexure 1

Salary Structure	
Name : Ajinkya Bawaskar	**ECODE:**
Designation: Trainee Software Engineer	
Band: Band X	**Grade: TE00**
WEF: 6th July 2020	
Location : Nagpur	
Section A - Gross Fixed Salary Break Up	
Monthly Components (In Rs.)	
Basic	18,917
House Rent Allowance	9,458
Mobile Reimbursement*	-
Broadband/Internet Reimbursement*	-
Meal Vouchers**	-
Statutory Bonus(As per Payment of Bonus (Amendment) Act, 2015)	1,800
Special Allowance	5,859
Total Monthly (A)	**36,034**
Total Monthly Annualised (B)	**432,404**
Annual Components (In Rs.)	
LTA*	0
Provident Fund (As per the PF Act 1952)	21,600
National Pension Scheme~	0
Total Annualised (C)	**21,600**
Total Fixed Annual Gross Salary (B + C)	**454,004**
Section B - Additional Benefits	
Retirals & Health Benefits (Annualized Amount)	
Gratuity	10,913
Mediclaim Insurance of Rs. 3 Lacs	17,227
Total of Section B	**28,140**
Total CTC (Section A + B)	**482,144**

In addition to Mediclaim, employee will be covered under below additional benefits -
1. Group Term Life Insurance worth Rs. 10 Lacs
2. Group Personal Accident Insurance worth Rs. 2.5 Lacs

** On declaration and subject to bills.*
*** Against Declaration & meal coupons issued upon completion of the month.*
 # Against bills
~ NPS can be availed max upto 10% of basic. Amount less than 10% of basic will be rounded off to nearest 100 value

For GlobalLogic India Limited

Authorised Signatory

TAP/2020/N/15

GlobalLogic

9th September 2019

Manali Modi

Dear Manali Modi

Subject: Offer of Employment with GlobalLogic India Ltd.

***Congratulations** on your selection at GlobalLogic!*

We are delighted to offer you the position of **Trainee Software Engineer, Band X, TE00** at GlobalLogic India Limited (hereinafter "***GlobalLogic***" or "***Company***"). You will be based in and work from **Nagpur** however, based on the position's requirements; you may be required to work anywhere in India or abroad. Your joining date would be **6th July 2020**. Your detailed salary structure is attached as per Annexure

Some of the important terms and conditions of your employment are as follows:

1. You will be on training for a period of 6 months and may be confirmed as a regular employee upon successful completion of your training period. Your confirmation will be based on your positive contribution to the Company's objectives. The period of training can be extended on the sole discretion of Company, based on your performance. Your employment with the Company is subject to your meeting the qualifying criteria during and at the end of training.

2. During this training period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training can be terminated. Appointment Letter will be issued based on successful completion of training period. On confirmation as a regular employee, you will be governed by the company's terms and conditions of employment.

3. On successful completion of your training period, company reserves the right to align you with appropriate job family or technology based on business/organization needs.

4. You are requested to furnish true and correct information pertaining to your qualification, experience & other details on the day of joining as per details mentioned in Annexure 2.

5. You will bear income tax, if any, which will be deducted from your salary.

6. You will abide by all the rules, regulation and policies of the company. The Company reserves the right to amend such policies, as needed from time to time.

7. Our offer to you as Trainee Software Engineer is subject to your successfully completing the degree course and producing all mark sheets at least till the penultimate semester on the day that you join GlobalLogic. 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 our discretion.

8. The Company reserves the right to transfer you to any office or establishment [illegible] Company or any establishment wherever our company will be having [illegible]

GlobalLogic

9. During this training period either party can terminate this Employment by giving a minimum 30 (thirty) days of notice to the other party.

10. The employment shall stand immediately terminated, without any liability to GlobalLogic, in case you are found indulging in any fraud, malpractice, misconduct/performance issues or any activity which GlobalLogic finds against the interest of the organization.

11. You shall be following normal business hours as per the Company's Working Hour Guidelines available in our Intranet site. Some specified roles may also require shift working outside of normal working hours in order to fall into line with overseas working hours or business requirements/exigencies from time to time. While working on projects overseas and onshore projects working hours and notified holidays of the client location will apply.

12. This offer letter is subject to further condition that:
    a. Your employment is subject to your approval and signing of our Non Disclosure Agreement (NDA) at the time of joining.
    b. This offer is valid up to **subject to your joining GlobalLogic on or before 6th July 2020**.

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining will be **HR SPOC Nagpur.** You are requested to report to our office situated at Central Facility Building, 2nd Floor – Wing "A" North & South and Wing "B" North side Block, Near Khapri Railway, MIHAN SEZ, Nagpur, Maharashtra at 9:30 am.

For GlobalLogic

Manish

Vidya Shetty
Director-People Development

OFFER ACCEPTANCE & DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on 6th July 2020.

Date:

Signature: Pranali

GlobalLogic

Annexure 1

Salary Structure	
Name : Manali Modi	**ECODE:**
Designation: Trainee Software Engineer	
Band: Band X	**Grade: TE00**
WEF: 6th July 2020	
Location : Nagpur	
Section A - Gross Fixed Salary Break Up	
Monthly Components (In Rs.)	
Basic	18,917
House Rent Allowance	9,458
Mobile Reimbursement*	-
Broadband/Internet Reimbursement*	-
Meal Vouchers**	-
Statutory Bonus(As per Payment of Bonus (Amendment) Act, 2015)	1,800
Special Allowance	5,859
Total Monthly (A)	**36,034**
Total Monthly Annualised (B)	**432,404**
Annual Components (In Rs.)	
LTA*	0
Provident Fund (As per the PF Act 1952)	21,600
National Pension Scheme~	0
Total Annualised (C)	**21,600**
Total Fixed Annual Gross Salary (B + C)	**454,004**
Section B - Additional Benefits	
Retirals & Health Benefits (Annualized Amount)	10,913
Gratuity	17,227
Mediclaim Insurance of Rs. 3 Lacs	**28,140**
Total of Section B	**482,144**
Total CTC (Section A + B)	

In addition to Mediclaim, employee will be covered under below additional benefits -
1. Group Term Life Insurance worth Rs. 10 Lacs
2. Group Personal Accident Insurance worth Rs. 2.5 Lacs

** On declaration and subject to bills.*
*** Against Declaration & meal coupons issued upon completion of the month.*
≠ Against bills
~ NPS can be availed max upto 10% of basic. Amount less than 10% of basic will be rounded off to nearest 100 value

For GlobalLogic India Limited

Manish

Authorised Signatory

TAP/2020/R/26

GlobalLogic

9th September 2019

Rashmi Joshi

Dear Rashmi Joshi

Subject: Offer of Employment with GlobalLogic India Ltd.

Congratulations *on your selection at GlobalLogic!*

We are delighted to offer you the position of **Trainee Software Engineer, Band X, TE00** at GlobalLogic India Limited (hereinafter "***GlobalLogic***" or "***Company***"). You will be based in and work from **Nagpur** however, based on the position's requirements; you may be required to work anywhere in India or abroad. Your joining date would be **6th July 2020**. Your detailed salary structure is attached as per Annexure

Some of the important terms and conditions of your employment are as follows:

1. You will be on training for a period of 6 months and may be confirmed as a regular employee upon successful completion of your training period. Your confirmation will be based on your positive contribution to the Company's objectives. The period of training can be extended on the sole discretion of Company, based on your performance. Your employment with the Company is subject to your meeting the qualifying criteria during and at the end of training.

2. During this training period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training can be terminated. Appointment Letter will be issued based on successful completion of training period. On confirmation as a regular employee, you will be governed by the company's terms and conditions of employment.

3. On successful completion of your training period, company reserves the right to align you with appropriate job family or technology based on business/organization needs.

4. You are requested to furnish true and correct information pertaining to your qualification, experience & other details on the day of joining as per details mentioned in Annexure 2.

5. You will bear income tax, if any, which will be deducted from your salary.

6. You will abide by all the rules, regulation and policies of the company. The Company reserves the right to amend such policies, as needed from time to time.

7. Our offer to you as Trainee Software Engineer is subject to your successfully completing the degree course and producing all mark sheets at least till the penultimate semester on the day that you join GlobalLogic. 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 our discretion.

GlobalLogic

8. The Company reserves the right to transfer you to any office or establishment forming a part of our Company or any establishment wherever our company will be having interest.

9. During this training period either party can terminate this Employment by giving a minimum 30 (thirty) days of notice to the other party.

10. The employment shall stand immediately terminated, without any liability to GlobalLogic, in case you are found indulging in any fraud, malpractice, misconduct/performance issues or any activity which GlobalLogic finds against the interest of the organization.

11. You shall be following normal business hours as per the Company's Working Hour Guidelines available in our Intranet site. Some specified roles may also require shift working outside of normal working hours in order to fall into line with overseas working hours or business requirements/exigencies from time to time. While working on projects overseas and onshore projects working hours and notified holidays of the client location will apply.

12. This offer letter is subject to further condition that:
    a. Your employment is subject to your approval and signing of our Non Disclosure Agreement (NDA) at the time of joining.
    b. This offer is valid up to **subject to your joining GlobalLogic on or before 6th July 2020**.

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining will be **HR SPOC Nagpur.** You are requested to report to our office situated at Central Facility Building, 2nd Floor – Wing "A" North & South and Wing "B" North side Block, Near Khapri Railway, MIHAN SEZ, Nagpur, Maharashtra at 9:30 am.

For GlobalLogic

Vidya Shetty
Director-People Development

OFFER ACCEPTANCE & DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on **6th July 2020.**

Date:

Signature: _____
(Rashmi Joshi)

CIN U74899DL2000PLC109036

GlobalLogic

Annexure 1

Salary Structure		
Name : Rashmi Joshi	**ECODE:**	
Designation: Trainee Software Engineer		
Band: Band X	**Grade: TE00**	
WEF: 6th July 2020		
Location : Nagpur		
Section A - Gross Fixed Salary Break Up		
Monthly Components (In Rs.)		
Basic		18,917
House Rent Allowance		9,458
Mobile Reimbursement*		-
Broadband/Internet Reimbursement*		-
Meal Vouchers**		-
Statutory Bonus(As per Payment of Bonus (Amendment) Act, 2015)		1,800
Special Allowance		5,859
Total Monthly (A)		**36,034**
Total Monthly Annualised (B)		**432,404**
Annual Components (In Rs.)		
LTA*		0
Provident Fund (As per the PF Act 1952)		21,600
National Pension Scheme~		0
Total Annualised (C)		**21,600**
Total Fixed Annual Gross Salary (B + C)		**454,004**
Section B - Additional Benefits		
Retirals & Health Benefits (Annualized Amount)		
Gratuity		10,913
Mediclaim Insurance of Rs. 3 Lacs		17,227
Total of Section B		**28,140**
Total CTC (Section A + B)		**482,144**

In addition to Mediclaim, employee will be covered under below additional benefits -
1. Group Term Life Insurance worth Rs. 10 Lacs
2. Group Personal Accident Insurance worth Rs. 2.5 Lacs

** On declaration and subject to bills.*
*** Against Declaration & meal coupons issued upon completion of the month.*
 # Against bills
~ NPS can be availed max upto 10% of basic. Amount less than 10% of basic will be rounded off to nearest 100 value

For GlobalLogic India Limited

Manish

Authorised Signatory

]

TAP/2020/N/18

HEXAWARE

Letter of Intent

29 January 2020

Jayashri Sanjay Salampuriya
Shri Sant Gajanan Maharaj College of Engineering
Amravati

Dear Jayashri Sanjay Salampuriya,

We are pleased to inform you that you have been provisionally short-listed for employment as **"Trainee".**

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in **Chennai.**

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 3 months and on successful completion of your training you will be paid a salary of Rs.2.00 Lac pa.

You are required to sign a bond of 24 Months before the start of training programme, in the event of bond breakage you will be required to pay a sum of Rs. 1 Lac.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@hexaware.com confirming your interest in joining Hexaware.

Yours faithfully,
For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Associate Vice President, Recruitment

124
100

TAP/2020/M/37

Infosys®
Navigate your next

HRD/1002057579/21-22

December 24, 2021

Ms. Anuja Sham Ghodki
State Bank Colony,
Near Durga Mata Mandir
Shegaon-444203
India

Ph: +91-9405476629

Dear Anuja,

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 **03-Jan-2022.**

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Agreement

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month** . The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

_____
Sign your name

_____ _____
Print your full Name Location

Document certified by Richard Lobo <richard_lobo@infosys.com>.
Digitally signed by Richard Lobo
Date: 2021.12.24 10:28:23 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

Infosys®
Navigate your next

ANNEXURE - I
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Ms. Anuja Sham Ghodki**
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

TPP/2020/U/48

HRD/3T/1002763158/21-22

March 29, 2022

Ms. Kiran Nikhade
Sbi Colony,
Mane Nagar
Shegaon-444203
India

Ph: +91-9112427169

Dear Kiran,

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: 2022.03.29 17:59:46 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

HRD/1002763158/21-22

March 29, 2022

Ms. Kiran Nikhade
Sbi Colony,
Mane Nagar
Shegaon-444203
India

Ph: +91-9112427169

Dear Kiran,

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:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment (**"Offer Letter"** hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.
"Company" refers to Infosys Limited.
"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" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **14-Apr-2022.**

Location

Your location for employment is **MYSORE, India** .
You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Infosys
Navigate your next

Compensation and Benefits

Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months 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.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

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 and Annexure - II 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.

a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Probation and Confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / 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 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) 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.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250** .

The details of the Scheme would be available to you when you join the Company.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

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.

Infosys
Navigate your next

ANNEXURE - I

(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Ms. Kiran Nikhade**
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

TAP/2020/11/49

Navigate your next

HRD/1002023566/22-23

April 22, 2022

Ms. Pooja Kailash Unhale
House Number 7
Jagdamba Nagar Khamgaon Road
Shegaon-444203
India

Ph: +91-9421474068

Dear Pooja,

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:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment (**"Offer Letter"** hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.
"Company" refers to Infosys Limited.
"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" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **02-May-2022.**

Location

Your location for employment is **MYSORE, India** .
You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

INFOSYS Navigate your next

11-2020

ANNEXURE - I

(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Ms. Pooja Kailash Unhale**
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

TJP/2020/S/31

Infosys®
Navigate your next

HRD/1002024296/21-22

June 10, 2021

Mr. Rohan Dange
Purwar Galli
Near Shivaji Aakhada, Khamgaon , Dist- Buldhana
Akola-444303
India

Ph: +91-9096294356

Dear Rohan,

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 **21-Jun-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.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

_____
Sign your name

_____ _____
Print your full Name Location

Certification signature by Richard Lobo
<richard_lobo@infosys.com>, Validity Unknown
Digitally signed by Richard Lobo
Date: 2021.06.10 16:46:19 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

Infosys®
Navigate your next

ANNEXURE - I
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Rohan Dange**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**
TOTAL GROSS SALARY	**25,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

_____
Sign your name

_____ _____
Print your full Name Location

Certification signature by Richard Lobo
<richard_lobo@infosys.com> Validity Unknown
Digitally signed by Richard Lobo
Date: 2021.06.10 16:46:19 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

TAP/2020/R145

INFOVISION LABS

DATE: 2. Mar. 2020

NAME : BHAVIKA PRAVEEN PATIL
ADDRESS : SM-3 Kishore Nagar
Khandwa M.P.

CTC offered: 4.0 LPA

Subject: Letter of Intent to Hire

Dear Bhavika,

It was great meeting with you on 2. Mar. 2020 and discussing our Company's position of **Trainee Software Engineer.** We are pleased to let you know that we intend to hire you for this position, with a joining date of 15. Jun. 2020

The compensation / salary and benefits will be discussed at our meeting which will be communicated to you in advance either verbally or in writing by the Company.

This letter is being issued on the following conditions:

- Your employment will be in Pune. However, if required, you may be posted to any location where the Company does business.
- Company will collect certain Personal information to process your offer and employment. You agree to share this information with the Company.
- You agree to keep all the business and compensation details confidential. Any information disclosed without prior permission of the Company can be held against you in the court of law.
- Company may conduct Background Verification towards this employment through a third-party service provider and you agree for the same.

This Letter of Intent to Hire should not be construed as a Letter of Employment and the same will be issued only upon finalizing the Terms of Employment which shall have to be duly accepted and signed by you.

We are excited about your decision to join InfoVision Labs! We look forward to having you on board on 15. Jun. 2020. Should you need any clarification between now and your date of joining, please do not hesitate to contact us.

InfoVision Labs India Pvt. Ltd,
8th Floor, Teerth Technospace,
Adjacent to B.U. Bhandari's Mercedes Benz Showroom
Baner, Pune 411045

Yours sincerely,

Vinay Barigidad
Managing Director
Date: 2. Mar. 2020

Bhavika.

JAP/2020/N/21

INFOVISIONLABS

DATE: 2. Mar. 2020

NAME : JANHAVI VITTHAL AMBOLKAR
ADDRESS : Chaitanya Wasi, Near Patil Market
AKOLA

CTC offered: 4.0 LPA

Subject: Letter of Intent to Hire

Dear Janhavi,

It was great meeting with you on 2. Mar. 2020 and discussing our Company's position of **Trainee Software Engineer**. We are pleased to let you know that we intend to hire you for this position, with a joining date of 15. Jun. 2020

The compensation / salary and benefits will be discussed at our meeting which will be communicated to you in advance either verbally or in writing by the Company.

This letter is being issued on the following conditions:

- Your employment will be in Pune. However, if required, you may be posted to any location where the Company does business.
- Company will collect certain Personal information to process your offer and employment. You agree to share this information with the Company.
- You agree to keep all the business and compensation details confidential. Any information disclosed without prior permission of the Company can be held against you in the court of law.
- Company may conduct Background Verification towards this employment through a third-party service provider and you agree for the same.

This Letter of Intent to Hire should not be construed as a Letter of Employment and the same will be issued only upon finalizing the Terms of Employment which shall have to be duly accepted and signed by you.

We are excited about your decision to join InfoVision Labs! We look forward to having you on board on 15. Jun. 2020. Should you need any clarification between now and your date of joining, please do not hesitate to contact us.

InfoVision Labs India Pvt. Ltd,
8th Floor, Teerth Technospace,
Adjacent to B.U. Bhandari's Mercedes Benz Showroom
Baner, Pune 411045

Yours sincerely,

Vinay Barigidad
Managing Director
Date: 2. Mar. 2020

TAP/2020/N/23

IVL
INFOVISION LABS

DATE: 02·Mar·2020

NAME : JIGAR CHANDRAKANT WAKHARIYA
ADDRESS : C/O Futane Near Patankar House
Ramnagar, Wardha - 442001

CTC offered : 4.25 LPA

Subject: Letter of Intent to Hire

Dear JIGAR,

It was great meeting with you on 2·Mar·2020 and discussing our Company's position of **Trainee Software Engineer.** We are pleased to let you know that we intend to hire you for this position, with a joining date of 15·Jun·2020

The compensation / salary and benefits will be discussed at our meeting which will be communicated to you in advance either verbally or in writing by the Company.

This letter is being issued on the following conditions:

- Your employment will be in Pune. However, if required, you may be posted to any location where the Company does business.
- Company will collect certain Personal information to process your offer and employment. You agree to share this information with the Company.
- You agree to keep all the business and compensation details confidential. Any information disclosed without prior permission of the Company can be held against you in the court of law.
- Company may conduct Background Verification towards this employment through a third-party service provider and you agree for the same.

This Letter of Intent to Hire should not be construed as a Letter of Employment and the same will be issued only upon finalizing the Terms of Employment which shall have to be duly accepted and signed by you.

We are excited about your decision to join InfoVision Labs! We look forward to having you on board on 15·Jun·2020. Should you need any clarification between now and your date of joining, please do not hesitate to contact us.

InfoVision Labs India Pvt. Ltd,
8th Floor, Teerth Technospace,
Adjacent to B.U. Bhandari's Mercedes Benz Showroom
Baner, Pune 411045

Yours sincerely,

Vinay Barigidad
Managing Director
Date: 02·Mar·2020

02.03.2020

JAP/2020/N/24

INFOVISION LABS

DATE: 2-MAR-2020

NAME : PRATIK BHIMRAO THORAT
ADDRESS : Near Rest House, Sai Nagar, Telhara
Tal. Telhara, Dist. Akola.

CTC offered: 3.95 LPA

Subject: Letter of Intent to Hire

Dear Pratik,

It was great meeting with you on 2/3/2020 and discussing our Company's position of **Trainee Software Engineer**. We are pleased to let you know that we intend to hire you for this position, with a joining date of 15-JUN-2020.

The compensation / salary and benefits will be discussed at our meeting which will be communicated to you in advance either verbally or in writing by the Company.

This letter is being issued on the following conditions:

- Your employment will be in Pune. However, if required, you may be posted to any location where the Company does business.
- Company will collect certain Personal information to process your offer and employment. You agree to share this information with the Company.
- You agree to keep all the business and compensation details confidential. Any information disclosed without prior permission of the Company can be held against you in the court of law.
- Company may conduct Background Verification towards this employment through a third-party service provider and you agree for the same.

This Letter of Intent to Hire should not be construed as a Letter of Employment and the same will be issued only upon finalizing the Terms of Employment which shall have to be duly accepted and signed by you.

We are excited about your decision to join InfoVision Labs! We look forward to having you on board on 15-JUN-2020. Should you need any clarification between now and your date of joining, please do not hesitate to contact us.

InfoVision Labs India Pvt. Ltd,
8th Floor, Teerth Technospace,
Adjacent to B.U. Bhandari's Mercedes Benz Showroom
Baner, Pune 411045

Yours sincerely,

Vinay Barigidad
Managing Director
Date: 2-MAR-2020

JAP/2020/R/46

INFOVISION LABS

DATE: 2 Mar. 2020

NAME : PRIYANKA DILIP MUNDHADA
ADDRESS : Nutan Chowk, Dhamangaon Rly
Amravati

CTC offered: 3.75 LPA

Subject: Letter of Intent to Hire

Dear Priyanka,

It was great meeting with you on 2/3/2020 and discussing our Company's position of **Trainee Software Engineer**. We are pleased to let you know that we intend to hire you for this position, with a joining date of 15/6/2020.

The compensation / salary and benefits will be discussed at our meeting which will be communicated to you in advance either verbally or in writing by the Company.

This letter is being issued on the following conditions:

- Your employment will be in Pune. However, if required, you may be posted to any location where the Company does business.
- Company will collect certain Personal information to process your offer and employment. You agree to share this information with the Company.
- You agree to keep all the business and compensation details confidential. Any information disclosed without prior permission of the Company can be held against you in the court of law.
- Company may conduct Background Verification towards this employment through a third-party service provider and you agree for the same.

This Letter of Intent to Hire should not be construed as a Letter of Employment and the same will be issued only upon finalizing the Terms of Employment which shall have to be duly accepted and signed by you.

We are excited about your decision to join InfoVision Labs! We look forward to having you on board on 15/6/2020. Should you need any clarification between now and your date of joining, please do not hesitate to contact us.

InfoVision Labs India Pvt. Ltd,
8th Floor, Teerth Technospace,
Adjacent to B.U. Bhandari's Mercedes Benz Showroom
Baner, Pune 411045

Yours sincerely,

Priyanka

Vinay Barigidad
Managing Director
Date: 2. Mar. 2020

TAP/2020/R/47

INFOVISION LABS

DATE: 2. Mar. 2020

NAME : RUTUJA RAJENDRA WASU
ADDRESS : Vidya Nagar, Nakhate layout
Nagpur Rd, Wardha

CTC offered: 4.0 LPA

Subject: Letter of Intent to Hire

Dear Rutuja,

It was great meeting with you on 2. Mar. 2020 and discussing our Company's position of **Trainee Software Engineer**. We are pleased to let you know that we intend to hire you for this position, with a joining date of 15. Jun. 2020

The compensation / salary and benefits will be discussed at our meeting which will be communicated to you in advance either verbally or in writing by the Company.

This letter is being issued on the following conditions:

- Your employment will be in Pune. However, if required, you may be posted to any location where the Company does business.
- Company will collect certain Personal information to process your offer and employment. You agree to share this information with the Company.
- You agree to keep all the business and compensation details confidential. Any information disclosed without prior permission of the Company can be held against you in the court of law.
- Company may conduct Background Verification towards this employment through a third-party service provider and you agree for the same.

This Letter of Intent to Hire should not be construed as a Letter of Employment and the same will be issued only upon finalizing the Terms of Employment which shall have to be duly accepted and signed by you.

We are excited about your decision to join InfoVision Labs! We look forward to having you on board on 15. Jun. 2020. Should you need any clarification between now and your date of joining, please do not hesitate to contact us.

InfoVision Labs India Pvt. Ltd,
8th Floor, Teerth Technospace,
Adjacent to B.U. Bhandari's Mercedes Benz Showroom
Baner, Pune 411045

Yours sincerely,

Vinay Barigidad
Managing Director
Date: 2. Mar. 2020

THP/2020/R/48

INFOVISION LABS

DATE: 2-Mar-2020

NAME : SHRUTIKA UMESH NAKASKAR
ADDRESS : Happy Home Duplex, Near Jagruti Vidyalaya Ranpise Nagar, Akola, Dist Akola

CTC offered : 3.95 LPA

Subject: Letter of Intent to Hire

Dear Shrutika,

It was great meeting with you on 2|3|2020 and discussing our Company's position of **Trainee Software Engineer**. We are pleased to let you know that we intend to hire you for this position, with a joining date of 15-Jun-2020

The compensation / salary and benefits will be discussed at our meeting which will be communicated to you in advance either verbally or in writing by the Company.

This letter is being issued on the following conditions:

- Your employment will be in Pune. However, if required, you may be posted to any location where the Company does business.
- Company will collect certain Personal information to process your offer and employment. You agree to share this information with the Company.
- You agree to keep all the business and compensation details confidential. Any information disclosed without prior permission of the Company can be held against you in the court of law.
- Company may conduct Background Verification towards this employment through a third-party service provider and you agree for the same.

This Letter of Intent to Hire should not be construed as a Letter of Employment and the same will be issued only upon finalizing the Terms of Employment which shall have to be duly accepted and signed by you.

We are excited about your decision to join InfoVision Labs! We look forward to having you on board on 15-Jun-2020. Should you need any clarification between now and your date of joining, please do not hesitate to contact us.

InfoVision Labs India Pvt. Ltd,
8th Floor, Teerth Technospace,
Adjacent to B.U. Bhandari's Mercedes Benz Showroom
Baner, Pune 411045

Yours sincerely,

Vinay Barigidad
Managing Director
Date: 2-mar-2020

Dakaskar

TAP/2020/N/22

INFOVISION LABS

DATE: 2. Mar. 2020

NAME : VIDYA RAJU KARMARGULWAR
ADDRESS : At- Gawara, Post- Patanbori
Ta-Zari, Yavatmal

CTC offered: 4.10 LPA

Subject: Letter of Intent to Hire

Dear Vidya Raju,

It was great meeting with you on 2. Mar. 2020 and discussing our Company's position of **Trainee Software Engineer**. We are pleased to let you know that we intend to hire you for this position, with a joining date of 15. Jun. 2020

The compensation / salary and benefits will be discussed at our meeting which will be communicated to you in advance either verbally or in writing by the Company.

This letter is being issued on the following conditions:

- Your employment will be in Pune. However, if required, you may be posted to any location where the Company does business.
- Company will collect certain Personal information to process your offer and employment. You agree to share this information with the Company.
- You agree to keep all the business and compensation details confidential. Any information disclosed without prior permission of the Company can be held against you in the court of law.
- Company may conduct Background Verification towards this employment through a third-party service provider and you agree for the same.

This Letter of Intent to Hire should not be construed as a Letter of Employment and the same will be issued only upon finalizing the Terms of Employment which shall have to be duly accepted and signed by you.

We are excited about your decision to join InfoVision Labs! We look forward to having you on board on 15. Jun. 2020. Should you need any clarification between now and your date of joining, please do not hesitate to contact us.

InfoVision Labs India Pvt. Ltd,
8th Floor, Teerth Technospace,
Adjacent to B.U. Bhandari's Mercedes Benz Showroom
Baner, Pune 411045

Yours sincerely,

Vinay Barigidad
Managing Director
Date: 2. Mar. 2020

VKarmargulwar

TAP/2020/R127

jade GLOBAL

September 24,2019

To,

Shubham Sanjay Ravekar

We are pleased to welcome you in to the Jade Global family and offer you employment with Jade Global Software Pvt Ltd as **"Trainee"**. Based on our discussions we look forward to having you onboard on **July 20,2020.** This offer is subject to you joining the organization on this date, unless otherwise extended in writing by the undersigned.

You will earn a gross salary (CTC) of **INR 3,60,360/-** per annum

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 HR at 10:00am 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 Latest Pay slip from your previous organization
2 Photo copy of your education certificates (SSC, HSC, Graduation, other relevant certificates if any)
3 Passport Size Photographs, Permanent & Current Address Proofs
4 Photo copy of PAN Card and Passport, Blood Group details

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 and successfully completion of your degree.

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 indicate the exact date of your joining. Please note that this offer is valid for three days from the date of receipt. You will need to formally accept the offer within this time.

Sincerely, 24/09/19

For Jade Global Software Pvt. Ltd.

I accept the Offer. I will join on **July 20,2020.**

Signature: SK

Printed Name: Shubham Sanjay Ravekar

Date: 24/09/19

jade GLOBAL

Name of the Employee :
Designation :
Effective Date :

	Annual Gross Salary (CTC)		**360,360.00**
	Breakup for Annual Fixed CTC :	**27,300.00**	**327,600.00**
1)	**Earnings**	**Monthly**	**Annually**
	Basic	11,000.00	132000
	HRA	4,400.00	52,800.00
	Special Allowance	5,346.49	196,157.85
	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
	LTA (To be claimed at Actual)	916.67	11,000.00
	Employer's Contribution to PF	1,320.00	15,840.00
	Gratuity	528.85	6,346.15
	Gross Fixed CTC	**27,300.00**	**327,600.00**
2)	**Variable Pay**		**32,760.00**
3)	**Annual Gross TOTAL Earnings (CTC)**		**360,360.00**

JAP/2020/LI/36

8-1

Makxenia
Engineering Resource

Mr. Atmanand Gore,
Behind B.D.C.C. Bank, Ward No: 2
Nandura, 443404
Maharashtra, India
+91 9175030339

July 27, 2020

Dear Atmanand Gore,

Congratulations! We are delighted to make you an offer a job as **Application Engineer.**
Here are the terms and conditions of our offer:

Joining
Your scheduled date of Joining with us will be **15th September 2020 at 10:00am.**

Location
Your location of job is **Nagpur, India**. You may be asked to relocate to any of our units, departments or the offices of our affiliates and/or the offices of our customers, depending on business requirements.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

Joining Period:
Your job will include Embedded & software Projects as of now, but if asked you may be shifted to any other managerial duties assigned, visiting various Industries, colleges and engineering firms for their technical requirements. Your continued work with the Company is subject to your meeting the qualifying criteria till the defined given period.
Your working Period will be either depending on business requirements and you will be notified accordingly.

Leave
Our official holiday is on Sunday.
You are given 7 days of extra leave per year other than official holiday.

Agreement:
Our offer to you as **Application Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your job period, the necessary training and the contractual obligations towards Makxenia Engineering Resource Pvt. Ltd. from the date of your joining and up to a period of the date of allocation to a Practice Unit. 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 job with the Company.

Makxenia
Engineering Resource

Mr. Atmanand Gore,
Behind B.D.C.C. Bank, Ward No: 2
Nandura, 443404
Maharashtra, India
+91 9175030339

July 27, 2020

Dear Atmanand Gore,

Welcome to Makxenia Engineering Resource

It is a time of transformation for us, under the direction of new leadership. In our new journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

We are delighted to have you and be a part of Makxenia as Application Engineer.

We look forward to working with you and wish you success in your career with us.

Warm regards,

MAKXENIA ENGINEERING RESOURCE PVT. LTD. NAGPUR

DIKSHA KHARE
DIRECTOR,
107, BAJI PRABHU NAGAR,
NAGPUR – 440033

Signature,
Atmanand Gore

TAP/2020/R/31

NOVATECH

Novatech Software Pvt. Ltd.
103, Infotech Tower
IT Park, Opp. VNIT, South Ambazari Road,
Parsodi, Nagpur - 440 022
M.S., INDIA.
Tel: +91 712 2220533 / 534, 6611701
Mob.: 9890928866
info2019@NovatechSoftware.com
www.NovatechSoftware.com

October 10, 2019

Mr. Yash Paliwal,
86, Shastri Nagar,
Khandwa,
Madhya Pradesh

Dear Yash,

We are pleased to inform that you have been shortlisted for the position of **Jr. Software Developer Trainee** at Novatech Software on the terms and conditions noted below. This letter will serve to confirm your understanding of acceptance of this position.

Terms and Conditions:

- Subject to your performance, your benefits for first year may cross Rs.Four lakh per annum (4,00,000 subject to your performance. For details, please refer Annexure -I
- On successful completion of the probation period, you will become eligible for probation period completion bonus
- For confirmation of the position, it is essential to submit all relevant documents to the office within defined time limit
- This job offer is for "performance based" position and thus, your performance will be reviewed, on regular basis. On exhibition of adequate expertise in the defined areas, you will qualify for Novatech career growth plan
- You may discuss details of your package with the undersigned HR executive
- Novatech provides food at a subsidized rate to all employees of Novatech
- Novatech has announced list of eight holidays and two optional holidays in one calendar year. We observe second, fourth Saturday as off days. This is applicable to all, unless Novatech communicates otherwise in writing to the member
- You will be on probation period for continuous service of twelve months from the date of joining the duties. Your probation period may be extended, if the situation so demands. On completion of probation period, you will become eligible for perks other benefits viz. insurance, earned leaves, gratuity, etc. based on your grade
- Appointment letter will be issued once all documentation is completed and NDA is signed by both the parties.
- Novatech gives extensive training and thus expects that you will serve the company to the best of your abilities for a minimum period of 18 months,
- Your employment will be governed by the rules, regulations and policies of Novatech. The terms of this offer letter shall remain confidential and are not to be disclosed to any third party other than your immediate family member

For all purpose your joining date would be **June 23, 2020, 11:00 Hrs.**

Welcome to Novatech Software, Yash. We hope, you agree that you have a great contribution to make to the software industry by way of Novatech Software Pvt. Ltd. and that you will find working here a continuous rewarding experience.

Novatech Software Pvt. Ltd.

To convey your acceptance of the offer, please submit the copy of this letter signed by you.

Yours Sincerely,

Sadhana Ratnaparkhi
General Manager (Operations)
Novatech Software Pvt. Ltd.

I have read and understood the above terms and conditions of the employment and the service rules of Novatech Software Pvt. Ltd. I accept the appointment offer with its Terms and conditions as stated above.

Date:

Signature:
Yash Paliwal

Annexure I

Note: If joining date is before 15th of the month, same month is your joining month, else next month
(if joining is between 1 to 15 July, Month 1 will be July, if it is between 16th to 31st July – Month 1 will be next month – Aug)

Average per month: 34,372/- for first year

₹20,000	*Month 1
₹20,000	Month 2
₹20,000	Month 3
₹20,000	Month 4
₹20,000	Month 5
₹20,000	Month 6
₹22,500	**Month 7**
₹22,500	Month 8
₹22,500	Month 9
₹22,500	Month 10
₹22,500	Month 11
₹25,000	**Month 12**
₹257,500	**Annual Total**
₹24,000	Performance Incentives per annum (Variable Pay)*
₹75,000	Probation period completion Bonus*
₹43,964	Employers contribution for Lunch, Snacks & beverages (tea & coffee)- Per annum
@₹12,000	Employers contribution for PF –Per annum
₹412,464	**Gross total**

Conditions apply* you can discuss with HR

Deductions – Taxes and Deferred earnings:

₹2,500	Professional Tax Per Annum
₹6,000	Food deductions Per Annum
@₹12,000	Provident Fund PA(as per PF act)
₹20,500+TDS	**Total deductions per annum**
PF,TDS , ESIC - if applicable, will be deducted according to the prevailing law of the land	

TAP 2020/R/30

NOVATECH

Novatech Software Pvt. Ltd.
103, Infotech Tower
IT Park, Opp. VNIT, South Ambazari Road,
Parsodi, Nagpur - 440 022
M.S., INDIA.
Tel: +91 712 2220533 / 534, 6611701
Mob.: 9890928866
info2019@NovatechSoftware.com
www.NovatechSoftware.com

Mr.Bhushan Kadu,
Sai Nagar,
Amravati,
Maharashtra

October 10, 2019

Dear Bhushan,

We are pleased to inform that you have been shortlisted for the position of **Jr. Software Developer Trainee** at Novatech Software on the terms and conditions noted below. This letter will serve to confirm your understanding of acceptance of this position.

Terms and Conditions:

- Subject to your performance, your benefits for first year may cross Rs.Four lakh per annum (4,00,000 subject to your performance. For details, please refer Annexure -I
- On successful completion of the probation period, you will become eligible for probation period completion bonus
- For confirmation of the position, it is essential to submit all relevant documents to the office within defined time limit
- This job offer is for "performance based" position and thus, your performance will be reviewed, on regular basis. On exhibition of adequate expertise in the defined areas, you will qualify for Novatech career growth plan
- You may discuss details of your package with the undersigned HR executive
- Novatech provides food at a subsidized rate to all employees of Novatech
- Novatech has announced list of eight holidays and two optional holidays in one calendar year. We observe second, fourth Saturday as off days. This is applicable to all, unless Novatech communicates otherwise in writing to the member
- You will be on probation period for continuous service of twelve months from the date of joining the duties. Your probation period may be extended, if the situation so demands. On completion of probation period, you will become eligible for perks other benefits viz. insurance, earned leaves, gratuity, etc. based on your grade
- Appointment letter will be issued once all documentation is completed and NDA is signed by both the parties.
- Novatech gives extensive training and thus expects that you will serve the company to the best of your abilities for a minimum period of 18 months,
- Your employment will be governed by the rules, regulations and policies of Novatech. The terms of this offer letter shall remain confidential and are not to be disclosed to any third party other than your immediate family member

For all purpose your joining date would be **June 23, 2020, 11:00 Hrs.**

Welcome to Novatech Software, Bhushan. We hope, you agree that you have a great contribution to make to the software industry by way of Novatech Software Pvt. Ltd. and that you will find working here a continuous rewarding experience.

Novatech Software Pvt. Ltd.

To convey your acceptance of the offer, please submit the copy of this letter signed by you.

Yours Sincerely,

Sadhana Ratnaparkhi
General Manager (Operations)
Novatech Software Pvt. Ltd.

I have read and understood the above terms and conditions of the employment and the service rules of the Novatech Software Pvt. Ltd. I accept the appointment offer with its Terms and conditions as stated above.

Signature:
Bhushan Kadu

Date:

Annexure I

Note: #Month 1 is same month if joining date is before 15th of the month, else next month (if joining is between 1 to 15 July, Month 1 will be July, if it is between 16th to 31st July – Month 1 will be next month – Aug)

Average per month: 34,372/- for first year

₹20,000	#Month 1
₹20,000	Month 2
₹20,000	Month 3
₹20,000	Month 4
₹20,000	Month 5
₹20,000	Month 6
₹22,500	**Month 7**
₹22,500	Month 8
₹22,500	Month 9
₹22,500	Month 10
₹22,500	Month 11
₹25,000	**Month 12**
₹257,500	**Annual Total**
₹24,000	Performance Incentives per annum (Variable Pay)*
₹75,000	Probation period completion Bonus*
₹43,964	Employers contribution for Lunch, Snacks & beverages (tea & coffee)- Per annum
@₹12,000	Employers contribution for PF –Per annum
₹412,464	**Gross total**

Conditions apply* you can discuss with HR

Deductions – Taxes and Deferred earnings:

₹2,500	Professional Tax Per Annum
₹6,000	Food deductions Per Annum
@₹12,000	Provident Fund PA(as per PF act)
₹20,500+TDS	**Total deductions per annum**

Gmail

20 21 22 23 TAP/2020/M/

K. Gadgil <jaydipgadgil@gmail.c

d: Results of Placement Drive at Shri Sant Gajanan Maharaj College of Engg. Shegaon

essage

Fri, Nov 19, 2021 at 11:4

) SSGMCE Shegaon <tpossgmce@gmail.com>
Trikal Sir <trikalsp2020@gmail.com>, HOD MECH <hod_mech@ssgmce.ac.in>, kunal gadgil <jaydipgadgil@gmail.com>, Nilesh Khandare <nilesh.khandare21@gmail.com>

-------- Forwarded message ---------
rom: **Shilpa Suryavanshi** <shilpa.suryavanshi@nrbbearings.co.in>
ate: Mon, Mar 2, 2020 at 5:42 PM
ubject: Results of Placement Drive at Shri Sant Gajanan Maharaj College of Engg. Shegaon
o: Nilesh Khandare <nilesh.khandare21@gmail.com>, TPO SSGMCE Shegaon <tpossgmce@gmail.com>
:c: Moreshwar Patil <md.patil@nrb.co.in>

Mr. Nilesh ,

This is my immense pleasure to declare the result of finalized student in placement drive which was held on dated 29 Feb-2020-

1. List of On the spot Selected students

Sr. No-	Names	Branch	Test Score	Remark of HR Round	Remark of Technical Round	Department	Expected Joining	
1	Shraddha Salivkar	Mechanical	29	Outstanding	Outstanding	Toshin	June-20	TAP/2020/M/27
2	Panhuri Jagdale	Mechanical	27	Outstanding	Outstanding	Toshin	June-20	TAP/2020/M/26
3	Vaibhav Garve	Mechanical	21	Excellent	Outstanding	Quality	March-20	TAP/2020/M/28
4	Aniket Bandewar	Mechanical	19	Excellent	Very Good	Quality	March-20	TAP/2020/M/22
5	Namita Dahake	Mechanical	19	Excellent	Very Good	Toshin	June-20	TAP/2020/M/25
6	Kewal Khondekar	Mechanical	18	Good	Very Good	Quality	March-20	TAP/2020/M/23
7	Roshani Borakhade	Electrical	18	Good	Very Good	Maintenance	June-20	TAP/2020/M/32
8	Kalyani Agnihotri	Mechanical	17	Good	Very Good	LEM	June-20	TAP/2020/M/24

2. Technical round and Face to Face Interviews of Electronics & Tel. & Electrical Branch , we will be Conducted at SGGM campus on dated 13 & 14 March-2020 .
3. Waitlisted students Finalization of Mechanical Brach will be done at SGGM campus on dated 13 & 14 March-2020.
4. We will consider the candidates from attached list for E& TC, Electrical , Mechanical Branches as we already gone through their written test & HR Round.
5. We will finalized the students of attached list only to freeze the Mechnical Engineers- 7 NOs & E& TC and Electrical Engineers 5 Nos.

Regards,

Thanks & Regards,

Shilpa Suryavanshi.

Sr. Executive HR

NRB Bearings Limited.

E-40, Chikalthana MIDC Area, Aurangabad.

Landline - 0240-6660403

TAP2020/M/06

ONE ASIA NETWORK INDIA PRIVATE LIMITED

Manufacturing Unit: C- 9(Part), MIDC, Sutala BK, Khamgaon Dist.: Buldhana-444303

Ref No.: OAN/HR/APP/2020

Date: 14/03/2020

Mr. Aman Ojha

Sub: Letter of Appointment.

Dear **Mr. Aman**

Further to the interview you had with us, we have pleasure to appoint you as **"GET"** in our organization, on the following terms and conditions.

1) This appointment takes effect from 14/03/2020.

2) Your monthly salary will be as attached Annexure-1, & you will be entitled for other statutory benefits as per the Company Policy.

3) Your initial posting will be at company's Manufacturing unit at C-9(Part), MIDC, Sutala BK, Khamgaon, Dist- Buldhana, Maharashtra. However, your services are transferable at the discretion of the Management, to any other section/department/establishment or any of our subsidiary/ associate Companies or offices in India or abroad.

4) You shall be considered a probationary employee for the first 6 months of employment. Upon your successful completion of the probationary period, you shall be as GET treated as a temporary employee unless communicated by the company in writing you shall be deemed to be temporary. Failure to successfully complete the extended probationary period may result in termination of employment by the company. The decision of the company shall be final and binding.

5) During the probation period, the company may terminate the employment by giving one month notice in writing, without stating any reason. However, after completion of probation period, employment can be terminated by the company, by the notice period of one month or one month salary in lieu.

6) In case, the candidate submits his/her resignation during probation or after confirmation, he/she is obliged to give one month notice in writing or salary in lieu to the company.

7) Notwithstanding the above, during the period of your probation, in case you breach any of the clauses of this appointment, or you are found to have committed an act of misconduct, your services may be terminated / dismissed with immediate effect. In such event it would not be necessary for the company to give you any notice whatsoever.

One Asia Network India Pvt. Ltd. Khamgaon Dt. Buldhana Maharashtra 444303 C-9(Part)/M.I.D.C.Sutala Bk.

8) In case notice pay (salary in lieu of notice) is payable by the company or the employee, the notice pay shall be calculated solely on the basis of your basic salary, as applicable, and will not include the value of any allowances, benefits, or perquisites you receive by virtue of the terms of your appointment.

9) As a member of an organization that practices flexibility and continuous improvement in work processes and practices, your duties may be varied from time to time, and you are liable to be transferred to another department or section, at the discretion of the Company. Your employment will be subjected to the company's establishment orders/standing orders, as issued from time to time, in so far as they may be applicable to you.

10) During your services, you can be transferred to any establishments in India either existing or which may come into existences. You will be required to comply with all such transfer orders in one month's time from its date of issuance to you. In case the transfer orders are for transfer from one place to another within the same town, the same will have to be complied within the next working day.

11. You will execute and perform all duties as may be entrusted to you from time to time, in the above capacity or in any other capacity, to the best of your ability and also conduct yourself faithfully and conscientiously.

12. You will promote and expand the business of the company and may not, directly or indirectly, and neither solely nor jointly, be engaged in any other business or profession, whether it be during or after the hours of employment, without written sanction from the company.

13. You may be required to travel on company work as and when necessary. In case of travel on Company business, or your deputation, or travel in connection with your transfer, you will be entitled to such travel expenses / allowance as may be applicable to an employee in your position at that time.

14. In the course of your employment with the company, and by virtue of the position held by you, you may acquire knowledge regarding the company' work processes, methods of manufacture, business practices etc. Such confidential knowledge, howsoever obtained by you, shall not be disclosed or allowed to be disclosed to any person(s), or parties under any circumstances. This clause, however, will not be an impediment to your disclosing any information to a statutory authority, provided that, in such a case, you will provide the management with written notice of this requirement prior to disclosure. In order to prevent company information on manufacturing processes and designs, and business practices from becoming available to our business competitors, the terms of this appointment require you to abstain from engaging yourself in any capacity, either directly or indirectly, in any concern including your own or with any employer in India or abroad , engaged in or proposing to engage in the manufacture or processing of goods similar to those produced by the company, within a period of two years from the date of cessation of your employment with the company.

One Asia Network India Pvt. Ltd. Khamgaon Dt. Buldhana Maharashtra 444303 C-9 (Part) MIDC Sutala Bk.

15. You shall perform your duties to the best of your ability, efficiently, diligently and in a disciplined manner and make your best efforts to improve productivity and shall not resort to any act prejudicial to the interest of the company.

16. You will be bound by the policies, rules, regulations and orders promulgated by the company from time to time in relation to conduct, discipline, benefits, and any other matters as though these rules, regulations and orders were a part of this contract of employment.

17. You will be entitled for Leaves and Holidays as per the Company Policy.

18. Additionally, by virtue of the position you occupy, you will be governed by the policies, rules and regulations applicable in the company. Such policies, rules, and regulations may be subjected to alteration and amendment.

19. You will be required to sign on all documents as a token of authenticity of the details, documents and information provided by you to the company.

20. If you remain on unauthorized absence from duty or overstay sanctioned leave for a period of (7) seven days or more, the management will have the authority to strike off your name and you will have no lien on the job.

21. Upon termination or expiration of your employment, for any reason, or as otherwise requested by Company, you will return to the Company:

    A) Any Property belonging to the Company, such as laptop, computer, mobile phone, access card and other devices with details of any passwords or user IDs installed therein: and

    B) All Confidential Information and any work product, including any documents and information, of whatever description or in whatever form, tangible or intangible, in your possession, together with copies, notes or summaries of such documents and your own working papers which are derived of or based on such documents. You will also have to handhold and guide the next subordinates/ colleague, in charge of the responsibilities handled/managed by you.

22. In case you know about any leakage of important information (outside the organization), you are required to inform the management as soon as possible.

23. You will be required to intimate about your current address to the management within one week's time in case of any change in your present address in writing. Last address communicated by you to the company or available in the company's record will be deemed as your postal address for the purpose of all communication from the management.

24. You shall, at all times, truly account for and shall when so required, make over to the responsible authority all moneys, properties, equipment and things belonging to the company which may have been placed in your possession or control.

One Asia Network India Pvt. Ltd. Khamgaon Dt. Buldhana Maharashtra 444303 C-9 Part MIDC Sutala

25. You are not authorized to represent the Company at any public forums, p meetings/conferences or publish articles in magazines/newspapers unless otherw authorized by the competent authority as decided by the Management from time to time f the purpose. Any views expressed in your personal capacity will be treated as of the Employee and not that of the Company. The Company will not be responsible or liable for any claims that may arise out of such views.

26. In the event of any information given by you in your application on the basis of which your appointment is made, is found to be false, materially incorrect or incomplete, you will be liable summarily dismissed from the company's service without any notice or compensation in lieu thereof.

27. The age of retirement will be 58 years or earlier if you are found medically unfit and will not be extended unless desired by the management in writing.

28. Any variation of the above terms and contains will not be valid unless expressly made writing by the Management of this Company.

29. We take this opportunity to congratulate you on your selection, and look forward to a long and mutually beneficial association between you and our organization. We trust that our relationship will be guided by a quest for excellence in all facets of our interactions, as well as based on a foundation of mutual respect and sincerity in all dealings.

Welcome to One Asia Network India Pvt. Ltd.

Kindly return to us the duplicate copy of this letter, duly signed by you, as confirmation that you have accepted the terms and conditions of employment.

Read & Accepted Above clause of appointment Letter without any pressure.

Employee Signature

For *One Asia Network India Pvt Ltd*

One Asia Network India Pvt Ltd * Khamgaon * Dt. Buldhana * Maharashtra * 444303 * C-9 (Part) M.I.D.C. Sutala Bk. *

Authorized Signatory

Annexure-I		
Name	Aman Ojha	
Department	Production	
Designation	GET	
MONTHLY PAYOUT-A	MONTHLY PAYOUT	ANNUAL PAYOUT
BASIC	9000	108000
HRA	4000	48000
CONVEYANCE	4000	48000
MEDICAL ALLOWANCE	0	0
LTA	0	0
OTHER ALLOWANCE	155	1860
GROSS SALARY-MOMTHLY	**17155**	**205860**
ANNUAL REIBURSMENT-B		
BONUS	750	9000
GRADUITY	375	4500
PF	1080	12960
ESIC	643	7716
PRO.TAX	0	0
	2848	34176
CTC-A+B	**20003**	**240036**

Read & Understand By

Employee's Signature

Approved By

Une Asia Network India Pvt. Ltd. Khamgaon Dt. Buldhana Maharashtra 444303 HRD C-9 (Part) M.I.D.C. Sutala Bk.

JAP/2020/M/13

offer letter Add label



Vanesa Cosme... 29/02/2020

to me

ear Mr. Anup Pandurang Lahamage

reeting of the day!

is a pleasure to inform you that after subsequent interview,you have been selected for the ost of GET

ou are supposed to complete the joining formality us on 14th March2020 and attend the office om 16th March'2020.

ndly send the following documents before joining through mail and hard copy of the same at e time of joining.

Aadhar Card

Pan Card

Passport Size photo-10 Nos (At the Time of Joining)

Canceled bank cheque

Last three month salary slip(If applicable)

Appoint ment letter/Last increment letter of current company. (If applicable)

Medical fitness certificate (At the Time of Joining)

(9)

One Asia Network India Pvt Ltd.

KHAMGAON, MAHARASHTRA

ONE ASIA NETWORK INDIA PRIVATE LIMITED

Mfg Unit-C 9(Part)MIDC,Sutala BK,Khamgaon,Dist-Buldhana - 444303

Pay Slip for the month of September 2021

EMPLOYEE DETAILS

EMPLOYEE CODE	OAN008	NAME	Pawan Gajanan Pawar
DESIGNATION	GET	PAY MODE	BANK TRANSFER
DEPARTMENT	Production	ACCOUNT NO.	50100389997182
TOTAL DAYS	30	UAN NO.	101611470483
PAYABLE DAYS	28	LOP	2

SALARY DETAILS

Earnings	Amount (INR)	DEDUCTIONS	Amount (INR)
Basic	8400	PF Emp. Contri.	1008
HRA	3733	ESIC Emp. Contri	121
Conveyance	3733	Professinal Tax	200
Education Allowance	0	Loan & Advances	0
Coding Allowance	0	TDS	0
Medical Allowance	0	Miscellaneous	0
LTA	0		
Entertainment Allow	0		
Other Allowance	145		
Arrear	0		
Gross Salary	**16011**	**Total Deduction**	**1329**

Net Payable Salary 14682

In Word: Rupees Fourteen Thousand Six Hundred & Eighty Two Only

This is a system generated Payslip and hence company Seal or Signature not required

TAP2020/M/07

ONE ASIA NETWORK INDIA PRIVATE LIMITED

Manufacturing Unit: C- 9(Part), MIDC, Sutala BK, Khamgaon Dist.: Buldhana-444303

Ref No.: OAN/HR/APP/2020 **Date: 14/03/2020**

Mr. Pranav Chandurakar

Sub: Letter of Appointment.

***Dear* Mr. Pranav**

Further to the interview you had with us, we have pleasure to appoint you as **"GET"** in our organization, on the following terms and conditions.

1) This appointment takes effect from 14/03/2020.

2) Your monthly salary will be as attached Annexure-1, & you will be entitled for other statutory benefits as per the Company Policy.

3) Your initial posting will be at company's Manufacturing unit at C-9(Part), MIDC, Sutala BK, Khamgaon, Dist- Buldhana, Maharashtra. However, your services are transferable at the discretion of the Management, to any other section/department/establishment or any of our subsidiary/ associate Companies or offices in India or abroad.

4) You shall be considered a probationary employee for the first 6 months of employment. Upon your successful completion of the probationary period, you shall be as GET treated as a temporary employee unless communicated by the company in writing you shall be deemed to be temporary. Failure to successfully complete the extended probationary period may result in termination of employment by the company. The decision of the company shall be final and binding.

5) During the probation period, the company may terminate the employment by giving one month notice in writing, without stating any reason. However, after completion of probation period, employment can be terminated by the company, by the notice period of one month or one month salary in lieu.

6) In case, the candidate submits his/her resignation during probation or after confirmation, he/she is obliged to give one month notice in writing or salary in lieu to the company.

Notwithstanding the above, during the period of your probation, in case you breach any of the clauses of this appointment, or you are found to have committed an act of misconduct, your services may be terminated / dismissed with immediate effect. In such event it would not be necessary for the company to give you any notice whatsoever.

One Asia Network India Pvt. Ltd. Khamgaon Dt. Buldhana Maharashtra 444303 C-9 (Part) M.I.D.C. Sutala BK.

8) In case notice pay (salary in lieu of notice) is payable by the company or the employee, the notice pay shall be calculated solely on the basis of your basic salary, as applicable, and will not include the value of any allowances, benefits, or perquisites you receive by virtue of the terms of your appointment.

9) As a member of an organization that practices flexibility and continuous improvement in work processes and practices, your duties may be varied from time to time, and you are liable to be transferred to another department or section, at the discretion of the Company. Your employment will be subjected to the company's establishment orders/standing orders, as issued from time to time, in so far as they may be applicable to you.

10) During your services, you can be transferred to any establishments in India either existing or which may come into existences. You will be required to comply with all such transfer orders in one month's time from its date of issuance to you. In case the transfer orders are for transfer from one place to another within the same town, the same will have to be complied within the next working day.

11. You will execute and perform all duties as may be entrusted to you from time to time, in the above capacity or in any other capacity, to the best of your ability and also conduct yourself faithfully and conscientiously.

12. You will promote and expand the business of the company and may not, directly or indirectly, and neither solely nor jointly, be engaged in any other business or profession, whether it be during or after the hours of employment, without written sanction from the company.

13. You may be required to travel on company work as and when necessary. In case of travel on Company business, or your deputation, or travel in connection with your transfer, you will be entitled to such travel expenses / allowance as may be applicable to an employee in your position at that time.

14. In the course of your employment with the company, and by virtue of the position held by you, you may acquire knowledge regarding the company' work processes, methods of manufacture, business practices etc. Such confidential knowledge, howsoever obtained by you, shall not be disclosed or allowed to be disclosed to any person(s), or parties under any circumstances. This clause, however, will not be an impediment to your disclosing any information to a statutory authority, provided that, in such a case, you will provide the management with written notice of this requirement prior to disclosure. In order to prevent company information on manufacturing processes and designs, and business practices from becoming available to our business competitors, the terms of this appointment require you to abstain from engaging yourself in any capacity, either directly or indirectly, in any concern including your own or with any employer in India or abroad , engaged in or proposing to engage in the manufacture or processing of goods similar to those produced by the company, within a period of two years from the date of cessation of your employment with the company.

One Asia Network India Pvt. Ltd. Khamgaon Dt. Buldhana Maharashtra 444303 C-9 (Part) M.I.D.C. Sutala Bk.

15. You shall perform your duties to the best of your ability, efficiently, diligently and in a disciplined manner and make your best efforts to improve productivity and shall not resort to any act prejudicial to the interest of the company.

16. You will be bound by the policies, rules, regulations and orders promulgated by the company from time to time in relation to conduct, discipline, benefits, and any other matters as though these rules, regulations and orders were a part of this contract of employment.

17. You will be entitled for Leaves and Holidays as per the Company Policy.

18. Additionally, by virtue of the position you occupy, you will be governed by the policies, rules and regulations applicable in the company. Such policies, rules, and regulations may be subjected to alteration and amendment.

19. You will be required to sign on all documents as a token of authenticity of the details, documents and information provided by you to the company.

20. If you remain on unauthorized absence from duty or overstay sanctioned leave for a period of (7) seven days or more, the management will have the authority to strike off your name and you will have no lien on the job.

21. Upon termination or expiration of your employment, for any reason, or as otherwise requested by Company, you will return to the Company:

    A) Any Property belonging to the Company, such as laptop, computer, mobile phone, access card and other devices with details of any passwords or user IDs installed therein: and

    B) All Confidential Information and any work product, including any documents and information, of whatever description or in whatever form, tangible or intangible, in your possession, together with copies, notes or summaries of such documents and your own working papers which are derived of or based on such documents. You will also have to handhold and guide the next subordinates/ colleague, in charge of the responsibilities handled/managed by you.

22. In case you know about any leakage of important information (outside the organization), you are required to inform the management as soon as possible.

23. You will be required to intimate about your current address to the management within one week's time in case of any change in your present address in writing. Last address communicated by you to the company or available in the company's record will be deemed as your postal address for the purpose of all communication from the management.

24. You shall, at all times, truly account for and shall when so required, make over to the responsible authority all moneys, properties, equipment and things belonging to the company which may have been placed in your possession or control.

One Asia Network India Pvt. Ltd. Khamgaon Dt. Buldhana Maharashtra 444303 C-9 (Part) M.I.D.C. Sutala BK

25. You are not authorized to represent the Company at any public forums, press meetings/conferences or publish articles in magazines/newspapers unless otherwise authorized by the competent authority as decided by the Management from time to time for the purpose. Any views expressed in your personal capacity will be treated as of the Employee and not that of the Company. The Company will not be responsible or liable for any claims that may arise out of such views.

26. In the event of any information given by you in your application on the basis of which your appointment is made, is found to be false, materially incorrect or incomplete, you will be liable summarily dismissed from the company's service without any notice or compensation in lieu thereof.

27. The age of retirement will be 58 years or earlier if you are found medically unfit and will not be extended unless desired by the management in writing.

28. Any variation of the above terms and contains will not be valid unless expressly made in writing by the Management of this Company.

29. We take this opportunity to congratulate you on your selection, and look forward to a long and mutually beneficial association between you and our organization. We trust that our relationship will be guided by a quest for excellence in all facets of our interactions, as well as based on a foundation of mutual respect and sincerity in all dealings.

Welcome to One Asia Network India Pvt. Ltd.

Kindly return to us the duplicate copy of this letter, duly signed by you, as confirmation that you have accepted the terms and conditions of employment.

Read & Accepted Above clause of appointment Letter without any pressure.

Pranav Chaudhuka

Employee Signature

For *One Asia Network India Pvt Ltd*

One Asia Network India Pvt. Ltd. Khamgaon Dist. Buldhana Maharashtra 444303 Sutala Bk.

Authorized Signatory

Annexure-I		
Name	Pranav Chandurkar	
Department	Maintenance	
Designation	GET	
MONTHLY PAYOUT-A	MONTHLY PAYOUT	ANNUAL PAYOUT
BASIC	9000	108000
HRA	4000	48000
CONVEYANCE	4000	48000
MEDICAL ALLOWANCE	0	0
LTA	0	0
OTHER ALLOWANCE	155	1860
GROSS SALARY-MOMTHLY	17155	205860
ANNUAL REIBURSMENT-B		
BONUS	750	9000
GRADUITY	375	4500
PF	1080	12960
ESIC	643	7716
PRO.TAX	0	0
	2848	34176
CTC-A+B	20003	240036

Read & Understand By

Pranav Chandurkar

Employee's Signature

Approved By

HRD

TAP/2020/5/24

ONE ASIA NETWORK INDIA PRIVATE LIMITED

Manufacturing Unit: C- 9(Part), MIDC, Sutala BK, Khamgaon Dist.: Buldhana-444303

Ref No.: OAN/HR/APP/2020 **Date: 14/03/2020**

Mr. Ridhish Rajiv Awaghad

Sub: Letter of Appointment.

***Dear* Mr. Ridhish**

Further to the interview you had with us, we have pleasure to appoint you as **"GET"** in our organization, on the following terms and conditions.

1) This appointment takes effect from 14/03/2020.

2) Your monthly salary will be as attached Annexure-1, & you will be entitled for other statutory benefits as per the Company Policy.

3) Your initial posting will be at company's Manufacturing unit at C-9(Part), MIDC, Sutala BK, Khamgaon, Dist- Buldhana, Maharashtra. However, your services are transferable at the discretion of the Management, to any other section/department/establishment or any of our subsidiary/ associate Companies or offices in India or abroad.

4) You shall be considered a probationary employee for the first 6 months of employment. Upon your successful completion of the probationary period, you shall be as GET treated as a temporary employee unless communicated by the company in writing you shall be deemed to be temporary. Failure to successfully complete the extended probationary period may result in termination of employment by the company. The decision of the company shall be final and binding.

5) During the probation period, the company may terminate the employment by giving one month notice in writing, without stating any reason. However, after completion of probation period, employment can be terminated by the company, by the notice period of one month or one month salary in lieu.

6) In case, the candidate submits his/her resignation during probation or after confirmation, he/she is obliged to give one month notice in writing or salary in lieu to the company.

7) Notwithstanding the above, during the period of your probation, in case you breach any of the clauses of this appointment, or you are found to have committed an act of misconduct, your services may be terminated / dismissed with immediate effect. In such event it would not be necessary for the company to give you any notice whatsoever.

One Asia Network India Pvt. Ltd. Khamgaon Dt. Buldhana Maharashtra 444303

8) In case notice pay (salary in lieu of notice) is payable by the company or the employee, the notice pay shall be calculated solely on the basis of your basic salary, as applicable, and will not include the value of any allowances, benefits, or perquisites you receive by virtue of the terms of your appointment.

9) As a member of an organization that practices flexibility and continuous improvement in work processes and practices, your duties may be varied from time to time, and you are liable to be transferred to another department or section, at the discretion of the Company. Your employment will be subjected to the company's establishment orders/standing orders, as issued from time to time, in so far as they may be applicable to you.

10) During your services, you can be transferred to any establishments in India either existing or which may come into existences. You will be required to comply with all such transfer orders in one month's time from its date of issuance to you. In case the transfer orders are for transfer from one place to another within the same town, the same will have to be complied within the next working day.

11. You will execute and perform all duties as may be entrusted to you from time to time, in the above capacity or in any other capacity, to the best of your ability and also conduct yourself faithfully and conscientiously.

12. You will promote and expand the business of the company and may not, directly or indirectly, and neither solely nor jointly, be engaged in any other business or profession, whether it be during or after the hours of employment, without written sanction from the company.

13. You may be required to travel on company work as and when necessary. In case of travel on Company business, or your deputation, or travel in connection with your transfer, you will be entitled to such travel expenses / allowance as may be applicable to an employee in your position at that time.

14. In the course of your employment with the company, and by virtue of the position held by you, you may acquire knowledge regarding the company' work processes, methods of manufacture, business practices etc. Such confidential knowledge, howsoever obtained by you, shall not be disclosed or allowed to be disclosed to any person(s), or parties under any circumstances. This clause, however, will not be an impediment to your disclosing any information to a statutory authority, provided that, in such a case, you will provide the management with written notice of this requirement prior to disclosure. In order to prevent company information on manufacturing processes and designs, and business practices from becoming available to our business competitors, the terms of this appointment require you to abstain from engaging yourself in any capacity, either directly or indirectly, in any concern including your own or with any employer in India or abroad , engaged in or proposing to engage in the manufacture or processing of goods similar to those produced by the company, within a period of two years from the date of cessation of your employment with the company.

One Asia Network India Pvt. Ltd. Khamgaon Dt. Buldhana Maharashtra 444303 C-9 (Part) M.I.D.C. Sutala

25. You are not authorized to represent the Company at any public forums, press meetings/conferences or publish articles in magazines/newspapers unless otherwise authorized by the competent authority as decided by the Management from time to time for the purpose. Any views expressed in your personal capacity will be treated as of the Employee and not that of the Company. The Company will not be responsible or liable for any claims that may arise out of such views.

26. In the event of any information given by you in your application on the basis of which your appointment is made, is found to be false, materially incorrect or incomplete, you will be liable summarily dismissed from the company's service without any notice or compensation in lieu thereof.

27. The age of retirement will be 58 years or earlier if you are found medically unfit and will not be extended unless desired by the management in writing.

28. Any variation of the above terms and contains will not be valid unless expressly made in writing by the Management of this Company.

29. We take this opportunity to congratulate you on your selection, and look forward to a long and mutually beneficial association between you and our organization. We trust that our relationship will be guided by a quest for excellence in all facets of our interactions, as well as based on a foundation of mutual respect and sincerity in all dealings.

Welcome to One Asia Network India Pvt. Ltd.

Kindly return to us the duplicate copy of this letter, duly signed by you, as confirmation that you have accepted the terms and conditions of employment.

Read & Accepted Above clause of appointment Letter without any pressure.

Tiwaghad

Employee Signature

For *One Asia Network India Pvt Ltd*

One Asia Network India Pvt. Ltd. Khamgaon Dt. Buldhana Maharashtra 444303 C-9 (Part) M.I.D.C. Sutala

Authorized Signatory

15. You shall perform your duties to the best of your ability, efficiently, diligently and in a disciplined manner and make your best efforts to improve productivity and shall not resort to any act prejudicial to the interest of the company.

16. You will be bound by the policies, rules, regulations and orders promulgated by the company from time to time in relation to conduct, discipline, benefits, and any other matters as though these rules, regulations and orders were a part of this contract of employment.

17. You will be entitled for Leaves and Holidays as per the Company Policy.

18. Additionally, by virtue of the position you occupy, you will be governed by the policies, rules and regulations applicable in the company. Such policies, rules, and regulations may be subjected to alteration and amendment.

19. You will be required to sign on all documents as a token of authenticity of the details, documents and information provided by you to the company.

20. If you remain on unauthorized absence from duty or overstay sanctioned leave for a period of (7) seven days or more, the management will have the authority to strike off your name and you will have no lien on the job.

21. Upon termination or expiration of your employment, for any reason, or as otherwise requested by Company, you will return to the Company:

    A) Any Property belonging to the Company, such as laptop, computer, mobile phone, access card and other devices with details of any passwords or user IDs installed therein: and

    B) All Confidential Information and any work product, including any documents and information, of whatever description or in whatever form, tangible or intangible, in your possession, together with copies, notes or summaries of such documents and your own working papers which are derived of or based on such documents. You will also have to handhold and guide the next subordinates/ colleague, in charge of the responsibilities handled/managed by you.

22. In case you know about any leakage of important information (outside the organization), you are required to inform the management as soon as possible.

23. You will be required to intimate about your current address to the management within one week's time in case of any change in your present address in writing. Last address communicated by you to the company or available in the company's record will be deemed as your postal address for the purpose of all communication from the management.

24. You shall, at all times, truly account for and shall when so required, make over to the responsible authority all moneys, properties, equipment and things belonging to the company which may have been placed in your possession or control.

One Asia Network India Pvt. Ltd. Khamgaon Dt. Buldhana Maharashtra 444303 Sutala Bk.

Annexure-I		
Name	Ridhish Rajiv Awaghad	
Department	Maintenance	
Designation	GET	
MONTHLY PAYOUT-A	MONTHLY PAYOUT	ANNUAL PAYOUT
BASIC	9000	108000
HRA	4000	48000
CONVEYANCE	4000	48000
MEDICAL ALLOWANCE	0	0
LTA	0	0
OTHER ALLOWANCE	155	1860
GROSS SALARY-MOMTHLY	**17155**	**205860**
ANNUAL REIBURSMENT-B		
BONUS	750	9000
GRADUITY	375	4500
PF	1080	12960
ESIC	643	7716
PRO.TAX	0	0
	2848	34176
CTC-A+B	**20003**	**240036**

Read & Understand By

Awaghad

Employee's Signature

Approved By

TAP/2020/M/13

ONE ASIA NETWORK INDIA PRIVATE LIMITED

Manufacturing Unit: C- 9(Part), MIDC, Sutala BK, Khamgaon Dist.: Buldhana-444303

Ref No.: OAN/HR/APP/2020

Date: 14/03/2020

Mr. Rohan Mukeshkumar Tiwari

Sub: Letter of Appointment.

***Dear* Mr. Rohan**

Further to the interview you had with us, we have pleasure to appoint you as **"GET"** in our organization, on the following terms and conditions.

1) This appointment takes effect from 14/03/2020.

2) Your monthly salary will be as attached Annexure-1, & you will be entitled for other statutory benefits as per the Company Policy.

3) Your initial posting will be at company's Manufacturing unit at C-9(Part), MIDC, Sutala BK, Khamgaon, Dist- Buldhana, Maharashtra. However, your services are transferable at the discretion of the Management, to any other section/department/establishment or any of our subsidiary/ associate Companies or offices in India or abroad.

4) You shall be considered a probationary employee for the first 6 months of employment. Upon your successful completion of the probationary period, you shall be as GET treated as a temporary employee unless communicated by the company in writing you shall be deemed to be temporary. Failure to successfully complete the extended probationary period may result in termination of employment by the company. The decision of the company shall be final and binding.

5) During the probation period, the company may terminate the employment by giving one month notice in writing, without stating any reason. However, after completion of probation period, employment can be terminated by the company, by the notice period of one month or one month salary in lieu.

6) In case, the candidate submits his/her resignation during probation or after confirmation, he/she is obliged to give one month notice in writing or salary in lieu to the company.

7) Notwithstanding the above, during the period of your probation, in case you breach any of the clauses of this appointment, or you are found to have committed an act of misconduct, your services may be terminated / dismissed with immediate effect. In such event it would not be necessary for the company to give you any notice whatsoever.

One Asia Network India Pvt. Ltd. Khamgaon Dt. Buldhana Maharashtra 444303 C-9(Part) MIDC Sutala Bk.

8) In case notice pay (salary in lieu of notice) is payable by the company or the employee, the notice pay shall be calculated solely on the basis of your basic salary, as applicable, and will not include the value of any allowances, benefits, or perquisites you receive by virtue of the terms of your appointment.

9) As a member of an organization that practices flexibility and continuous improvement in work processes and practices, your duties may be varied from time to time, and you are liable to be transferred to another department or section, at the discretion of the Company. Your employment will be subjected to the company's establishment orders/standing orders, as issued from time to time, in so far as they may be applicable to you.

10) During your services, you can be transferred to any establishments in India either existing or which may come into existences. You will be required to comply with all such transfer orders in one month's time from its date of issuance to you. In case the transfer orders are for transfer from one place to another within the same town, the same will have to be complied within the next working day.

11. You will execute and perform all duties as may be entrusted to you from time to time, in the above capacity or in any other capacity, to the best of your ability and also conduct yourself faithfully and conscientiously.

12. You will promote and expand the business of the company and may not, directly or indirectly, and neither solely nor jointly, be engaged in any other business or profession, whether it be during or after the hours of employment, without written sanction from the company.

13. You may be required to travel on company work as and when necessary. In case of travel on Company business, or your deputation, or travel in connection with your transfer, you will be entitled to such travel expenses / allowance as may be applicable to an employee in your position at that time.

14. In the course of your employment with the company, and by virtue of the position held by you, you may acquire knowledge regarding the company' work processes, methods of manufacture, business practices etc. Such confidential knowledge, howsoever obtained by you, shall not be disclosed or allowed to be disclosed to any person(s), or parties under any circumstances. This clause, however, will not be an impediment to your disclosing any information to a statutory authority, provided that, in such a case, you will provide the management with written notice of this requirement prior to disclosure. In order to prevent company information on manufacturing processes and designs, and business practices from becoming available to our business competitors, the terms of this appointment require you to abstain from engaging yourself in any capacity, either directly or indirectly, in any concern including your own or with any employer in India or abroad , engaged in or proposing to engage in the manufacture or processing of goods similar to those produced by the company, within a period of two years from the date of cessation of your employment with the company.

One Asia Network India Pvt. Ltd. Khamgaon Dt. Buldhana Maharashtra 444303 MIDC Sutala Bk.

15. You shall perform your duties to the best of your ability, efficiently, diligently and in a disciplined manner and make your best efforts to improve productivity and shall not resort to any act prejudicial to the interest of the company.

16. You will be bound by the policies, rules, regulations and orders promulgated by the company from time to time in relation to conduct, discipline, benefits, and any other matters as though these rules, regulations and orders were a part of this contract of employment.

17. You will be entitled for Leaves and Holidays as per the Company Policy.

18. Additionally, by virtue of the position you occupy, you will be governed by the policies, rules and regulations applicable in the company. Such policies, rules, and regulations may be subjected to alteration and amendment.

19. You will be required to sign on all documents as a token of authenticity of the details, documents and information provided by you to the company.

20. If you remain on unauthorized absence from duty or overstay sanctioned leave for a period of (7) seven days or more, the management will have the authority to strike off your name and you will have no lien on the job.

21. Upon termination or expiration of your employment, for any reason, or as otherwise requested by Company, you will return to the Company:

    A) Any Property belonging to the Company, such as laptop, computer, mobile phone, access card and other devices with details of any passwords or user IDs installed therein: and

    B) All Confidential Information and any work product, including any documents and information, of whatever description or in whatever form, tangible or intangible, in your possession, together with copies, notes or summaries of such documents and your own working papers which are derived of or based on such documents. You will also have to handhold and guide the next subordinates/ colleague, in charge of the responsibilities handled/managed by you.

22. In case you know about any leakage of important information (outside the organization), you are required to inform the management as soon as possible.

23. You will be required to intimate about your current address to the management within one week's time in case of any change in your present address in writing. Last address communicated by you to the company or available in the company's record will be deemed as your postal address for the purpose of all communication from the management.

24. You shall, at all times, truly account for and shall when so required, make over to the responsible authority all moneys, properties, equipment and things belonging to the company which may have been placed in your possession or control.

25. You are not authorized to represent the Company at any public forums, press meetings/conferences or publish articles in magazines/newspapers unless otherwise authorized by the competent authority as decided by the Management from time to time for the purpose. Any views expressed in your personal capacity will be treated as of the Employee and not that of the Company. The Company will not be responsible or liable for any claims that may arise out of such views.

26. In the event of any information given by you in your application on the basis of which your appointment is made, is found to be false, materially incorrect or incomplete, you will be liable summarily dismissed from the company's service without any notice or compensation in lieu thereof.

27. The age of retirement will be 58 years or earlier if you are found medically unfit and will not be extended unless desired by the management in writing.

28. Any variation of the above terms and contains will not be valid unless expressly made in writing by the Management of this Company.

29. We take this opportunity to congratulate you on your selection, and look forward to a long and mutually beneficial association between you and our organization. We trust that our relationship will be guided by a quest for excellence in all facets of our interactions, as well as based on a foundation of mutual respect and sincerity in all dealings.

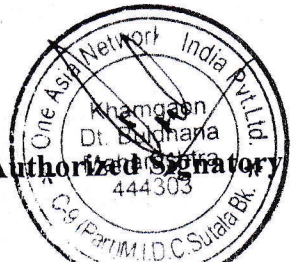
Welcome to One Asia Network India Pvt. Ltd.

Kindly return to us the duplicate copy of this letter, duly signed by you, as confirmation that you have accepted the terms and conditions of employment.

Read & Accepted Above clause of appointment Letter without any pressure.

Employee Signature

For *One Asia Network India Pvt Ltd*



Authorized Signatory

Annexure-I		
Name	Rohan Mukesh Kumar Tiwari	
Department	Maintenance	
Designation	GET	
MONTHLY PAYOUT-A	MONTHLY PAYOUT	ANNUAL PAYOUT
BASIC	9000	108000
HRA	4000	48000
CONVEYANCE	4000	48000
MEDICAL ALLOWANCE	0	0
LTA	0	0
OTHER ALLOWANCE	155	1860
GROSS SALARY-MOMTHLY	**17155**	**205860**
ANNUAL REIBURSMENT-B		
BONUS	750	9000
GRADUITY	375	4500
PF	1080	12960
ESIC	643	7716
PRO.TAX	0	0
	2848	34176
CTC-A+B	**20003**	**240036**

Read & Understand By

Approved By

Employee's Signature

JAP/2020/S/23

ONE ASIA NETWORK INDIA PRIVATE LIMITED

Manufacturing Unit: C- 9(Part), MIDC, Sutala BK, Khamgaon Dist.: Buldhana-444303

Ref No.: OAN/HR/APP/2020 **Date: 14/03/2020**

Mr. Sagar Ashok Jawaharmalani

Sub: Letter of Appointment.

***Dear* Mr. Sagar**

Further to the interview you had with us, we have pleasure to appoint you as **"GET"** in our organization, on the following terms and conditions.

1) This appointment takes effect from 14/03/2020.

2) Your monthly salary will be as attached Annexure-1, & you will be entitled for other statutory benefits as per the Company Policy.

3) Your initial posting will be at company's Manufacturing unit at C-9(Part), MIDC, Sutala BK, Khamgaon, Dist- Buldhana, Maharashtra. However, your services are transferable at the discretion of the Management, to any other section/department/establishment or any of our subsidiary/ associate Companies or offices in India or abroad.

4) You shall be considered a probationary employee for the first 6 months of employment. Upon your successful completion of the probationary period, you shall be as GET treated as a temporary employee unless communicated by the company in writing you shall be deemed to be temporary. Failure to successfully complete the extended probationary period may result in termination of employment by the company. The decision of the company shall be final and binding.

5) During the probation period, the company may terminate the employment by giving one month notice in writing, without stating any reason. However, after completion of probation period, employment can be terminated by the company, by the notice period of one month or one month salary in lieu.

6) In case, the candidate submits his/her resignation during probation or after confirmation, he/she is obliged to give one month notice in writing or salary in lieu to the company.

7) Notwithstanding the above, during the period of your probation, in case you breach any of the clauses of this appointment, or you are found to have committed an act of misconduct, your services may be terminated / dismissed with immediate effect. In such event it would not be necessary for the company to give you any notice whatsoever.

One Asia Network India Pvt. Ltd. Khamgaon Dt. Buldhana Maharashtra 444303 Sutala Bk.

Sagar

8) In case notice pay (salary in lieu of notice) is payable by the company or the employee, the notice pay shall be calculated solely on the basis of your basic salary, as applicable, and will not include the value of any allowances, benefits, or perquisites you receive by virtue of the terms of your appointment.

9) As a member of an organization that practices flexibility and continuous improvement in work processes and practices, your duties may be varied from time to time, and you are liable to be transferred to another department or section, at the discretion of the Company. Your employment will be subjected to the company's establishment orders/standing orders, as issued from time to time, in so far as they may be applicable to you.

10) During your services, you can be transferred to any establishments in India either existing or which may come into existences. You will be required to comply with all such transfer orders in one month's time from its date of issuance to you. In case the transfer orders are for transfer from one place to another within the same town, the same will have to be complied within the next working day.

11. You will execute and perform all duties as may be entrusted to you from time to time, in the above capacity or in any other capacity, to the best of your ability and also conduct yourself faithfully and conscientiously.

12. You will promote and expand the business of the company and may not, directly or indirectly, and neither solely nor jointly, be engaged in any other business or profession, whether it be during or after the hours of employment, without written sanction from the company.

13. You may be required to travel on company work as and when necessary. In case of travel on Company business, or your deputation, or travel in connection with your transfer, you will be entitled to such travel expenses / allowance as may be applicable to an employee in your position at that time.

14. In the course of your employment with the company, and by virtue of the position held by you, you may acquire knowledge regarding the company' work processes, methods of manufacture, business practices etc. Such confidential knowledge, howsoever obtained by you, shall not be disclosed or allowed to be disclosed to any person(s), or parties under any circumstances. This clause, however, will not be an impediment to your disclosing any information to a statutory authority, provided that, in such a case, you will provide the management with written notice of this requirement prior to disclosure. In order to prevent company information on manufacturing processes and designs, and business practices from becoming available to our business competitors, the terms of this appointment require you to abstain from engaging yourself in any capacity, either directly or indirectly, in any concern including your own or with any employer in India or abroad , engaged in or proposing to engage in the manufacture or processing of goods similar to those produced by the company, within a period of two years from the date of cessation of your employment with the company.

One Asia Network India Pvt. Ltd. Khamgaon Dt. Buldhana Maharashtra 444 303 Sutala Bk.

15. You shall perform your duties to the best of your ability, efficiently, diligently and in a disciplined manner and make your best efforts to improve productivity and shall not resort to any act prejudicial to the interest of the company.

16. You will be bound by the policies, rules, regulations and orders promulgated by the company from time to time in relation to conduct, discipline, benefits, and any other matters as though these rules, regulations and orders were a part of this contract of employment.

17. You will be entitled for Leaves and Holidays as per the Company Policy.

18. Additionally, by virtue of the position you occupy, you will be governed by the policies, rules and regulations applicable in the company. Such policies, rules, and regulations may be subjected to alteration and amendment.

19. You will be required to sign on all documents as a token of authenticity of the details, documents and information provided by you to the company.

20. If you remain on unauthorized absence from duty or overstay sanctioned leave for a period of (7) seven days or more, the management will have the authority to strike off your name and you will have no lien on the job.

21. Upon termination or expiration of your employment, for any reason, or as otherwise requested by Company, you will return to the Company:

    A) Any Property belonging to the Company, such as laptop, computer, mobile phone, access card and other devices with details of any passwords or user IDs installed therein: and

    B) All Confidential Information and any work product, including any documents and information, of whatever description or in whatever form, tangible or intangible, in your possession, together with copies, notes or summaries of such documents and your own working papers which are derived of or based on such documents. You will also have to handhold and guide the next subordinates/ colleague, in charge of the responsibilities handled/managed by you.

22. In case you know about any leakage of important information (outside the organization), you are required to inform the management as soon as possible.

23. You will be required to intimate about your current address to the management within one week's time in case of any change in your present address in writing. Last address communicated by you to the company or available in the company's record will be deemed as your postal address for the purpose of all communication from the management.

24. You shall, at all times, truly account for and shall when so required, make over to the responsible authority all moneys, properties, equipment and things belonging to the company which may have been placed in your possession or control.

One Asia Network India Pvt. Ltd. Khamgaon Dt. Buldhana Maharashtra 444303 C-9 (Part) M.I.D.C. Sutala BK

Sagar

25. You are not authorized to represent the Company at any public forums, press meetings/conferences or publish articles in magazines/newspapers unless otherwise authorized by the competent authority as decided by the Management from time to time for the purpose. Any views expressed in your personal capacity will be treated as of the Employee and not that of the Company. The Company will not be responsible or liable for any claims that may arise out of such views.

26. In the event of any information given by you in your application on the basis of which your appointment is made, is found to be false, materially incorrect or incomplete, you will be liable summarily dismissed from the company's service without any notice or compensation in lieu thereof.

27. The age of retirement will be 58 years or earlier if you are found medically unfit and will not be extended unless desired by the management in writing.

28. Any variation of the above terms and contains will not be valid unless expressly made in writing by the Management of this Company.

29. We take this opportunity to congratulate you on your selection, and look forward to a long and mutually beneficial association between you and our organization. We trust that our relationship will be guided by a quest for excellence in all facets of our interactions, as well as based on a foundation of mutual respect and sincerity in all dealings.

Welcome to One Asia Network India Pvt. Ltd.

Kindly return to us the duplicate copy of this letter, duly signed by you, as confirmation that you have accepted the terms and conditions of employment.

Read & Accepted Above clause of appointment Letter without any pressure.

Employee Signature

For *One Asia Network India Pvt Ltd*

One Asia Network India Pvt. Ltd. Khamgaon Dt. Buldhana Maharashtra 444303 C-9 (Part) M.I.D.C. Sutala

Authorized Signatory

Annexure-I		
Name	Sagar Ashok Jawaharmalani	
Department	Maintenance	
Designation	GET	
MONTHLY PAYOUT-A	MONTHLY PAYOUT	ANNUAL PAYOUT
BASIC	9000	108000
HRA	4000	48000
CONVEYANCE	4000	48000
MEDICAL ALLOWANCE	0	0
LTA	0	0
OTHER ALLOWANCE	155	1860
GROSS SALARY-MOMTHLY	**17155**	**205860**
ANNUAL REIBURSMENT-B		
BONUS	750	9000
GRADUITY	375	4500
PF	1080	12960
ESIC	643	7716
PRO.TAX	0	0
	2848	34176
CTC-A+B	**20003**	**240036**

Read & Understand By

Sagar

Employee's Signature

Approved By

One Asia Network India Pvt.Ltd. * C-9 (Part)M.I.D.C.Sutala Bk. * Khalangaon Dt. Buldhana Maharashtra 444303

HRD

TAP/2020/M/03

from: **Aniket Gulhane** <agulhane090398@gmail.com>
to: tpossgmce@gmail.com
date: Nov 15, 2019, 2:15 PM
subject: Fwd: Joining Details - Proton Engineering
mailed-by: gmail.com
signed-by: gmail.com

Aniket Sanjay Gulhane

---------- Forwarded message ---------
From: **Shraddha Mahadik** <shraddha.mahadik@protonengineering.in>
Date: Fri, Oct 25, 2019, 11:17 AM
Subject: Joining Details - Proton Engineering
To: <agulhane090398@gmail.com>

Dear Mr. Aniket Gulhane,

"Greetings from Proton Engineering"

Congratulations!!!

We hereby confirm that you are selected in **Proton Engineering** as a **Trainee Engineer.** Your salary will be **Gross 15000/- Per Month.**

This offer is valid if you are joining after your Exam's

office Time: 9.00 am to 5.30 pm

Address :- 401, Porton Engineering , Shri Apartment,

R.P. Road, Near – Lassi Cycle, Dombivli – East

Kindly send your confirmation reply.

Thank you ☺
Shraddha Mahadik
HR Talent Acquisition Manager
9372415440

TAP/2020/M104

from: **kalyani agnihotri** <agnihotrikalyani142@gmail.com>
to: tpossgmce@gmail.com
date: Nov 15, 2019, 3:45 PM
subject: Fwd: Joining Details - Proton Engineering
mailed-by: gmail.com
signed-by: gmail.com

---------- Forwarded message ---------
From: **Shraddha Mahadik** <shraddha.mahadik@protonengineering.in>
Date: Fri, 25 Oct, 2019, 11:16 AM
Subject: Joining Details - Proton Engineering
To: <agnihotrikalyani142@gmail.com>

Dear Ms. Kalyani Agnihotri,

"Greetings from Proton Engineering"

Congratulations!!!

We hereby confirm that you are selected in **Proton Engineering** as a **Trainee Engineer.** Your salary will be **Gross 15000/- Per Month**

This offer is valid if you are joining after your Exam's

office Time: 9.00 am to 5.30 pm

Address :- 401, Porton Engineering , Shri Apartment,

R.P. Road, Near – Lassi Cycle, Dombivli – East

Kindly send your confirmation reply.

Thank you ☺

Shraddha Mahadik

HR Talent Acquisition Manager

9372415440

Offer Letter Body

Persistent

Reference: Persistent/Campus/932915/3.0

Confidential

December 13, 2020

Mr. Karan Elesh Bilakhiya
Flat No. 204, Labdhi Vihar Appartment, Behind Sawatram Bunglow, Kholeshwar, Akola
Akola

Dear Karan

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 December 16, 2020. 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. **451,004**. Your Annual Gross Salary will be Rs. **410,004.** A detailed break up 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 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.

19-20.

Persistent Systems Limited
BHAGEERATH, 402 E ,
SENAPATI BAPAT ROAD
PUNE.
Pin: 411016

Pay Slip for December 2021

Empl. No.	33617	Basic Rate	11819.35
Name	Karan Bilakhiya	Payable Days	31
Department	BU0000252	PAN	CKUPB2179P
Grade	3.1	UAN	101640087059
Bank Name	ICICI BANK LIMITED	P.F. No.	PUPUN0031202000/0036542
Bank A/c No	052001514950	PRAN	
		E.S.I.C. No.	

Persistent.

(1)

~~20-21~~ 19-20

Offer Letter Body

Persistent

A6

Reference: Persistent/Campus/976287/3.0

Confidential

Jan 13, 2021

Tejashree Chandrashekhar Kukade
Saividya Apartment Near Rajghad Boys Hostel Near Sinhgad Campus

Pune

Dear Tejashree,

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 January 20, 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. **451,004**. Your Annual Gross Salary will be Rs. **410,004.** A detailed break up of your salary is given in 'Annexure-A'.

You will be eligible for a Statutory Bonus / Ex-Gratia payment, which would be calculated at 20% of the 'Basic Salary' as mentioned in the Salary Break-up Sheet. The mode of payment will be as follows:
- 100% of the Statutory Bonus / Ex-Gratia amount mentioned in the Salary Break-up Sheet will be paid on a monthly basis.
- In case of change in any existing statute or introduction of new statute which requires any payments to be made, the Company reserves the right to adjust the salary components given within your Annual Gross Salary break up to ensure full compliance with such statutory payment obligations.
- In case of changes in any existing statute related to statutory bonus, the amount mentioned as 'Statutory Bonus / Ex-gratia' in the 'Salary break-up sheet' will be considered towards 'Statutory bonus' and the balance, if any, left shall be reserved for adjusting against liabilities of the Company arising out of statutory modification with retrospective effect.

SALARY BREAK-UP SHEET (Annexure – A)

Date: **Jan 13, 2021**
Grade: **3.0**
Location: **Pune**
Name: **Tejashree Chandrashekhar Kukade**
Designation: **Software Engineer**

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

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

TAP/2020/N/44

pwc

Date: 26 March 2021

To

Jagruti Himatrao Kalambe

Bangalore (SDC) - Eagle Ridge at Embassy Golf Links Business Park

Dear Jagruti,

As per the PwC AC Bangalore offer terms and conditions that were discussed with you at the time of offer, we are pleased to offer you a joining bonus of INR**. 150,000/-**(taxes applicable as per the Indian Income tax norms) **One Lakh Fifty Thousand Only**. This is a onetime payment which is offered in exceptional circumstances only and offered with the sole discretion of the company. This amount will be paid out to you along with your first salary.

As explained to you earlier, this payment is being made with the condition that you will agree to complete a minimum 1 year of employment service with PwC AC Bangalore. If you voluntarily decide to leave the company before 1 year of service, you will be required to payback this amount in full and will be recovered from you at the time of final settlement.

Please note that this communication is personal and strictly confidential. You are expected not to share this with others.

Welcome once again and we are pleased to have you on board!

Yours sincerely,

PwC AC Bangalore Private limited

Director – Human Capital

Acknowledgement

Jagruti Himatrao Kalambe

Date: 29/03/2021

pwc

26 March 2021

Jagruti Himatrao Kalambe
Bangalore (SDC) - Eagle Ridge at Embassy Golf Links Business Park

PRIVATE AND CONFIDENTIAL
Employment Offer Letter and Terms and Conditions of Employment

Dear **Jagruti**,

We are pleased to offer you employment with **PricewaterhouseCoopers Service Delivery Center – Bangalore Private Limited ("Company" or "PwC AC Bangalore")** in the position of **Associate** in our **Acceleration Center ("AC")** Bangalore office. Your work location will be **Bangalore (SDC) - Eagle Ridge at Embassy Golf Links Business Park**. Reporting lines and location are subject to change depending on business requirements. The title, roles and responsibilities may also be varied from time to time as may be evaluated and considered appropriate by the Company and in accordance with the policy of the Company.

If you accept this offer, your commencement date with us will be on or before **15 April 2021**, or such other date as may be communicated by us to you in writing. .

Remuneration Package:

1. **Annual Compensation:** You are being offered a Gross Salary of
Rs. **450,000/- Four Lakh Fifty Thousand Only**.
The details of gross salary are specified in Annexure 1 to this offer letter ("Offer Letter").

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

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

pwc

Other Terms:

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

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

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

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

4. Visa: If you do not have the right of abode, the right to land or the status of unconditional stay in India, an employment visa is required for your employment. The Company will assist you with obtaining the necessary documents for you and your family. Any continued employment is contingent upon the immigration authorities approving any renewal of the employment visa and will automatically be deemed to be terminated should such approval not be granted.

5. Taxation: Your remuneration and benefits have been stated gross of tax. You will be responsible for all Indian salaries tax on your remuneration, allowance and benefits, where applicable. In the event that you have sources of income or expense outside of your employment with the Company, you are responsible for ensuring adherence to the tax laws on those matters as well.

6. Travel, Assignments or Secondment:

a. **Within India:** You are required to work on any project to which you are assigned, unless there is good reason not to do so.

b. **Outside India:** While based in India you may be required to travel and stay to work on projects outside India, within and/or outside the Asia Pacific region.

7. Termination Notice:

(a) Your employment in the Company is subject to satisfactory verification of your certificates, testimonials and personal particulars/credentials. The Company reserves the right to obtain a background check (including criminal history record search, education and employment; and personal details verification) conducted on you directly or through nominated third party agencies. In the event that such

verification or background check reveals any discrepancy in the statement(s) made in your application or in the bio-data with the Company or in the declarations made by you in this Offer Letter and/or the Employment Agreement, your services are liable to be terminated forthwith without any notice or any further compensation from the day such discrepancies are identified.

(b) The Company may terminate your employment for any of the following conduct on your behalf effective immediately upon written notice to your address on the Company's records:

(i) acts of fraud, dishonesty or misconduct involving moral turpitude;

(ii) commission or conviction of any criminal offence;

(iii) engagement in any activity that you know or should know could harm the business or reputation of the Company;

(iv) material failure to adhere to the Company's corporate codes, policies or procedures;

(v) continued failure to meet performance standards as determined by the Company over two consecutive performance review periods;

(vi) a breach or threatened breach of any material provision of this Offer Letter or the Employment Agreement if it is not cured to the Company's satisfaction within a reasonable period after the Company provides you with notice to your address on the Company's records of the breach; provided that no notice and cure period will be required if the breach cannot be cured;

(vii) violation of any statutory, contractual, or common law duty or obligation to the Company, including without limitation the duty of loyalty. In case of termination on account of any of the above reasons you will only be entitled to earned and unpaid gross salary and accrued leave (if any) through the effective termination date.

(c) The Company may also terminate your employment for reasons other than those specified above or for no reason, effective upon a prior written notice of at least sixty (60) days. In the event that the effective date of your termination is less than sixty (60) days, you will receive payment of the net amount of gross salary you are entitled to in lieu for the remaining notice period less any deductions or withholdings, as required by law.

(d) You agree to provide the Company with a prior written notice of at least sixty (60) days of your resignation, which shall be effective at the end of the notice period unless agreed otherwise.

8. Return of Property: Upon termination of employment, you will be required to return all property (including but not limited to keys, records, notes, data, computer discs or tapes, memoranda, business cards, security passes and equipment) which is held in your possession, custody or under your control, belonging to or relating to business affairs of the Company.

9. Acknowledgement: You acknowledge that your joining the Company will not breach any agreement relating to employment or the provision of services to which you are or have been a party.

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

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

pwc

Yours truly,
For PricewaterhouseCoopers Service Delivery Center (Bangalore) Pvt. Ltd

Director – Human Capital

I, Jagruti Himatrao Kalambe (C000001431859), accept the offer and terms of employment as detailed in this letter and the attached Employment Agreement.

Signature:



Date:

29/03/2021

TAP/2020/N/27

from: **ashish bhagwat** <ashishbhagwat2015@gmail.com>
to: tpossgmce@gmail.com
cc: sharma.anand2008@gmail.com
date: Jun 29, 2020, 7:12 PM
subject: Fwd: Job offer confirmation letter from singularityaix, pune.
mailed-by: gmail.com
signed-by: gmail.com

---------- Forwarded message ---------
From: **Farhat Shaikh** <farhat.shaikh@singularityaix.in>
Date: Mon 15 Jun, 2020, 4:13 PM
Subject: Offer of Employment from SingularityAIX- Pune
To: ashish bhagwat <ashishbhagwat2015@gmail.com>

Hi Ashish,

Thank you for your email.

Greetings & congratulations from SingularityAIX on your selection!!

I am thrilled to inform you that you are selected for the "**Associate-Software Engineer**" profile for SingularityAIX, Pune. Our address is Office No 413, Fourth floor, City Centre Building, Green Olive Venture, Hinjewadi phase I, Pune, M.s-411057

Your in-hand salary per month would be **Rs. 15,000/-**. Salary revision after six months (Probation period) would be solely based on your overall performance.

Also, as per the final round of interview discussion, you will be under observation for the period of 2 months, in case of non-performance, your employment will be automatically terminated.

PF will be paid by the company for both the employee and employer side.

You will be in agreement to serve the company on successful completion of your observation/probation for a period of **2 years** from the date of appointment.

As confirmed on the telephonic discussion, kindly send me your confirmation ASAP per return of this email to start with the joining formalities.

Thanks & Regards,
Farhat Shaikh.
Sr. Manager-HR
SingularityAIX

THP/2020/N/28

SINGULARITYAIX India Pvt Ltd

SINGULARITYAIX®

Date: 15/01/2021

To,
Dhiraj Kharode
Associate-Software Engineer
Pune

Sub: Confirmation Letter

Dear Dhiraj,

The Management is pleased to convey its satisfaction for your overall performance during your probation period. We hope you will continue to work with diligence and dedication to strive to improve your performance in all fields of activities.

In view of the recognition for the same your services are confirmed with effect from 15th Jan 2021 and your CTC is revised to **3, 00, 000**/- p.a (Three Lacs rupees only) w.e.f 15th Jan 2021 (Please refer ANNEXURE II).

As agreed upon joining you will be in agreement to serve the company for a minimum period of **2 years** from the date of appointment.

We expect a distinct improvement in technical expertise, enrichment in managing work and problem-solving skills along with leadership skills. The management is confident that you will continue your best efforts to realize the company's dream to attain the dazzling heights of excellence in all future ventures. Other terms & conditions remains the same as per your appointment letter.

We wish you all the very best for upcoming assignments and looking forward for a long-term association as agreed.

Thank you,

For SingularityAIX India Pvt. Ltd.

Authorized Signatory

Deepika Mishra

N/2020

SINGULARITYAIX India Pvt Ltd

SINGULARITYAIX®

Annexure II: CTC Structure		
Name of Employee	**Dhiraj Kharode**	
Designation	**Associate Software Engineer**	
w.e.f	**16-01-2021**	
Particulars	**Annual**	**Monthly**
Gross Salary (A)	**2,79,828**	**23,319**
Basic	1,20,000	10,000
House Rent Allowance - HRA	60,000	5,000
Motor Car Allowance	39,600	3,300
Leave Travel Allowance - LTA	15,000	1,250
Children Education allowance	2,400	200
Personal Allowance	42,828	3,569
Retirement Benefits (B)	**20,172**	**1,681**
Employer Part of PF	14,400	1,200
Gratuity	5,772	481
Employer Part of ESIC		-
Total CTC (A + B)	**3,00,000**	**25,000**
Deductions from Gross Salary	**16,800**	**1,400**
EPF - Employee Contribution	14,400	1,200
ESIC - Employee Contribution		-
Professional Tax	2,400	200
Gross Take Home	**2,63,028**	**21,919**
Notes:		
1. Gratuity shall be payable to an employee on termination of the employment s/he has rendered continuous service for not less than five years.		
2. Compensation package is subject to all applicable Income Tax laws currently		
I agree to and accept salary Breakup.		
Signature: Dkharode	Date: 27/01/2021	

TAP/2020/N129

SINGULARITYAIX India Pvt Ltd

SINGULARITYAIX®

Date: 15/01/2021

To,
Mohit Agrawal
Associate-Software Engineer
Pune

Sub: Confirmation Letter

Dear Mohit,

The Management is pleased to convey its satisfaction for your overall performance during your probation period. We hope you will continue to work with diligence and dedication to strive to improve your performance in all fields of activities.

In view of the recognition for the same your services are confirmed with effect from 15th Jan 2021 and your CTC is revised to **3, 00, 000**/- p.a (Three Lacs rupees only) w.e.f 15th Jan 2021 (Please refer ANNEXURE II).

As agreed upon joining you will be in agreement to serve the company for a minimum period of **2 years** from the date of appointment.

We expect a distinct improvement in technical expertise, enrichment in managing work and problem-solving skills along with leadership skills. The management is confident that you will continue your best efforts to realize the company's dream to attain the dazzling heights of excellence in all future ventures. Other terms & conditions remains the same as per your appointment letter.

We wish you all the very best for upcoming assignments and looking forward for a long-term association as agreed.

Thank you,

For SingularityAIX India Pvt. Ltd.

Authorized Signatory

Deepika Mishra

N/2020

SINGULARITYAIX India Pvt Ltd

SINGULARITYAIX®

Annexure II: CTC Structure		
Name of Employee	**Mohit Agrawal**	
Designation	**Associate Software Engineer**	
w.e.f	**15-01-2021**	
Particulars	**Annual**	**Monthly**
Gross Salary (A)	**2,79,828**	**23,319**
Basic	1,20,000	10,000
House Rent Allowance - HRA	60,000	5,000
Motor Car Allowance	39,600	3,300
Leave Travel Allowance - LTA	15,000	1,250
Children Education allowance	2,400	200
Personal Allowance	42,828	3,569
Retirement Benefits (B)	**20,172**	**1,681**
Employer Part of PF	14,400	1,200
Gratuity	5,772	481
Employer Part of ESIC	-	-
Total CTC (A + B)	**3,00,000**	**25,000**
Deductions from Gross Salary	**16,800**	**1,400**
EPF - Employee Contribution	14,400	1,200
ESIC - Employee Contribution	-	-
Professional Tax	2,400	200
Gross Take Home	**2,63,028**	**21,919**
Notes:		
1. Gratuity shall be payable to an employee on termination of the s/he has rendered continuous service for not less than five years.		
2. Compensation package is subject to all applicable Income Tax laws		
I agree to and accept salary Breakup.		
Signature: Mohit	Date: 27/01/2021	

TAP/2020/R/60

---------- Forwarded message ---------
From: **Pranati Dey** <pranatidey98@gmail.com>
Date: Fri, Jul 24, 2020, 12:18
Subject: Re: Offer of Employment from SingularityAIX-Pune
To: Farhat Shaikh <farhat.shaikh@singularityaix.in>

I accept this offer.

On Thu, Jul 23, 2020, 23:59 Farhat Shaikh <farhat.shaikh@singularityaix.in> wrote:
Hi Pranati,

Greetings of the day!!

Hope you are doing well and the training is going well, please find attached offer & appointment letter along with this email.

Kindly check and send your acceptance on the same.

Thanks & Regards,
Farhat Shaikh
Sr. Manager- HR

On Tue, Jul 14, 2020 at 6:40 PM Farhat Shaikh <farhat.shaikh@singularityaix.in> wrote:
Hi,

Greetings from SingularityAIX!!

As discussed, we are glad to inform you that we are starting the training program for the **"Associate Software Engineer"** profile you are selected for.

Please be available for the induction zoom meeting day after tomorrow i.e. **16th July'2020**, at 2:50 pm on zoom ID 3665138565. (I had communicated for tomorrow but the Project Lead was not available so it is rescheduled to 16th July)

Please ensure to have your gadgets charged and connected to the internet for an uninterrupted induction program. Please get dressed for the first day and prepare a short introduction for yourself as discussed.

I request you to send copies of below documents latest by **10 am tomorrow i.e. 15th July'2020** for onboarding purpose,

1. Updated Profile/CV
2. Aadhar Card

3. Driving License/Voter ID/Passport
3. PAN card
4. Electricity bill for current address
5. Educational testimonials (10th, 12th, UG & PG marksheets and degree certificates)
6. Experience certificates/Internship certificates if applicable
9. Passport size photo scan copy
10. One Cancel Cheque/ passbook copy and bank details as (Name in bank, account number, bank name and IFSC code)
11. Filled copy of attached Employment form
12. PF details from previous company if you want to transfer it to Singularity- only if applicable

Please feel free to revert on the same in case of any query.

Notes:

1. ***Please name the documents before attaching for easy understanding to make this process efficient***
2. ***You can fill the soft copy of employment form and convert it into a pdf for avoiding any data loss in the process of transfer***

Your confirmation on the same is highly appreciated.

Thanks & Regards,
Farhat Shaikh
Sr. Manager- HR

==========

On Sat, Jun 13, 2020 at 1:04 AM Farhat Shaikh <farhat.shaikh@singularityaix.in> wrote:
Thanks for the confirmation, we welcome you to Singularity!!!

On Fri, Jun 12, 2020 at 11:39 PM Pranati Dey <pranatidey98@gmail.com> wrote:
I am interested in this job position.
Thanks.

On Thu, Jun 11, 2020, 21:32 Farhat Shaikh <farhat.shaikh@singularityaix.in> wrote:
Hi Pranati,

Thank you for your email.
Greetings & congratulations from SingularityAIX on your selection!!

I am thrilled to inform you that you are selected for the "Associate-Software Engineer" profile for SingularityAIX, Pune.

Your in-hand salary per month would be Rs. 12,000/-. Salary revision after six months (Probation period) would be solely based on your overall performance.

Also as per the final round of interview discussion, you will be under observation for the period of 2 months, in case of non performance, your employment will be automatically terminated.

PF will be paid by the company for both the employee and employer side.

You will be in agreement to serve the company on successful completion of your observation/probation for a period of **2 years** from the date of appointment.

As confirmed on the telephonic discussion, kindly send me your confirmation ASAP per return of this email to start with the joining formalities.

Thanks & Regards,
Farhat Shaikh.
Sr. Manager-HR
SIngularityAIX

TAP/2020/M/019

27

HR Ref: HR/PVBU/GAT/ 2021-22/1980

Date:8th September 2021

Ms. ASMITA SANTOSH RAWANKAR
SSGMCE, Shegaon
Branch: Mechanical Engineering

Sub: Offer Letter - Graduate Apprentice Trainee (GAT)

Dear Ms. ASMITA ,

This has reference to the selection process of **Graduate Apprentice Trainee in TATA Motors PVBU Car Plant, Chikhali, Pune,** which you have completed.

We are glad to inform you that you are selected for 1-year Apprenticeship Training under the Government Apprentices Act 1961. Your training period will start from the joining date 13th September 2021.

Benefits and facilities:
1. Monthly stipend Rs. 19000/- per month
2. Leave – as per company rules on pro-rata basis + 8 Public Holidays

Working Hours:
General shift - 8.30 am to 5.40 pm (First Shift- 6.30 am to 3.00 pm, Second Shift-3.00 to 11.30 pm)

Reporting for joining:
Please report for joining at 08.30 a.m. on the date of joining at the following address:

TATA Motors Car Plant dispatch gate, Spine Road, Chikhali, Pune 411062

Documents for Joining & important
- All **Original** documents **with 3 Attested Photocopies.**
- Candidate should not have signed apprenticeship contract (after completing BE) with any other company. If so, the candidate would not be able to generate apprentice contract with Tata Motors & hence would be ineligible
- Nationalized bank account details since stipend amount will be deposited in Bank only.
- Eaadhar Card is compulsory. Your name on Aadhar Card should be same as in SSC Board Certificate. If not, please get it corrected.

Please acknowledge by signing the acceptance of this letter and send a Photocopy or Scanned copy immediately from the received date on below mail ID OR **reply to this mail your confirmation.**

We look forward to your joining,
For Tata Motors Ltd.,

Gaurav Jhala
Corporate Human Resources
Tata Motors Limited

I acknowledge the terms & conditions and accept the offer to join on the joining date given above.
Signature of the candidate: _____

TAP/2020/N/06

Offer: Computer Consultancy
Ref: TCSL/CT20192791445/Pune
Date: 13/09/2019

Ms. Aafrin Mobin Deshmukh
Muslim Housing SocietyAlasna Road,
Near St Depo,
Shegaon-444203,
Maharashtra.
Tel# -

Dear Aafrin Mobin 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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹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

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

amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

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

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.

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

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Niyati Tisra, 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

GROSS SALARY SHEET Annexure 1

Name	Aafrin Mobin 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
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Nyati 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

TAP/2020/R/15

Offer: Computer Consultancy
Ref: TCSL/CT20182384450/Pune
Date: 13/09/2019

Ms. Aboli Sunil Chintawar
Nagesh ApartmentSamarthwadi,
Near Mangalam Vatika,
Yavatmal-445001,
Maharashtra.
Tel# 91-8485055924

Dear Aboli Sunil Chintawar,

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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Nyati Tiara, Ground Floor, S.No. 169/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 Servicetine: 1800 209 3111 Email: careers@tcs.com

amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Niyati Tiara, Ground Floor, S No 10 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

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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Niyati Tiara, Ground Floor, S No 103/A/17129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel 91 20 6608 7777 Fax 91 20 6608 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP

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

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 6688 7777 Fax 91 20 6688 7107 Website www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai-400 021
TCS Careers Serviceline 1800 209 3113 Email careers@tcs.com

TATA

GROSS SALARY SHEET

Annexure 1

Name	Aboli Sunil Chintawar
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
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	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/CT20182384450

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Niyati Tiara, Ground Floor, S No 103/A/7/129, 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 Servicelines: 1800 209 3111 Email: careers@tcs.com

TAP/2020/03/38

Ref: TCSL/DT20229985671/1804299/Trivandrum
Date: 11 March 2022

MR. AJAY GAJANAN CHAWALE
New Channagani Nagar null,
Near Hanuman Mandir, Amravati,
Maharashtra-444605.

Sub: Joining Letter

Dear Mr. Ajay Gajanan Chawale,

We would like to take this opportunity to extend you 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 **24th March 2022** , your joining location is **Pune** and work location is **Pune** . This has been provided considering your preference and business requirements.

TCS Onboarding Team will reach out to you over email in the next few days to guide you further on the 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.

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.

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 must also 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.

We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

Janardhan S
Global Head - Talent Development

Click here or use a QR code scanner from your mobile to validate the joining letter

TAP/2020/U/44

11-4

Offer: Computer Consultancy
Ref: TCSL/CT20192811047/Pune
Date: 19/02/2021

Mr. Ajay Chandrakant Thakur
Jay Gajanan NiwasVhb Colony,
Maharashtra,
Buldana-443001,
Maharashtra.
Tel# -

Dear Ajay Chandrakant Thakur,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

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.

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 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.

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

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.

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 TCS Xplore 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

AU - 19 - 20

TATA



GROSS SALARY SHEET

Annexure 1

Name	**Ajay Chandrakant Thakur**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Shri Sant Gajanan Maharaj Coe - Shegaon**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
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

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

TAP/2020/LJ/41

Offer: Computer Consultancy
Ref: TCSL/CT20192717378/Pune
Date: 22/02/2021

Ms. Ankita Vinod Pachkhede
Near Gujarati Bhawan,Hawaldarpura,WardhaMain Road,
Maharashtra,
Wardha-442001,
Maharashtra.
Tel# -9978745955

Dear Ankita Vinod Pachkhede,

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

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.

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

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.

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

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.

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

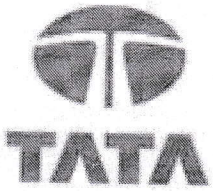
Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore 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

4U-19-20

TATA



GROSS SALARY SHEET

Annexure 1

Name	Ankita Vinod Pachkhede
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

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

TAP/2020/S/03

Offer: Computer Consultancy
Ref: TCSL/CT20192812297/Pune
Date: 13/09/2019

Mr. Ashutosh Girish Pasarkar
22Gorakshan Road,
Sahakar Nagar Akola,
Akola-444004,
Maharashtra.
Tel# -

Dear Ashutosh Girish Pasarkar,

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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹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

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

amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

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

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.

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

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

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

GROSS SALARY SHEET **Annexure 1**

Name	**Ashutosh Girish Pasarkar**
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
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	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

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

TAP/2020/U/38

11-2

Offer: Computer Consultancy
Ref: TCSL/CT20192649043/Pune
Date: 15/02/2021

Ms. Ashwini Sambhaji Borkar
Shivaji Nagar Juna Fail,
Shivaji Putala,
Khamgaon-444303,
Maharashtra.
Tel# 91-9422559898

Dear Ashwini Sambhaji Borkar,

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

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.

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 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.

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

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.

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 TCS Xplore 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

GJ-19-20

TATA

GROSS SALARY SHEET

Annexure 1

Name	**Ashwini Sambhaji Borkar**
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 Progra

**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

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

TAP/2020/N/36

Offer: Computer Consultancy
Ref: TCSL/DT20195483335/Pune
Date: 27/03/2021

Mr. Chandrakant Santosh Mahure
Near Indira ChowkVirani Takij Road,
Beldarpura,
Wani-445304,
Maharashtra.
Tel# -

Dear Chandrakant Santosh Mahure,

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.

TAP/2020/R/14

Offer: Computer Consultancy
Ref: TCSL/CT20182391855/Pune
Date: 13/09/2019

Mr. Devanshu Kiranrao Thakre
A S Hostel, SsgmceKhamgaon Road,
Sbi Colony, Shegaon,
Buldhana-444203,
Maharashtra.
Tel# 91-8087266043

Dear Devanshu Kiranrao Thakre,

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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹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

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

amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

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

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.

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

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

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

TATA

GROSS SALARY SHEET

Annexure 1

Name	**Devanshu Kiranrao Thakre**
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
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	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

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

TAP/2020/M/14

Offer: Computer Consultancy
Ref: TCSL/CT20192816132/Lucknow
Date: 16/12/2021

Mr. Dhananjay Dnyaneshwar Gawhale
Gadge Nagar Old City AkolaHarihar Peth,
Harihar Peth,
Akola-444002,
Maharashtra.
Tel# -

Dear Dhananjay Dnyaneshwar Gawhale,

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
1/1, Vibhuti Khand, Gomti Nagar, Lucknow 226 010 India
Tel: 91 522 666 1001 Fax: 91 522 666 1001 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
1/1, Vibhuti Khand, Gomti Nagar, Lucknow 226 010 India
Tel: 91 522 666 1001 Fax: 91 522 666 1001 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

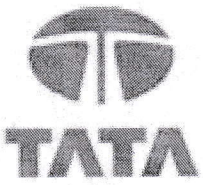
Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
1/1, Vibhuti Khand, Gomti Nagar, Lucknow 226 010 India
Tel: 91 522 666 1001 Fax: 91 522 666 1001 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

m/2020



GROSS SALARY SHEET **Annexure 1**

Name	**Dhananjay Dnyaneshwar Gawhale**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Shri Sant Gajanan Maharaj Coe - Shegaon**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore / Xperience Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
1/1, Vibhuti Khand, Gomti Nagar, Lucknow 226 010 India
Tel: 91 522 666 1001 Fax: 91 522 666 1001 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

1

2-3

TAP/2020/U/09

Offer: Computer Consultancy
Ref: TCSL/CT20182384415/Pune
Date : 13/09/2019

Mr. Gaurav Naresh Bajaj
201, Krushnarpan ApartmentMatkari Galli,
Near Bus Stand,
Shegaon-444203,
Maharashtra.
Tel# 91-9552804263

Dear Gaurav Naresh Bajaj,

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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Nivati Tiara, Ground Floor, S.No.103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹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.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

TCS Confidential
TCSL/CT20182384415
TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Nirvati Tiara, Ground Floor, S.No.103/A/1/1/29, 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 TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Nirmiti Tirth, Ground Floor, S No 103/A/1/1/39, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

TATA

GROSS SALARY SHEET **Annexure 1**

Name	**Gaurav Naresh Bajaj**
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
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	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/CT20182384415

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Nivati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

TAP/2020/N/07

Offer: Computer Consultancy
Ref: TCSL/CT20192625580/Pune
Date: 13/09/2019

Ms. Harsha Digambar Gawande
Shri Sant Gajanan Maharaj College Of Engineering ,Shegaon,
Shegaon,
Shegaon-444203,
Maharashtra.
Tel# -

Dear Harsha Digambar Gawande,

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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹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

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

amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

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

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.

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

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

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

TATA

GROSS SALARY SHEET **Annexure 1**

Name	**Harsha Digambar Gawande**
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
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	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

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 Servicelline: 1800 209 3111 Email: careers@tcs.com

(18)

Payslip
JUN 2022

TATA
TATA CONSULTANCY SERVICES

MR. HARSHAL Vilasrao KADU

Employee Details		Payment & Leave Details		Location Details	
Emp No.	1974516	Bank Name	State Bank of India	Location	Olympus B SEZ
Grade	C1Y | UAN | XXXXXXX2341	Acc No.	XXXXXXX8219	Base Br.	TCS - MUMBAI
PAN	XXXXXXX328E	Days paid	30	Depute Br.	TCS - Mumbai
		Leave Balance	EL | X | SL | X | CL | X	WON/ SWON	20349772

Earnings	Arrears (INR)	Current (INR)	Deductions	Amount (INR)
Basic Salary		14,924.00	Provident Fund	1,791.00
House Rent Allowance		7,462.00	Professional Tax	200.00
Leave Travel Allowance		1,244.00	Labour Welfare	12.00
Miscellaneous		910.00	Health Insurance Scheme Premium	519.00
City Allowance		2,100.00		
Performance Pay		1,600.00		
Total Earnings (Current + Arrears)		28,240.00	Total Deductions	2,522.00

Net Pay (INR)	25,718.00

Projected Annual Tax Information					
Annual Income*	3,31,356.00	Net Tax Income r/o	2,56,430.00		
Deductions under Sec 16	52,400.00	Total Tax Payable			
Chapter VIA relief	22,530.00	Tax Deducted till date			
		Balance Tax			

* Please Note, Annual Income is after considering the exemption - if any.

TAP/2020/M/0

Offer: Computer Consultancy
Ref: TCSL/CT20192762791/Pune
Date: 13/09/2019

Mr. Hrishikesh Vitthal Tupkari
D-19 Gcw Township , GujaratQr No-D-19,
Kovaya,
Amreli-365541,
Gujarat.
Tel# 91-9922413057

Dear Hrishikesh Vitthal Tupkari,

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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Niyati Tiara, Ground Floor, S No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**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

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

amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Niyati Tiara, Ground Floor, S.No 103/A/1/1 29, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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.

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

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

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

TATA

GROSS SALARY SHEET **Annexure 1**

Name	**Hrishikesh Vitthal Tupkari**
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
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	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

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

TAP/2020/N/05

TATA

Offer: Computer Consultancy
Ref: TCSL/CT20192794665/Pune
Date: 13/09/2019

Ms. Jai Madhusudan Manorkar
Saikrupa , Gurudatta NagarDabaki Road,
Near Water Tank,
Akola-444002,
Maharashtra.
Tel# 91-9623536485

Dear Jai Madhusudan Manorkar,

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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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 6683 7777 Fax: 91 20 6683 7107 Website: www.tcs.com
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Secondary: 0800 209 3111 Email: careers@tcs.com

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹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

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 6688 7777 Fax: 91 20 6688 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Servicelink: 1800 209 3111 Email: careers@tcs.com

amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

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 6688 7777 Fax: 91 20 6688 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Service line: 1800 200 311 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.

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 6688 7777 Fax: 91 20 6688 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Servicelines: 1800 209 3111 Email: careersservices.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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Nipati Dara, Ground Floor, S No 103/A/1/179, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6688 7777 Fax: 91 20 6688 7107 Website: www.tcs.com
Registered Office: Mirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TATA

GROSS SALARY SHEET

Annexure 1

Name	Jai Madhusudan Manorkar
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
Xplore/ Learning Incentive**		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Nigal Tapa, Ground Floor, S No 1/3&4/1&2A, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel 91 20 6698 7777 Fax 91 20 6698 7107 Website www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TAP/2020/S/27

Ref: TCSL/CT20203472281/1457166/Pune
Date: 22 February 2021

MS. JAYSHREE SUNIL INGLE
New Sonkhas Vaishnavi Nager Jamb Road,
Mangrulpir, Washim,
Maharashtra-444403.
Tel# 917588933137

Sub: Joining Letter

Dear Ms. Jayshree Sunil Ingle,

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 **04th March 2021** , your joining location is **Pune** , work location is **Pune** 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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Ltd
Peepul Park, Technopark Campus, Kariavattom P.O., Thiruvananthapuram - 695 581, Kerala, India

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.

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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Ltd
Peepul Park, Technopark Campus, Kariavattom P.O., Thiruvananthapuram - 695 581, Kerala, India

We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

Janardhan S
Global Head - Talent Development

Click here or use a QR code scanner from your mobile to validate the joining letter

TATA CONSULTANCY SERVICES
Tata Consultancy Services Ltd
Peepul Park, Technopark Campus, Kariavattom P.O., Thiruvananthapuram - 695 581, Kerala, India

TAP/2020/U/10

2-1

Offer: Computer Consultancy
Ref: TCSL/CT20192788066/Pune
Date: 13/09/2019

Ms. Krutika Pravin Bhusari
Sm2 Hostel, Ssgmce CampusKhamgaon Road,
Infront Of Krishna Cottage,
Shegaon-444203,
Maharashtra.
Tel# 91-9604789147

Dear Krutika Pravin Bhusari,

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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Nityati 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 Servicelines: 1800 209 3111 Email: careers@tcs.com

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Niyati Tiara, Ground Floor, S No 103/A/3/129, 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

amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

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

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.

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 Servicellne: 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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Nyati 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

TATA

GROSS SALARY SHEET

Annexure 1

Name	Krutika Pravin Bhusari
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
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	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

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 Servicelinc: [illegible]

TAP/2020/R/56

Offer: Computer Consultancy
Ref: TCSL/CT20192756810/Pune
Date: 15/02/2021

Ms. Leena Ravindra Patil
Shrikrupa HouseTelephone Colony,
Na,
Malkapur-443101,
Maharashtra.
Tel# -

Dear Leena Ravindra 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 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

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.

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

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.

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

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.

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 TCS Xplore 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

4R- 19-20



GROSS SALARY SHEET **Annexure 1**

Name	**Leena Ravindra 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	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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Nivati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

JAP/2020/N/08

Ref: TCSL/CT20192814986/1299870/Pune
Date: 22 December 2020

MS. MADHURA SHRIRAM KANNADKAR
Row House No.B-4, Deccan Sharan Janki Road, Garkheda,
Near Mehersingh Naik College, Aurangabad,
Maharashtra-431009.
Tel# 919850834000

Sub: Joining Letter

Dear Ms. Madhura Shriram Kannadkar,

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 **27th January 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

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.

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.

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

We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

Janardhan S
Global Head - Talent Development

Click here or use a QR code scanner from your mobile to validate the joining letter

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/2020/N/14

Offer: Computer Consultancy
Ref: TCSL/CT20172291428/Pune
Date: 13/09/2019

Ms. Manali Manish Modi
House No. 5Bhairav Chowk,
Near Jain Temple,
Shegaon-444203,
Maharshtra.
Tel# -

Dear Manali Manish Modi,

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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**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

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

amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

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

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.

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

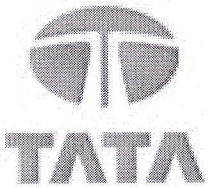
K Ganesan
Global Head Talent Acquisition & AIP

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 TCS Xplore 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

TATA



GROSS SALARY SHEET **Annexure 1**

Name	**Manali Manish Modi**
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
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	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

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

TAP/2020/R/16

Offer: Computer Consultancy
Ref: TCSL/CT20182386086/Pune
Date: 13/09/2019

Ms. Megha Vijaykumar Shrawgi
Shrawgi TradersGandhi Chowk,
Main Road,
Shegaon-444203,
Maharashtra.
Tel# 91-7020403973

Dear Megha Vijaykumar Shrawgi,

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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**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

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

amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Nivati 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 TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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

GROSS SALARY SHEET Annexure 1

Name	Megha Vijaykumar Shrawgi
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
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Nivati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

TAP/2020/m/40

Offer: Computer Consultancy
Ref: TCSL/CT20192814524/Ahmedabad
Date: 14/12/2021

Mr. Mohd Azhrooddin Azeemoddin Shaikh
Ward No 4,Borakhedi,
Motala,
Buldhana-443103,
Maharashtra.
Tel# -

Dear Mohd Azhrooddin Azeemoddin Shaikh,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

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.

TCS Confidential
TCSL/CT20192814524
TATA CONSULTANCY SERVICES

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore / Xperience Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

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

TATA

GROSS SALARY SHEET

Annexure 1

Name	**Mohd Azhrooddin Azeemoddin Shaikh**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Shri Sant Gajanan Maharaj Coe - Shegaon**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore / Xperience Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

TAP/2020/S/25

Offer: Computer Consultancy
Ref: TCSL/CT20192781440/Pune
Date: 15/02/2021

Ms. Monika Prashant Dipke
T/4 , Janki Complex , Agresen Chowk , Near Police Station , KhamgaonAgresen Chowk,
Near Police Station,
Khamgaon-444303,
Maharshtra.
Tel# 91-9423338646

Dear Monika Prashant Dipke,

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

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.

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 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.

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

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.

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

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

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

4S-19-20

TATA

GROSS SALARY SHEET **Annexure 1**

Name	**Monika Prashant Dipke**
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

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

TAP/2020/U/12

Offer: Computer Consultancy
Ref: TCSL/CT20192723754/Pune
Date: 13/09/2019

Mr. Mukul Rameshwar Dubey
Ishwar NagarGaurakshan Road,
Khamgaon,
Khamgaon-444303,
Maharashtra.
Tel# 91-7709287134

Dear Mukul Rameshwar Dubey,

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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Nityati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹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

TCS Confidential
TCSL/CT20192723754

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Nyati 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 Servicelink: 1800 209 3111 Email: careers@tcs.com

amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Nyati 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 Servicedesk: 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.

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 Servicelline: 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

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 Servicelines: 1800 209 3111 Email: careers@tcs.com

TATA

GROSS SALARY SHEET **Annexure 1**

Name	**Mukul Rameshwar Dubey**
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
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Niyati Tiara, Ground Floor, S No 103/A/1/1/29, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Servicelines: 1800 209 3111 Email: careers@tcs.com

TAP/2020/R/17

Offer: Computer Consultancy
Ref: TCSL/CT20192645395/Pune
Date: 13/09/2019

Ms. Nikita Vinod Bhansali
Vardhaman TowerTelephone Colony,
Above Idbi Bank,
Malkapur-443101,
Maharashtra.
Tel# 91-9623564666

Dear Nikita Vinod Bhansali,

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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹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

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

amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

- Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

- You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

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

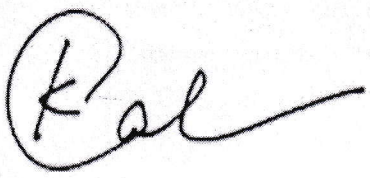
Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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

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

TATA

GROSS SALARY SHEET

Annexure 1

Name	**Nikita Vinod Bhansali**
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
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	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/CT20192645395

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

TAP/2020/N/09

Offer: Computer Consultancy
Ref: TCSL/CT20192622554/Pune
Date: 13/09/2019

Ms. Nikita Darokar
Ssgmce, Shegaon,
Shegaon,
Shegaon-444203,
Maharashtra.
Tel# -

Dear Nikita Darokar,

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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹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

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

amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

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

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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Niyati Tiara, Ground Floor, S.No 103/A/3/129, 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 Servicetine: 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

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

GROSS SALARY SHEET **Annexure 1**

Name	**Nikita Darokar**
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
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Niyati Tiara, Ground Floor, S.No 103/A/1/1 29, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Servicelipe: 1800 209 3111 Email: careers@tcs.com

TAP/2020/S/26

Ref: TCSL/CT20192634360/1459761/Pune
Date: 22 February 2021

MR. NILIKET VIJAY DESHMUKH
Samarth Sadan Behind Madhi,
Keshav Nagar, Khamgaon,
Maharashtra-444303.
Tel# 919960705628

Sub: Joining Letter

Dear Mr. Niliket Vijay Deshmukh,

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 **04th March 2021** , your joining location is **Chennai** , work location is **Chennai** 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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Ltd
Peepul Park, Technopark Campus, Kariavattom P.O., Thiruvananthapuram - 695 581, Kerala, India

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.

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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Ltd
Peepul Park, Technopark Campus, Kariavattom P.O., Thiruvananthapuram - 695 581, Kerala, India

We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

Janardhan S
Global Head - Talent Development

Click here or use a QR code scanner from your mobile to validate the joining letter

TATA CONSULTANCY SERVICES
Tata Consultancy Services Ltd
Peepul Park, Technopark Campus, Kariavattom P.O., Thiruvananthapuram - 695 581, Kerala, India

TAP/2020/N/10

Offer: Computer Consultancy
Ref: TCSL/DT20184308397/Pune
Date: 13/09/2019

Ms. Nitisha Sanjay Agrawal
Ssgmce Girls HostelKhamgaon Road,
Khamgaon Road,
Shegaon-444203,
Maharashtra.
Tel# 91-9827788331

Dear Nitisha Sanjay Agrawal,

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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Nyati 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 Service line: 1800 209 3111 Email: careers@tcs.com

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹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

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

amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

- Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

- You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

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

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.

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

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

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

TATA

GROSS SALARY SHEET

Annexure 1

Name	**Nitisha Sanjay Agrawal**
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
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	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

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

TAP/2020/S/04

TATA

Offer: Computer Consultancy
Ref: TCSL/CT20182408548/Pune
Date: 13/09/2019

Ms. Prachi Harihar Randhe
St. Meerabai Hostel, Shri Sant Gajanan Maharaj College Of EngineeringSbi Colony,
Khamgaon Road,
Shegaon-444203,
Maharashtra.
Tel# 91-7558347877

Dear Prachi Harihar Randhe,

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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**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

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

amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

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

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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Nivati 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 TCS Xplore 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

TATA

GROSS SALARY SHEET **Annexure 1**

Name	**Prachi Harihar Randhe**
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
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Nivati Tiara, Ground Floor, S.No.103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

TAP/2020/M/20
24

Ref: TCSL/CT20192817528/1618781/Chennai
Date: 02 November 2021

MS. PRAJAKTA SURESH TEMURDE
Mokashi Lay Out, Behind Jajoo Hospital , Datta Mandir Ward Warora null,
Warora, Warora,
Maharashtra-442907.
Tel# 919765031805

Sub: Joining Letter

Dear Ms. Prajakta Suresh Temurde,

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 **11th November 2021** , your joining location is **Nagpur** , work location is **Nagpur** 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.

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

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.

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.

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

We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

Janardhan S
Global Head - Talent Development

Click here or use a QR code scanner from your mobile to validate the joining letter

Private and Confidential

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/2020/U/39

11-5

Offer: Computer Consultancy
Ref: TCSL/DT20217584125/Trivandrum
Date: 20/02/2021

Mr. Pranav Shyamsundar Mishra
Mohrai, Lakhpati Galli, ShegaonAgrasen Square, Lakhpati Galli, Shegaon,
Lakhpati Galli, Agrasen Square, Shegaon,
Shegaon-444203,
Maharashtra.
Tel# 91-7972653576

Dear Pranav Shyamsundar Mishra,

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
Vismaya Building 6th Floor, Infopark, Kusumagiri PO, Kochi 682 030 India
Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be ₹**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Vismaya Building 6th Floor, Infopark, Kusumagiri PO., Kochi 682 030 India
Tel: 0484 664 5000 Fax: 0484 664 5255 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 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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Vismaya Building 6th Floor, Infopark, Kusumagiri P.O., Kochi 682 030 India
Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Vismaya Building 6th Floor, Infopark, Kusumagiri PO, Kochi 682 030 India
Tel: 0484 664 5000 Fax: 0484 664 5255 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

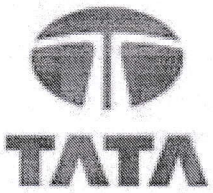
Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Vismaya Building 6th Floor, Infopark, Kusumagiri PO, Kochi 682 030 India
Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

4U-19-20

TATA



GROSS SALARY SHEET **Annexure 1**

Name	**Pranav Shyamsundar Mishra**
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 Progra

**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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Vismaya Building 6th Floor, Infopark, Kusumagiri PO., Kochi 682 030 India
Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

TAP/2020/N/11

Offer: Computer Consultancy
Ref: TCSL/CT20192800674/Pune
Date: 13/09/2019

Ms. Pranjali Vijay Boralkar
House No. 5Shivaji Nagar,
Behind Datta Mandir,
Hingoli-431513,
Maharashtra.
Tel# 91-9405811986

Dear Pranjali Vijay Boralkar,

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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential
TCSL/CT20192800674

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**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

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 Servicelinc: 1800 209 3111 Email: careers@tcs.com

amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Nivati Tiara, Ground Floor, S No 10/F/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

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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Nyati Trivia, 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 Service Line: 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 TCS Xplore 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

TATA

GROSS SALARY SHEET Annexure 1

Name	Pranjali Vijay Boralkar
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
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Niyati Tiara, Ground Floor, S No 10/2A/1/1/29, CTS 1995, Nagar Road, Yerwada, Pune-411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com

TAP/2020/R/18 -

Offer: Computer Consultancy
Ref: TCSL/CT20192811555/Pune
Date: 13/09/2019

Ms. Prashanthi Ramarao Gantasala
Shri Sant Gajanan Maharaj College Of Engineering,Sm-2,Room-No-328,
Kamghaon Road,
Shegoan-444203,
Maharashtra.
Tel# -8247202588

Dear Prashanthi Ramarao Gantasala,

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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹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

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

amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

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

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.

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 TCS Xplore 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

TATA

GROSS SALARY SHEET

Annexure 1

Name	**Prashanthi Ramarao Gantasala**
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
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	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

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

TAP/2020/D/40

11-6

Ref: TCSL/CT20192753856/1456601/Pune
Date: 22 February 2021

MR. PRATHAMESH MOHAN DHARAMTHOK
Juni Chawdi , Near Jain Mandir , Balapur. Juni Chawdi, Balapur, District Akola,
Jain Mandir, Balapur,
Maharashtra-444302.
Tel# 919527288487

Sub: Joining Letter

Dear Mr. Prathamesh Mohan Dharamthok,

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 **04th March 2021** , your joining location is **Pune** , work location is **Pune** 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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Ltd
Peepul Park, Technopark Campus, Kariavattom P.O., Thiruvananthapuram - 695 581, Kerala, India

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.

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.

We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

Janardhan S
Global Head - Talent Development

Click here or use a QR code scanner from your mobile to validate the joining letter

TATA CONSULTANCY SERVICES
Tata Consultancy Services Ltd
Peepul Park, Technopark Campus, Kariavattom P.O., Thiruvananthapuram - 695 581, Kerala, India

TAP/2020/U/13

Offer: Computer Consultancy
Ref: TCSL/CT20192667680/Pune
Date: 13/09/2019

Mr. Pratik Mohan Chincholkar
Vidharbha Housing Society,Buldana,
Near Shivaji Highschool,
Buldana-443001,
Maharashtra.
Tel# -9511261837

Dear Pratik Mohan Chincholkar,

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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**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

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

amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

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

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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Nivati Tiara, Ground Fl...

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

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

TATA

GROSS SALARY SHEET **Annexure 1**

Name	**Pratik Mohan Chincholkar**
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
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Nivati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

TAP/2020/S/05

Offer: Computer Consultancy
Ref: TCSL/CT20192622818/Pune
Date: 13/09/2019

Ms. Radhika Dattatraya Agnihotri
61Near Jain Temple Sarafa,
Maharashtra,
Khamgaon-444303,
Maharashtra.
Tel# 91-8805505686

Dear Radhika Dattatraya Agnihotri,

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.

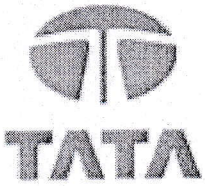
This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject 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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Nyati Tiara, Ground Floor, S No 103/A/1/1/29, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹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

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

amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

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 Servicedine: 1800 209 3111 Email: careers@tcs.com

ithdrawal of Offer

f 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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Nyati Tiara, Ground Floor, S No 103/A/1/129, CTS 1945, 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 Servicelines: 1800 209 3111 Email: careers@tcs.com

TATA

GROSS SALARY SHEET

Annexure 1

Name	Radhika Dattatraya Agnihotri
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
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Nivati Tiara, Ground Floor, S No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6688 7777 Fax: 91 20 6688 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

TAP/2020/R/22

Offer: Computer Consultancy
Ref: TCSL/DT20195191760/Mumbai
Date: 13/09/2019

Mr. Rajat Ravindra Ninawe
1054/1, Ghaz Bazaar, RampethTelephone Excahnge,
Lakadganj,
Nagpur-440008,
Maharashtra.
Tel# -

Dear Rajat Ravindra Ninawe,

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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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

amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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

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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

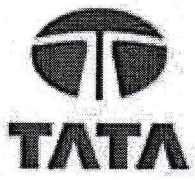
K Ganesan
Global Head Talent Acquisition & AIP

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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

TATA



GROSS SALARY SHEET

Annexure 1

Name	Rajat Ravindra Ninawe
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
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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

4R

TAP/2020/R/19

TATA

Offer: Computer Consultancy
Ref: TCSL/CT20182408308/Pune
Date: 13/09/2019

Ms. Raksha Anil Gangan
Behind L.I.C. ,Ward No 1Rathi Nagar,
Dhamangaon Rly,
Dhamangaon Rly-444709,
Maharashtra.
Tel# 91-9822568491

Dear Raksha Anil Gangan,

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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹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

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

amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

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

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.

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,

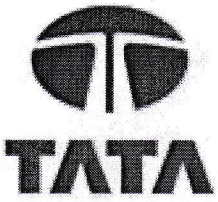
For TATA Consultancy Services Limited

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 TCS Xplore 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



GROSS SALARY SHEET **Annexure 1**

Name	**Raksha Anil Gangan**
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
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	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

TAP/2020/R1-20

Offer: Computer Consultancy
Ref: TCSL/CT20192764338/Pune
Date: 13/09/2019

Ms. Rashmi Pramod Joshi
Sudha QuarterKhamgaon Road,
Tahsil Office,
Shegaon-444203,
Maharashtra.
Tel# 91-9405910435

Dear Rashmi Pramod Joshi,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Niyati Tiara, Ground Floor, S.No 103/A/1/1.29, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹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

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

amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Niyati Tiara, Ground Floor, S.No 103/A/1/1 29, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

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.

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

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

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

GROSS SALARY SHEET Annexure 1

Name	Rashmi Pramod Joshi
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
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
Xplore/ Learning Incentive**		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	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

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

TAP/2020/U/14

Offer: Computer Consultancy
Ref: TCSL/CT20192727850/Pune
Date: 13/09/2019

Mr. Rishiesh Gopal Rathi
502/11, Sonam Mayuresh Chs Ltd , Phase 3Mira Bhayander Road,
Old Golden Nest,
Mira Road-401107,
Maharashtra.
Tel# 91-9892434846

Dear Rishiesh Gopal 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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Niyati Tiara, Ground Floor, S No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹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

TCS Confidential
TCSL/CT20192727850

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

amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

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

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.

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

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

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

GROSS SALARY SHEET **Annexure 1**

Name	**Rishiesh Gopal 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
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	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

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 Servicelline: 1800 209 3111 Email: careers@tcs.com

28 Sachin-Nair-Tcs-2019-20

Ref: TCSL/CT20192763426/1499199/Mumbai
Date: 05 May 2021

MR. SACHIN SADANAND NAIR
Krishnakripa Vaidyarangadi,
Near Naderi Post, Quilandy,
Kerala-673620.
Tel# 918149734360

Sub: Joining Letter

Dear Mr. Sachin Sadanand Nair,

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 **20th May 2021** , your joining location is **Kochi** , work location is **Kochi** and your stream is **CBO** . This has been provided considering your preference and business requirements.

Your wellbeing is our utmost priority in the current COVID-19 pandemic scenario across India. Keeping this in mind, and the regulations enforced by various states at this point, we have internally enabled a virtual onboarding process for our future TCSers. For the Virtual Onboarding Process, **you will not be required to physically report at the TCS offices on the date of your joining** .

TCS XP HR Team will reach out to you over email in the next few days to guide you further on the virtual onboarding process and steps to be taken to prepare yourself for onboarding.

Congratulations on completing the first phase of your learning through TCS Xplore Program. We appreciate your passion towards learning which has helped you to perform well. You are now set to experience learning through our coveted TCS Xperience Program.

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/2020/N/35

Ref: TCSL/CT20192815553/1457428/Pune
Date: 22 February 2021

MR. SAGAR KAILASH AGRAWAL
Badriseth Building Rajputpura,
Near Gopal Kutiya, Akola,
Maharashtra-444001.
Tel# 919921204445

Sub: Joining Letter

Dear Mr. Sagar Kailash Agrawal,

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 **04th March 2021** , your joining location is **Pune** , work location is **Pune** 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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Ltd
Peepul Park, Technopark Campus, Kariavattom P.O., Thiruvananthapuram - 695 581, Kerala, India

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.

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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Ltd

We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

Janardhan S
Global Head - Talent Development

Click here or use a QR code scanner from your mobile to validate the joining letter

TATA CONSULTANCY SERVICES
Tata Consultancy Services Ltd
Peepul Park, Technopark Campus, Kariavattom P.O., Thiruvananthapuram - 695 581, Kerala, India

TAP/2020/N/13

Offer: Computer Consultancy
Ref: TCSL/CT20192752398/Pune
Date: 13/09/2019

Mr. Sahil Dineshkumar Lunawat
As Hostel,
Shri Sant Gajanan Maharaj Coe,
Shegaon-444203,
Maharashtra.
Tel# -

Dear Sahil Dineshkumar Lunawat,

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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**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

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

amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

- Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

- You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

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

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.

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

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



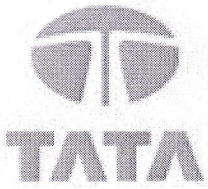
K Ganesan
Global Head Talent Acquisition & AIP

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

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

TATA



GROSS SALARY SHEET **Annexure 1**

Name	**Sahil Dineshkumar Lunawat**
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
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	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

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

TAP/2020/R/23

Offer: Computer Consultancy
Ref: TCSL/CT20192782731/Pune
Date: 13/09/2019

Mr. Sanchit Sudhakarrao Datir
Sainagar , Saaneguruji Colony No. 2 , AmravatiAkoli Road,
Sainagar,
Amravati-444607,
Maharashtra.
Tel# -8669084845

Dear Sanchit Sudhakarrao Datir,

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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**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

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

amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

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

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.

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

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

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

TATA

GROSS SALARY SHEET

Annexure 1

Name	Sanchit Sudhakarrao Datir
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
Xplore/ Learning Incentive**		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	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

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

TAP/2020/S/06

Offer: Computer Consultancy
Ref: TCSL/CT20192815901/Pune
Date: 13/09/2019

Mr. Shivam Rajendra Chavhan
Shivaji Nagar ShegaonNear Burungale School,
Hanuman Temple,
Shegaon-444203,
Maharashtra.
Tel# 91-9766306376

Dear Shivam Rajendra Chavhan,

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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹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

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

amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

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

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.

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 TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Niyati Tiara, Ground Floor, S.No 103/A/1/1/29, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

GROSS SALARY SHEET Annexure 1

Name	**Shivam Rajendra Chavhan**
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
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

TAP/2020/R/24

Offer: Computer Consultancy
Ref: TCSL/CT20192723380/Pune
Date: 13/09/2019

Mr. Shivam Ravikumar Sharma
Harihar Peth Near Harihar MandirOld City,
Harihar Mandir,
Akola-444001,
Maharashtra.
Tel# -

Dear Shivam Ravikumar Sharma,

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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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 Servicelines: 1800 209 3111 Email: careers@tcs.com

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹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

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 Servicetine: 1800 209 3111 Email: careers@tcs.com

amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Niyati Tiara, Ground Floor, S.No 103/A/1/1+29, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Service line: 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.

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

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

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

GROSS SALARY SHEET

Annexure 1

Name	Shivam Ravikumar Sharma
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
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Niyati Tiara, Ground Floor, S No 103/A/1/1/29, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TAP/2020/S/28

Offer: Computer Consultancy
Ref: TCSL/CT20192650553/Pune
Date: 24/02/2021

Ms. Sneha Ramrao Fulari
Sant Meerabai Hostel Ssgmce Campus Shegaon..Khamgaon Road,
Sbi Colony,
Shegaon-444203,
Maharashtra.
Tel# 91-9623794790

Dear Sneha Ramrao Fulari,

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

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.

TCS Confidential
TCSL/CT20192650553

TATA CONSULTANCY SERVICES
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 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.

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

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.

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 TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

15-19-20

TATA

GROSS SALARY SHEET

Annexure 1

Name	**Sneha Ramrao Fulari**
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

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

26

20-21

43

Ref: TCSL/CT20203463408/1478870/Pune
Date: 29 March 2021

MS. SRUSHTI SHAILESH WADASKAR
Rangaripura Road Near Shivneri Chowk ,Ward No. 21,Wani Rangaripura Road,,
Shivneri Chowk, Wani,
Maharashtra-445304.
Tel# 917083448492

Sub: Joining Letter

Dear Ms. Srushti Shailesh Wadaskar,

We would like to take this opportunity to extend a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **08th April 2021** , your joining location is **Nagpur** , work location is **Nagpur** and your stream is **CBO** . This has been provided considering your preference and business requirements.

Your wellbeing is our utmost priority in the current COVID-19 pandemic scenario across India. Keeping this in mind, and the regulations enforced by various states at this point, we have internally enabled a virtual onboarding process for our future TCSers. For the Virtual Onboarding Process, **you will not be required to physically report at the TCS offices on the date of your joining** .

TCS XP HR Team will reach out to you over email in the next few days to guide you further on the virtual onboarding process and steps to be taken to prepare yourself for onboarding.

Congratulations on completing the first phase of your learning through TCS Xplore Program. We appreciate your passion towards learning which has helped you to perform well. You are now set to experience learning through our coveted TCS Xperience Program.

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/2020/R/58

Offer: Computer Consultancy
Ref: TCSL/CT20203463408/Pune
Date: 22/03/2021

Ms. Srushti Shailesh Wadaskar
Rangaripura Road Near Shivneri Chowk ,Ward No. 21,WaniRangaripura Road,,
Shivneri Chowk,
Wani-445304,
Maharashtra.
Tel# -9421846546

Dear Srushti Shailesh Wadaskar,

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

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.

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

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.

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

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.

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 TCS Xplore 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

4/2-19-20

TATA

GROSS SALARY SHEET

Annexure 1

Name	**Srushti Shailesh Wadaskar**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Shri Sant Gajanan Maharaj Coe - Shegaon**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore / Xperience Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

TCS Confidential
TCSL/CT20203463408

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

TAP/2020/R/57

Offer: Computer Consultancy
Ref: TCSL/CT20192727468/Pune
Date: 18/02/2021

Ms. Tejal Vallabh Nandapure
03, Abhilasha Apt, Shastri Nagar, AkolaBehind Akashwani,
Shastri Nagar,
Akola-444001,
Maharashtra.
Tel# -

Dear Tejal Vallabh Nandapure,

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

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.

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 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.

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

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.

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

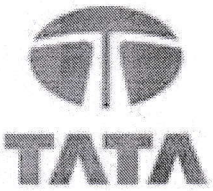
Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore 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

4R-19-20

TATA



GROSS SALARY SHEET **Annexure 1**

Name	**Tejal Vallabh Nandapure**
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

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

TAP/2020/N/04

Offer: Computer Consultancy
Ref: TCSL/CT20192798250/Pune
Date: 13/09/2019

Mr. Toukir Arif Dosani
Lande HouseNear Sbi Colony,
Behind Ssgmce,
Shegaon-444203,
Maharashtra.
Tel# 91-7378762902

Dear Toukir Arif Dosani,

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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹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.

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

TCS Confidential
TCSL/CT20192798250

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Nivati Tiara, Ground Floor, S.No.103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Nivati 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 TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Nivati Tiara, Ground Floor, S.No.103/A/1/120, CTS 1995, Nagar Road, Yerwada, Pune

TATA

GROSS SALARY SHEET

Annexure 1

Name	Toukir Arif Dosani
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
Xplore/ Learning Incentive**		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune

TAP/2020/M/02

Offer: Computer Consultancy
Ref: TCSL/CT20192792640/Pune
Date: 13/09/2019

Mr. Unmesh Gatade
107, As Boys HostelKhamgaon Road,
Ssgmce Campus,
Shegaon-444203,
Maharashtra.
Tel# -

Dear Unmesh Gatade,

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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹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

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

amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

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

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.

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

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

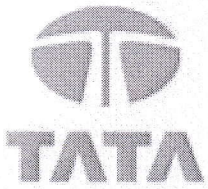


K Ganesan
Global Head Talent Acquisition & AIP

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

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



GROSS SALARY SHEET **Annexure 1**

Name	**Unmesh Gatade**
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
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Niyati Tiara, Ground Floor, S.No 103/A/1/1.29, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

TAP/2020/M/39

Offer: Computer Consultancy
Ref: TCSL/DT20229733249/Lucknow
Date: 03/02/2022

Mr. Vaibhav Punjaram Makode
Ramtek Pura,
Hanuman Mandir,
Akot-444101,
Maharashtra.
Tel# 91-9307098446

Dear Vaibhav Punjaram Makode,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be ₹**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore / Xperience Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

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

TATA

GROSS SALARY SHEET

Annexure 1

Name	**Vaibhav Punjaram Makode**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Shri Sant Gajanan Maharaj Coe - Shegaon**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore / Xperience Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

TAP/2020/R/21

Offer: Computer Consultancy
Ref: TCSL/CT20192629801/Pune
Date: 13/09/2019

Ms. Vaishnavi Vinayak Kale
House No. 4Lane No. 6, Khamgaon Road,
Jagdamba Nagar,
Shegaon-444203,
Maharashtra.
Tel# 91-9921648949

Dear Vaishnavi Vinayak 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 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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹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

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

amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

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 Servicelines: 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.

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 Servicelline: 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

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

GROSS SALARY SHEET **Annexure 1**

Name	**Vaishnavi Vinayak 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
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	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

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

TAPR020/U/43

11-11

Offer: Computer Consultancy
Ref: TCSL/DT20195408839/Mumbai
Date: 02/04/2021

Ms. Vaishnavi Anant Patil
D-20, Bhairav NagarBhestan,
Surat,
Surat-395023,
Gujarat.
Tel# -9825254457

Dear Vaishnavi Anant 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 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
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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.

- s 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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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

19-20 End

4U-2019-20

TATA



GROSS SALARY SHEET

Annexure 1

Name	Vaishnavi Anant 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	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore / Xperience Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

TAP/2020/U/11

Offer: Computer Consultancy
Ref: TCSL/CT20192721954/Pune
Date: 13/09/2019

Ms. Vinaya Vinayak Mahajan
Kisan Nagar ,Ghatpuri Road, KhamgaonGhatpuri Road,
Kisan Nagar,
Khamgaon-444303,
Maharashtra.
Tel# -9130104969

Dear Vinaya Vinayak Mahajan,

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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹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

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

amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

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 Servicelline: 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.

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

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

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

TATA

GROSS SALARY SHEET

Annexure 1

Name	**Vinaya Vinayak Mahajan**
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
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	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

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 Service line: 1800 209 3111 Email: careers@tcs.com

TAP/2020/D/42

14-9

Offer: Computer Consultancy
Ref: TCSL/CT20192783894/Pune
Date: 02/03/2021

Ms. Vishakha Murlidhar Parnate
Rohini Building ,Opp Lady Harding ,Ramdas Peh ,AkolaRamdas Peth,
Akola,
Akola-444001,
Maharashtra.
Tel# 91-9529936954

Dear Vishakha Murlidhar Parnate,

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

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.

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 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.

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

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.

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

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

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

4U - 19-20

TATA

GROSS SALARY SHEET **Annexure 1**

Name	**Vishakha Murlidhar Parnate**
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

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

TAP/2020/S/07

Offer: Computer Consultancy
Ref: TCSL/CT20182384512/Pune
Date: 13/09/2019

Mr. Yash Vijay Kumar Gyanchandani
C/O Chandiram Varumal Thawrani, Near Hanuman Mandir, Mihani Chowk, Ward No. 16,
Mali Pura, Nandura,
Nandura-443404,
Maharashtra.
Tel# 91-9923013935

Dear Yash Vijay Kumar Gyanchandani,

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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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

TAP/2020/S/07

Offer: Computer Consultancy
Ref: TCSL/CT20182384512/Pune
Date: 13/09/2019

Mr. Yash Vijay Kumar Gyanchandani
C/O Chandiram Varumal Thawrani, Near Hanuman Mandir, Mihani Chowk, Ward No. 16,
Mali Pura, Nandura,
Nandura-443404,
Maharashtra.
Tel# 91-9923013935

Dear Yash Vijay Kumar Gyanchandani,

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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹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

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

amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

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

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.

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

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

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:

GROSS SALARY SHEET **Annexure 1**

Name	**Yash Vijay Kumar Gyanchandani**
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
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	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

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

TAP/2020/U/15

2-7

Offer: Computer Consultancy
Ref: TCSL/CT20192793334/Pune
Date: 13/09/2019

Mr. Yash Sudhir Pethe
5.Sanskruti Pinnacle Ram Nagar AkolaToshniwal Layout,
Ram Nagar,
Akola-444001,
Maharashtra.
Tel# 91-9822747044

Dear Yash Sudhir Pethe,

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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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 Service line: 1800 209 3111 Email: careers@tcs.com

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹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

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

amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

- Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

- You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹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

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

said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external

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

background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  *There is no criminal offence registered/pending against you
  *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below

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

TAP/2020/N/12

Offer: Computer Consultancy
Ref: TCSL/CT20192792646/Pune
Date: 13/09/2019

Ms. Yashaswi Rajesh Patki
36/BAmankha Plot,
Dwarka Nagri,
Akola-444001,
Maharashtra.
Tel# 91-9518576832

Dear Yashaswi Rajesh Patki,

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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Niyati Tiara, Ground Floor, S No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹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

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

amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

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

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.

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

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



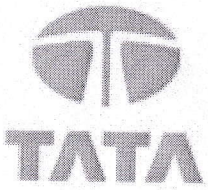
K Ganesan
Global Head Talent Acquisition & AIP

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

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

TATA



GROSS SALARY SHEET

Annexure 1

Name	**Yashaswi Rajesh Patki**
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
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	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

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

TAP/2020/N/32

Date: 22 December 2020

Mr. Ashish Bhagwat
Email: ashishbhagwat2015@gmail.com
Phone Number: 9112070103

Dear Ashish,

We are pleased to offer you the position of **Trainee Consultant** at our organization in Hyderabad. Attached are the specific terms and conditions of our offer. Please read these important details carefully, including your compensation and benefits details.

Acceptance and Commencement

To confirm your acceptance of this offer, you are required to:

- Within 2 days from the receipt of this letter, respond via email to HRIndia@teklink.com to communicate acceptance of the offer and to confirm your joining date. Please note that if you do not send your acceptance to the email ID, the offer shall stand withdrawn. Upon the receipt of your email, we will send you the original paper copy of all the terms and conditions to your address.
- On your joining date, please bring the following Documents:
  1. The original and 1 photocopy of this letter duly signed and dated by you;
  2. 3 self photographs (passport sized, color photos with a white background),
  3. The originals and 2 sets of photocopies of the following documents:
     - Education degree certificate and all year mark sheets for the highest degree attained. Photocopies should include both front and backsides of certificate.
     - Proof of identity. Please bring your passport.

The other terms and conditions of the offer are as follows:

1. Your designation is **Trainee Consultant**. The designation may be changed at the discretion of the company depending on the work assigned to you. Your Joining date will be **4 January 2021**. Any changes in the joining date could be done by mutual agreement.

2. Your home location would be **Hyderabad**. However, your services are transferable and you may be assigned to any office of **TekLink** a subsidiary, or associate company. In such case, travel and lodging expenses would be reimbursed to you.

3. You will be provided classroom and on the job training for a period of 6 months effective your date of joining.

4. You will need to sign 2 year service agreement bond with TekLink on your joining day, agreeing to the terms & conditions.

Manish Maheshwari
Digitally signed by Manish Maheshwari
Date: 2020.12.22 14:48:04 +05'30'

(Signature of TekLink Management)

(Signature of Employee)

Ashish Bhagwat

TekLink Software Pvt. Ltd
7th Floor - Block A, Q City, Nanakramguda, Gachibowli, Hyderabad, Telangana - 500032, India.
www.teklink.com

5. Successful completion of course is a pre-requisite for joining us.

6. You will retire from the services of the Company on attaining the age of superannuation [58 years].

7. Travel expenses: Travel expenses are only paid for transferee within India.
   - **Reimbursement of Travel Expenses:** Associate is entitled for 3-AC train fare, will be reimbursed, upon submission of expense sheet & supporting receipts.

8. All expenses will be paid on successfully completion of probation period.

9. Salary credit date at TekLink is 5th of every month.

10. **Probation Period**: You will be on a probation period for the first 6 months from the date of joining. If your performance is not satisfactory or you get involved in unprofessional ethics, then TekLink management will have full rights to terminate your services without notice or compensation.

11. **Notice Period/Termination** — This contract of employment between you and the Company may be terminated by you by giving 3 months notice or gross monthly salary in lieu thereof. However release from the services of the company will be subject to satisfactory handover of the responsibilities assigned to you.

    In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any member of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice. In the event of special circumstances, company may terminate your employment without notice.

12. 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).

13. Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.

14. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

15. The benefits as outlined herein and in Company policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.

16. It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.

Manish Maheshwari

Digitally signed by Manish Maheshwari
Date: 2020.12.22 14:48:29 +05'30'

(Signature of TekLink Management)

Ashish Bhagwat

(Signature of Employee)

TekLink Software Pvt. Ltd
7th Floor - Block A, Q City, Nanakramguda, Gachibowli, Hyderabad, Telangana - 500032, India.
www.teklink.com

Compensation Details

1. Annual CTC Rs.3,75,000/- (Rupees Three Lakh Seventy Five Thousand Only.) per annum. All applicable taxes shall be deducted from this amount.

Yearly Gross Salary (Total CTC)	Rs.375000
Total Fixed Pay (Per Year)	Rs.325000
Performance based Variable Pay (Per Year)	Rs.50000

2. Note: Your Performance Variable Pay is based on your performance for the year and you are entitled to a maximum payment as stated above. This amount can vary based on your performance. At the time of reimbursement you should be a full time employee of TekLink and should not be serving notice period.

3. Group Medical Insurance (GMI): All Full time employees are covered under GMI. To avail this benefit minimum of 24hours hospitalization is mandate. This also covers the immediate family members of the employee, spouse and two unmarried children. The insurance coverage ceases once the employee is relieved from the services of the company.

4. Appraisal Cycle at TekLink is January to December. Your salary will be reviewed after one year from your probation confirmation date. Your salary Break-up is as follows:

Salary Head	Monthly (Rs.)	Yearly (Rs.)
Basic	10629	127548
HRA	4252	51024
Special Allowance	5518	66216
Communication and Internet Expense	2000	24000
Food Allowance	2200	26400
Total (A)	**24599**	**295188**
CTC (B)		
PF Contribution	1973	23676
Gratuity		6135
Total (B)	**1973**	**29811**
Total Fixed CTC (A+B)	**26572**	**325000**
Variable Component (C)		**50000**
Total(A+B+C)	**26572**	**375000**

Food allowance is not applicable while availing per-diem/project allowance. That will be applicable when you travel internationally for the project etc.

The above are subject to the policies of the organization, as applicable from time to time.

Manish Maheshwari
Digitally signed by Manish Maheshwari
Date: 2020.12.22 14:49:23 +05'30'

(Signature of TekLink Management)

Ashish Bhagwat

(Signature of Employee)

TekLink Software Pvt. Ltd
7th Floor - Block A, Q City, Nanakramguda, Gachibowli, Hyderabad, Telangana - 500032, India.
www.teklink.com

4N-19-20

17. During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business.

18. Information pertaining to Company operations and intellectual property is confidential and you will sign a non-disclosure agreement. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.

19. All employees are required to read and comply with TekLink's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.

20. 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.

21. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.

22. You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.

23. 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.

24. Your appointment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any of your previous employers).

25. All terms and conditions of employment will be governed by the company policy.

Our aim is to make working with TekLink an experience, which is rewarding to the client and the consultant. TekLink aims to nurture successful relationship with its clients, which would result in effective and efficient solutions to their IT needs, and provide a competitive advantage through strategic use of IT resources. We are excited to have you join TekLink where we provide motivating and energizing environment so that our consultants can deliver their best.

We welcome you to TekLink family. Come grow with us.

Sincerely,

Manish Maheshwari
Digitally signed by Manish Maheshwari
Date: 2020.12.22 14:48:57 +05'30'

Manish Maheshwari
India Operation Head
TekLink International Inc.

Ashish Bhagwat

Accepted by, Ashu

Ashish Bhagwat
Place:
Date:

TekLink Software Pvt. Ltd
7th Floor - Block A, Q City, Nanakramguda, Gachibowli, Hyderabad, Telangana - 500032, India.
www.teklink.com

TAI/2020/N/33

Date: 22 December 2020

Ms. Jayashri Salampuriya
Email: salampuriyajayu@gmail.com
Phone Number: 7620330157

Dear Jayashri,

We are pleased to offer you the position of **Trainee Consultant** at our organization in Hyderabad. Attached are the specific terms and conditions of our offer. Please read these important details carefully, including your compensation and benefits details.

Acceptance and Commencement

To confirm your acceptance of this offer, you are required to:

- Within 2 days from the receipt of this letter, respond via email to HRIndia@teklink.com to communicate acceptance of the offer and to confirm your joining date. Please note that if you do not send your acceptance to the email ID, the offer shall stand withdrawn. Upon the receipt of your email, we will send you the original paper copy of all the terms and conditions to your address.
- On your joining date, please bring the following Documents:
  1. The original and 1 photocopy of this letter duly signed and dated by you;
  2. 3 self photographs (passport sized, color photos with a white background),
  3. The originals and 2 sets of photocopies of the following documents:
     - Education degree certificate and all year mark sheets for the highest degree attained. Photocopies should include both front and backsides of certificate.
     - Proof of identity. Please bring your passport.

The other terms and conditions of the offer are as follows:

1. Your designation is **Trainee Consultant**. The designation may be changed at the discretion of the company depending on the work assigned to you. Your Joining date will be **4 January 2021**. Any changes in the joining date could be done by mutual agreement.

2. Your home location would be **Hyderabad**. However, your services are transferable and you may be assigned to any office of **TekLink** a subsidiary, or associate company. In such case, travel and lodging expenses would be reimbursed to you.

3. You will be provided classroom and on the job training for a period of 6 months effective your date of joining.

4. You will need to sign 2 year service agreement bond with TekLink on your joining day, agreeing to the terms & conditions.

Manish Maheshwari
Digitally signed by Manish Maheshwari
Date: 2020.12.22 15:00:16 +05'30'

(Signature of TekLink Management)

(Signature of Employee)

TekLink Software Pvt. Ltd
7th Floor - Block A, Q City, Nanakramguda, Gachibowli, Hyderabad, Telangana - 500032, India.
www.teklink.com

5. Successful completion of course is a pre-requisite for joining us.

6. You will retire from the services of the Company on attaining the age of superannuation [58 years].

7. Travel expenses: Travel expenses are only paid for transferee within India.
   - **Reimbursement of Travel Expenses:** Associate is entitled for 3-AC train fare, will be reimbursed, upon submission of expense sheet & supporting receipts.

8. All expenses will be paid on successfully completion of probation period.

9. Salary credit date at TekLink is 5th of every month.

10. **Probation Period**: You will be on a probation period for the first 6 months from the date of joining. If your performance is not satisfactory or you get involved in unprofessional ethics, then TekLink management will have full rights to terminate your services without notice or compensation.

11. **Notice Period/Termination** — This contract of employment between you and the Company may be terminated by you by giving 3 months notice or gross monthly salary in lieu thereof. However release from the services of the company will be subject to satisfactory handover of the responsibilities assigned to you.

    In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any member of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice. In the event of special circumstances, company may terminate your employment without notice.

12. 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).

13. Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.

14. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

15. The benefits as outlined herein and in Company policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.

16. It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.

Manish Maheshwari

Digitally signed by Manish Maheshwari
Date: 2021.12.22 15:01:02 +05'30'

Jayashri Salampuriya

(Signature of TekLink Management)

(Signature of Employee)

TekLink Software Pvt. Ltd
7th Floor - Block A, Q City, Nanakramguda, Gachibowli, Hyderabad, Telangana - 500032, India.
www.teklink.com

Compensation Details

1. Annual CTC Rs.3,75,000/- (Rupees Three Lakh Seventy Five Thousand Only.) per annum. All applicable taxes shall be deducted from this amount.

Yearly Gross Salary (Total CTC)	Rs.375000
Total Fixed Pay (Per Year)	Rs.325000
Performance based Variable Pay (Per Year)	Rs.50000

2. Note: Your Performance Variable Pay is based on your performance for the year and you are entitled to a maximum payment as stated above. This amount can vary based on your performance. At the time of reimbursement you should be a full time employee of TekLink and should not be serving notice period.

3. Group Medical Insurance (GMI): All Full time employees are covered under GMI. To avail this benefit minimum of 24hours hospitalization is mandate. This also covers the immediate family members of the employee, spouse and two unmarried children. The insurance coverage ceases once the employee is relieved from the services of the company.

4. Appraisal Cycle at TekLink is January to December. Your salary will be reviewed after one year from your probation confirmation date. Your salary Break-up is as follows:

Salary Head	Monthly (Rs.)	Yearly (Rs.)
Basic	10629	127548
HRA	4252	51024
Special Allowance	5518	66216
Communication and Internet Expense	2000	24000
Food Allowance	2200	26400
Total (A)	**24599**	**295188**
CTC (B)		
PF Contribution	1973	23676
Gratuity		6135
Total (B)	**1973**	**29811**
Total Fixed CTC (A+B)	**26572**	**325000**
Variable Component (C)		**50000**
Total(A+B+C)	**26572**	**375000**

Food allowance is not applicable while availing per-diem/project allowance. That will be applicable when you travel internationally for the project etc.

The above are subject to the policies of the organization, as applicable from time to time.

Manish Maheshwari
Digitally signed by Manish Maheshwari
Date: 2020.12.22 15:02:24 +05'30'

(Signature of TekLink Management)

(Signature of Employee)

Jayashri Salampuriya

TekLink Software Pvt. Ltd
7th Floor - Block A, Q City, Nanakramguda, Gachibowli, Hyderabad, Telangana - 500032, India.
www.teklink.com

GN-19-20

17. During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business.

18. Information pertaining to Company operations and intellectual property is confidential and you will sign a non-disclosure agreement. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.

19. All employees are required to read and comply with TekLink's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.

20. 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.

21. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.

22. You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.

23. 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.

24. Your appointment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any of your previous employers).

25. All terms and conditions of employment will be governed by the company policy.

Our aim is to make working with TekLink an experience, which is rewarding to the client and the consultant. TekLink aims to nurture successful relationship with its clients, which would result in effective and efficient solutions to their IT needs, and provide a competitive advantage through strategic use of IT resources. We are excited to have you join TekLink where we provide motivating and energizing environment so that our consultants can deliver their best.

We welcome you to TekLink family. Come grow with us.

Sincerely,

Manish Maheshwari
Digitally signed by Manish Maheshwari
Date: 2020.12.22 15:01:45 +05'30'

Manish Maheshwari
India Operation Head
TekLink International Inc.

Jayashri Salampuriya

Accepted by,

Jayashri Salampuriya
Place:
Date:

TekLink Software Pvt. Ltd
7th Floor - Block A, Q City, Nanakramguda, Gachibowli, Hyderabad, Telangana - 500032, India.
www.teklink.com

TAP/2020/R/61

Think TekLink
High Performance Consulting

Date: 22 December 2020

Ms. Shruti Gopal Umbarkar
Email: umbarkarshruti200@gmail.com
Phone Number: 9527618234

Dear Shruti Gopal,

We are pleased to offer you the position of **Trainee Consultant** at our organization in Hyderabad. Attached are the specific terms and conditions of our offer. Please read these important details carefully, including your compensation and benefits details.

Acceptance and Commencement

To confirm your acceptance of this offer, you are required to:

- Within 2 days from the receipt of this letter, respond via email to HRIndia@teklink.com to communicate acceptance of the offer and to confirm your joining date. Please note that if you do not send your acceptance to the email ID, the offer shall stand withdrawn. Upon the receipt of your email, we will send you the original paper copy of all the terms and conditions to your address.
- On your joining date, please bring the following Documents:
  1. The original and 1 photocopy of this letter duly signed and dated by you;
  2. 3 self photographs (passport sized, color photos with a white background),
  3. The originals and 2 sets of photocopies of the following documents:
     - Education degree certificate and all year mark sheets for the highest degree attained. Photocopies should include both front and backsides of certificate.
     - Proof of identity. Please bring your passport.

The other terms and conditions of the offer are as follows:

1. Your designation is **Trainee Consultant**. The designation may be changed at the discretion of the company depending on the work assigned to you. Your Joining date will be **4 January 2021**. Any changes in the joining date could be done by mutual agreement.

2. Your home location would be **Hyderabad**. However, your services are transferable and you may be assigned to any office of **TekLink** a subsidiary, or associate company. In such case, travel and lodging expenses would be reimbursed to you.

3. You will be provided classroom and on the job training for a period of 6 months effective your date of joining.

4. You will need to sign 2 year service agreement bond with TekLink on your joining day, agreeing to the terms & conditions.

Manish Maheshwari
Digitally signed by Manish Maheshwari
Date: 2020.12.22 15:11:46 +05'30'

(Signature of TekLink Management)

(Signature of Employee)

Shruti Gopal Umbarkar

TekLink Software Pvt. Ltd
7th Floor - Block A, Q City, Nanakramguda, Gachibowli, Hyderabad, Telangana - 500032, India.
www.teklink.com

5. Successful completion of course is a pre-requisite for joining us.

6. You will retire from the services of the Company on attaining the age of superannuation [58 years].

7. Travel expenses: Travel expenses are only paid for transferee within India.
   - **Reimbursement of Travel Expenses:** Associate is entitled for 3-AC train fare, will be reimbursed, upon submission of expense sheet & supporting receipts.

8. All expenses will be paid on successfully completion of probation period.

9. Salary credit date at TekLink is 5th of every month.

10. **Probation Period**: You will be on a probation period for the first 6 months from the date of joining. If your performance is not satisfactory or you get involved in unprofessional ethics, then TekLink management will have full rights to terminate your services without notice or compensation.

11. **Notice Period/Termination** — This contract of employment between you and the Company may be terminated by you by giving 3 months notice or gross monthly salary in lieu thereof. However release from the services of the company will be subject to satisfactory handover of the responsibilities assigned to you.

    In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any member of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice. In the event of special circumstances, company may terminate your employment without notice.

12. 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).

13. Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.

14. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

15. The benefits as outlined herein and in Company policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.

16. It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.

Manish Maheshwari

Digitally signed by Manish Maheshwari
Date: 2020.12.22 15:12:05 +05'30'

(Signature of TekLink Management)

Shruti Gopal Umbarkar

(Signature of Employee)

TekLink Software Pvt. Ltd
7th Floor - Block A, Q City, Nanakramguda, Gachibowli, Hyderabad, Telangana - 500032, India.
www.teklink.com

17. During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business.

18. Information pertaining to Company operations and intellectual property is confidential and you will sign a non-disclosure agreement. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.

19. All employees are required to read and comply with TekLink's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.

20. 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.

21. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.

22. You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.

23. 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.

24. Your appointment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any of your previous employers).

25. All terms and conditions of employment will be governed by the company policy.

Our aim is to make working with TekLink an experience, which is rewarding to the client and the consultant. TekLink aims to nurture successful relationship with its clients, which would result in effective and efficient solutions to their IT needs, and provide a competitive advantage through strategic use of IT resources. We are excited to have you join TekLink where we provide motivating and energizing environment so that our consultants can deliver their best.

We welcome you to TekLink family. Come grow with us.

Sincerely,

Manish Maheshwari
Digitally signed by Manish Maheshwari
Date: 2020.12.22 15:12:29 +05'30'

Manish Maheshwari
India Operation Head
TekLink International Inc.

Shruti Gopal Umbarkar

Accepted by,

Shruti Gopal Umbarkar
Place: I
Date: 24/12/2020

TekLink Software Pvt. Ltd
7th Floor - Block A, Q City, Nanakramguda, Gachibowli, Hyderabad, Telangana - 500032, India.
www.teklink.com

4R-19-20

Compensation Details

1. Annual CTC Rs.3,75,000/- (Rupees Three Lakh Seventy Five Thousand Only.) per annum. All applicable taxes shall be deducted from this amount.

Yearly Gross Salary (Total CTC)	Rs.375000
Total Fixed Pay (Per Year)	Rs.325000
Performance based Variable Pay (Per Year)	Rs.50000

2. Note: Your Performance Variable Pay is based on your performance for the year and you are entitled to a maximum payment as stated above. This amount can vary based on your performance. At the time of reimbursement you should be a full time employee of TekLink and should not be serving notice period.

3. Group Medical Insurance (GMI): All Full time employees are covered under GMI. To avail this benefit minimum of 24hours hospitalization is mandate. This also covers the immediate family members of the employee, spouse and two unmarried children. The insurance coverage ceases once the employee is relieved from the services of the company.

4. Appraisal Cycle at TekLink is January to December. Your salary will be reviewed after one year from your probation confirmation date. Your salary Break-up is as follows:

Salary Head	Monthly (Rs.)	Yearly (Rs.)
Basic	10629	127548
HRA	4252	51024
Special Allowance	5518	66216
Communication and Internet Expense	2000	24000
Food Allowance	2200	26400
Total (A)	**24599**	**295188**
CTC (B)		
PF Contribution	1973	23676
Gratuity		6135
Total (B)	**1973**	**29811**
Total Fixed CTC (A+B)	**26572**	**325000**
Variable Component (C)		**50000**
Total(A+B+C)	**26572**	**375000**

Food allowance is not applicable while availing per-diem/project allowance. That will be applicable when you travel internationally for the project etc.

The above are subject to the policies of the organization, as applicable from time to time.

Manish Maheshwari
Digitally signed by Manish Maheshwari
Date: 2020.12.22 15:12:49 +05'30'

(Signature of TekLink Management)

(Signature of Employee)

Shruti Gopal Umbarkar

TekLink Software Pvt. Ltd
7th Floor - Block A, Q City, Nanakramguda, Gachibowli, Hyderabad, Telangana - 500032, India.
www.teklink.com

TAP/2020/R/43

13 February, 2020

SUBJECT – LETTER OF INTENT

Dear Jay Chaware,
SSGMCE, Shegaon- CSE - 7350905759

With reference to our discussion, we have shortlisted you for the entry level-I position in our organization based out of Ahmedabad, Gujarat Location, subject to following conditions:

1. You must clear further rounds of interview during our next visit after your completion of course between March-May 2020.
2. On your successful completion of our selection process, you will be given a detailed offer letter mentioning the detailed CTC break-up and the date of joining after your exams.

Please note that this letter of intent is issued to you to inform that you have been shortlisted for next rounds of selection process and doesn't guarantee any employment with us at this stage.

Wish you best of luck!!

For, TTEC India Customer Solutions Pvt. Ltd.

Authorized Signatory

JAP/2020/R/42

13 February, 2020

SUBJECT – LETTER OF INTENT

Dear Priyanka Dilip Mundhada,
Shri Sant Gajanan Maharaj College of Engineering, Shegaon- CSE -8378045983

With reference to our discussion, we have shortlisted you for the entry level-I position in our organization based out of Ahmedabad, Gujarat Location, subject to following conditions:

1. You must clear further rounds of interview during our next visit after your completion of course between March-May 2020.
2. On your successful completion of our selection process, you will be given a detailed offer letter mentioning the detailed CTC break-up and the date of joining after your exams.

Please note that this letter of intent is issued to you to inform that you have been shortlisted for next rounds of selection process and doesn't guarantee any employment with us at this stage.

Wish you best of luck!!

For, TTEC India Customer Solutions Pvt. Ltd.

Authorized Signatory

TAP/2020/R/44

Integrity, Innovation, Serenity

Tudip/EH/CAH 2020

June 03, 2020

Tejal Nandapure

03, Abhilasha Apt,
Shastri Nagar, Akola

Phone – +91-8446997620

Dear Tejal,

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 **3rd June 2020** (Wednesday)

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

TAP/2020/R/55

PRIVATE AND CONFIDENTIAL

Ms. Vaishnavi Vinayak Kale,
#4, Khamgaon Road, Jagdamba Nagar,
Near Vatika,
Shegaon - 444203
Ph: +91 7385890345

OFFER OF EMPLOYMENT

We refer to your application for employment and subsequent interviews you had with us.
We are pleased to offer you employment with Unisys India Private Limited, on the following terms and conditions.

COMMENCEMENT OF EMPLOYMENT

Your employment would be effective from **December 07, 2020.**

QUALIFICATION AND EXPERIENCE

Your relevant qualification and relevant experience considered for this position / job title is **B.Tech Fresher.**

JOB TITLE

Your job title will be **Assoc Application Test Eng.**

REMUNERATION

Your total remuneration will be **INR 429,969/- (Four Lakh Twenty Nine Thousand Nine Hundred and Sixty Nine Rupees only)** per annum. A detailed break-up of the compensation will be discussed, and will be based upon Unisys segmentation between basic and non-basic compensation structure referenced below:

Basic Salary (Base Pay): Rs 174,000
House Rent Allowance (HRA): Rs 87,000
Bonus / Ex-gratia: Rs 34,800
Special Allowance: Rs 104,200
Provident Fund (Company's contribution): Rs 21,600
Gratuity (Company's contribution): Rs 8,369
Total Gross Compensation: INR 429,969

Additional Benefits
- Shift Allowance upto INR 80,850/- p.a as per the company policy as applicable to your Role Code
- Company provided transport as per the company policy as applicable to your Role code, Work Location and Shift
- You will be covered under the Group Mediclaim Insurance policy upto 3 lakhs of annual medical coverage for hospitalization
- You will be covered under the Group Term Life Program and Group Personal Accident Insurance Policy
- Gratuity component mentioned under retirals will be applicable as per The Payment of Gratuity Act, 1972
- You can choose to allocate INR 1100 towards Food coupons from your Special Allowance
- You can choose to allocate upto one month's Basic salary towards LTA from your Special Allowance

TRAINING PERIOD

On your joining, you are expected to undergo Foundation Program Training which comprises of classroom training and on the job training. The training duration, scope and qualifying criteria are purely based on Business requirements. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the training.

TAXATION AND OTHER DEDUCTIONS

Unisys shall withhold the appropriate amount of Indian income taxes from the salary paid to you. You shall be responsible for filing your personal returns and for complying with other requirements under the India tax laws. Unisys shall also be entitled to deduct any other sums as may be recoverable from you time to time.

HOURS OF WORK

You are required to work for a total of 45 hours per week and you are required to work in shifts.

EARNED LEAVE

You will be eligible for annual earned leave per Unisys India Paid Time Off practice that will be accrued on a monthly basis. Employees continue to earn leave until their balance reaches the limits prescribed in the Unisys India Paid time off Practice.

PLACE OF WORK

You will report into the Unisys offices at **Unisys India Private Limited - RGA (Non SEZ: 4F & 9F), Block 3, Wing B, Survey No. 31/1, Sarjapur Main Rd, Carmelaram, Hadosiddapura, Chikkakannalli Village, Bangalore, 560035, Karnataka.**

Unisys may, at any point of time, in its sole discretion, after giving you reasonable notice, transfer or assign your services to any place of business of the Company that may presently be operating, or which may subsequently be acquired or established, in any part of India or abroad. In such event, the terms and conditions governing your service shall be those applicable at the location of transfer or those applicable to employees of such subsidiaries or affiliates as the case may be.

Unisys may also depute you to any work, or assign your services to any associate company, branch, office, subsidiary or other companies, concerns, organizations, or firms with whom Unisys may make any such arrangement or agreement. You may also be required on a temporary basis to work at any client premises based in India or overseas.

PROPRIETARY INFORMATION, INVENTIONS AND NON-COMPETITION

You shall be required to execute a separate Employee Proprietary Information, Inventions and Non-Competition Agreement as part of your on-boarding.

PROBATION/NOTICE PERIOD.

On joining Unisys, you shall be on probation for six months from the actual date of your joining with us and will continue to be so unless and until you are expressly confirmed in the regular service of the Company. The probation period may be curtailed or extended by Unisys management at its sole discretion. Your confirmation will be communicated to you in writing. The Company reserves the right to extend the probationary period in the event that your performance is not up to expectation.

During your probation, your service can be terminated within one (1) month notice or salary thereof on either side. After confirmation you will be required to give **two** months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. In the event you have an incomplete assignment, Unisys will have the discretion to relieve you only at the end of the **two** months' notice period. Similarly the Company can terminate your services by giving **two** months' notice or salary thereof. Unisys reserves the right, however, to terminate your employment for disciplinary reasons at any time without notice or payment in lieu thereof.

Notice period is linked to be role/role code based on Unisys Separation policy. Notice period pertaining to your Specific role code

will be considered at the time of separation

GENERAL PROVISIONS

As an employee in the full time employment of the Company, you will be obliged to devote your entire time, attention and effort to the furtherance of Unisys business, and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself or devote your time or attention to any employment, business or position of monetary interest, other than that of the Company

You will keep us informed of any change in your residential address, your family status or any other personal particulars relevant to your employment.

In addition to the terms and conditions of employment specifically stated herein, you shall be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended or modified by Unisys from time to time. Statutory laws enacted by Central or State Government or local authorities will also govern you as may be applicable to you from time to time.

Further you are required to complete the **Corporate Ethics Training** within 30 days from the date of joining Unisys. Noncompliance of this clause shall be viewed very seriously by the management and it shall result in termination of employment.

In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court in Bangalore.

The terms of this offer detailed above are strictly confidential and should be treated as privileged information between you and the Company. You are expected to maintain such information appropriately.

RETIREMENT

You will retire from the employment of Unisys on attaining the age of superannuation which will be end of the month in which you attain 60 years of age.

DOCUMENTS/TESTIMONIALS

You are required to produce originals/photocopies of documents on the day of joining as per **Annexure 'C'**. If you are not in a position to submit complete set of documents, we will not be in a position to employ you and this offer will automatically stand cancelled.

Please note all documents/testimonials submitted to Unisys will be verified as per our background verification process. Any omissions or misrepresentation of any facts will result in the termination of your employment.

ACCEPTANCE OF OUR OFFER

Please confirm your acceptance of our offer by signing and returning the duplicate copy of this letter for my attention within two days from the date of this letter.

This letter may not be modified or amended except by a written agreement, signed by an officer of Unisys and by you. Your employment with Unisys is for no specified period and constitutes at will employment.

CONCLUSION

We hope you find this offer to be a satisfactory basis for joining Unisys. We at Unisys are greatly impressed by your caliber and special skills. We have great hopes of your ability to help us build an even more successful enterprise, while developing an excellent career for yourself.

We look forward to receiving your acceptance and to working with you in the development of the Company, and seeking ways for you to secure the necessary stimulation and advancement. If you have any questions, please do not hesitate to call us.

We welcome you to the Unisys family and wish you a rewarding career over the years to come.

Yours sincerely,

Signature:

Sudev Das
Director - Recruiting
Unisys India Private Limited
Date: December 02, 2020

ACCEPTANCE OF EMPLOYEE

To: Unisys India Private Limited

I **Vaishnavi Vinayak Kale,** have read and understood the above Offer Letter and Compensation Package relating to my services and employment with Unisys India Private Limited and the same is acceptable to me. I will join on or before **December 07, 202**

Signature:

Date: Signed2

Place:

EMPLOYEE TRAINING AGREEMENT

This **Employee Training Agreement** is entered into this **December 07, 2020.**

Between

Unisys India Private Limited a Company incorporated under the Companies Act, 1956 and having its Registered office at Unisys India, Special Economic Zone (Unit I) **RGA Tech Park, Block-03, Wing B 5th,6th,7th,8th, & 10th Floor, Survey No 33/1, Chikkannhelli Village, Sarjapur Main Road, Bangalore 560 035.** India hereinafter referred to as **"Unisys"** (which expression shall unless excluded by or repugnant to the context include its successors and assigns) of the ONE PART;

AND

Vaishnavi Vinayak Kale D/o **Vinayak Kale** hereinafter referred to as the **"Employee"** (which expression shall unless excluded by or repugnant to the context include his heirs, successors, legal representative, administrators and executors) of the OTHER PART.

WHEREAS:

The Employee is an employee of Unisys India Private Limited.

The Employee has been selected by Unisys to undergo specialized and practical training. Training includes on job straining, e-learning, Mentoring, Class room Training and process training, in the area of his/ her work.

Unisys would have to incur a large amount of expenditure in imparting such specialized training to the Employee.

Hence, the Employee has agreed that, for imparting such unique training, he / she will continue to work for Unisys for a period of **eighteen (18) months** from the date of Joining Unisys and that, if he / she desires to quit his / her employment with Unisys, the Employee will compensate Unisys for the loss that will be suffered by Unisys.

In the circumstances, the parties herein have agreed to reduce this arrangement to writing as set out below.

NOW THIS AGREEMENT WITNESSETH:

The Employee has been selected by Unisys to undergo specialized and practical training. Training includes on job training, e-learning, Mentoring, Class room Training and process training, in the area of his/her work.

In consideration of Unisys having to incur substantial costs in imparting such specialized training to the Employee, the Employee hereby agrees, undertakes and assures Unisys that the Employee shall remain in employment with Unisys for a minimum period of eighteen (18) months from the date of joining, for imparting such unique training.

The Employee hereby agrees and undertakes that, in the event of any violation by the Employee of the condition mentioned in clause 2, the Employee shall be liable to pay to Unisys, as and by way of an indemnity,

a sum of **INR100,000/- (Rupees one lac only),** towards reimbursement of the costs incurred by Unisys for having imparted such specialized training on the Employee.

in the event the Employee leaves the employment of Unisys during the period of training, the Employee will reimburse Unisys the full and final amount of a sum of **INR100,000/- (Rupees one lac only)**, towards reimbursement of the expenses and / or will be adjusted against dues payable to the employee, if any, at the time of full & final settlement. Any further dues post deduction from the employee claims should be paid by the Employee within 2 weeks from the due date.

Upon any violation of any of the conditions mentioned above coming to the knowledge of Unisys, the said amounts as stated in clause 3 shall become due and payable by the Employee to Unisys within a period of two weeks from the date of the Employee being called upon to do so by Unisys, together with interest thereon at the rate of 18% per annum from the date of the expiry of two weeks till payment.

This Agreement does not create any right in favor of the Employee to remain in employment with Unisys for the minimum period of eighteen (18) months from the date joining Unisys and Unisys's rights to terminate the Employee's employment, as set out in the Offer of employment issued to the Employee, remains unaffected.

The Employee agrees that all information made available to the employee during his/her training is confidential information and shall hold it in trust and confidence. The Employee agrees not to disclose such information to any third party anywhere in the world or use such information for any purpose other than that for which such information has been disclosed to him/her, without obtaining prior written consent from Unisys. The Employee shall return to Unisys all confidential information, including all copies, translations, conversions, modifications and derivations thereof, upon completion of the need for the same or on resignation/ termination of his/her employment with Unisys.

This Agreement is in addition to and not in derogation of any of the other terms of employment between Unisys and the Employee.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE AFFIXED THEIR RESPECTIVE SIGNATURES ON THE DATE FIRST HEREIN ABOVE MENTIONED

Sudev Das
Director – Recruiting
Unisys India Private Limited
Date: December 02, 2020

Accepted:

Employee Name: Vaishnavi Vinayak Kale

Date: Signed2

Ms. Vaishnavi Vinayak Kale,
#4, Khamgaon Road, Jagdamba Nagar,
Near Vatika,
Shegaon - 444203
Ph: +91 7385890345

Dear Vaishnavi Vinayak Kale,

Subject: Relocation Assistance

You have accepted an offer of employment with Unisys and has agreed to relocate from your present primary residence to Bangalore / Hyderabad /Mumbai / Others. Unisys will provide relocation assistance as per **Annexure D** in accordance with Unisys India Relocation Plan.

In the event, you fail to commence employment at the new location on the specified date, or voluntarily terminate employment within twelve (12) months from the effective date of the assignment or employment, you agree to refund Unisys toward the relocation assistance payments received from Unisys.

Alternatively, Unisys will have the right to recover the relocation assistance payments from your full and final settlement. Relocation assistance payments include all monies paid to you under the Unisys Relocation Plan being provided, and all amounts paid directly or indirectly to any supplier or vendor in connection with associate's Unisys-sponsored relocation, as well as any tax assistance applicable to those payments ("Reimbursement Amount"). Any amounts recovered by Unisys shall not relieve your obligation to repay in full.

Yours sincerely,

ANNEXURE C

DAY-ONE FORMALITIES
JOINING FORMALITIES & NEW HIRE ORIENTATION/INDUCTION

Dear Vaishnavi Vinayak Kale,

Please report at 9.30 AM at the following office address on the day of joining:

Unisys India Private Limited, - **RGA SEZ - UNIT, 7th Floor Infinity Training Room, Block – 3, Wing – B Survey no# 31/1, Sarjapur Main Road, Carmelaram, Hadosiddapura, Chikkakannalli, Bangalore, 560035.**

Kindly note that it is important to be on time to complete joining formalities.

Salary Payout: If you join us on or before 10th of the month, your salary will be paid in the same month. If you join after 10th of the month, your salary will be paid in the subsequent month along with the previous month's salary.

Please **bring originals** and **1 set of photocopies** of the following documents:

- Education mark sheets (all semester / year mark sheets) & certificate from 10th standard to highest degree attained. Photocopies should include both front and back side of the mark sheets and certificates.
- Relieving letter from most recent employer is a must. If not, resignation acceptance letter issued by HR. Subsequently, relieving letter has to be submitted within three weeks.
- Relieving letter or experience certificate from your previous employers specifying exact dates / duration of employment.
- Six passport size colour photographs.
- Passport (All pages with entries).
- Proof of identity. Bring one of the following documents. Passport, Driving Licence, Voter's ID card or PAN card.
- Address proof current and permanent. Bring one of the following documents. Most recent BSNL phone bill, Electricity bill, Water bill, Lease deed, Rent deed, Ration card or Passport.
- UAN/PF Number, Cancelled cheque with the name on it, Bank Passbook/Bank Statement with IFSC code
- **PAN Card and Aadhaar Card copy is a must for salary processing. If you do not have a PAN card, please apply for the same immediately.**

Please note, all of the above mentioned documents are mandatory and we will not be able to induct you without these documents.

All original documents will be returned to you on the same day after verification by **Human Resources Department** and copies will be retained for records.

Should you require any clarifications and/or on joining date, please contact the following:

Contact Person: Dinesh S Ph: +91 8548047769 (Direct), E-mail: dinesh.shankaran@unisys.com

I have read and understood the above documents checklist and agreed to submit the same on my joining date.

Name: Vaishnavi Vinayak Kale,

Sudev Das
Director – Recruiting
Unisys India Private Limited
Date: December 02, 2020

Accepted:

Employee Name: Vaishnavi Vinayak Kale,

Date: Signed2

ANNEXURE 'D'

Amount towards travel from place of residence to Unisys location covering your self will reimburse one-way economy air travel fare maximum amount **INR 10,000 (Ten Thousand Rupees Only)** (subject to submission of satisfactory bills/tickets/boarding pass) or II/III A/C Train/ A/C Bus fare on submission of tickets subject to a ceiling of **INR 10,000 (Ten Thousand Rupees Only).**

Amount towards provision of company guest house only for employee (will be arranged by Unisys) for initial accommodation of seven days and maximum amount of **INR 15,000 (Fifteen Thousand Rupees Only).**

Sudev Das
Director – Recruiting
Unisys India Private Limited
Date: December 02, 2020

Accepted:

Employee Name: Vaishnavi Vinayak Kale,

Date: Signed2

TAP/2020/R/13

VALUEMOMENTUM

Deliver Value. Drive Momentum.

Offer Letter

20th Aug'19

Dear Aboli Sunil Chintawar,

With reference to the interviews and subsequent discussions you had with us, we are pleased to extend an offer to you as **"Software Engineer - Trainee, Grade - A1".**

At the time of joining, you are required to submit the following:

1. Photocopies of all certificates including birth certificate, academic qualifications
2. 3 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)

ver Value. Drive Momentum.

Stack up details of Compensation

Name: Mr. Aboli,

Components	Monthly Amount	Annual
Basic Salary	8250	99000
House Rent Allowance	3300	39600
Special Pay	9587	115040
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	397	4760
LSI	0	0
Flexible Benefits:		
Meal Card	2500	30000
LTA	1667	20000
Total	27500	330000
Annual Component (Payable from the date of joining)	**Variable Pay**	**0**
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, Group Term Life Insurance, Group Personal Accidental Insurance and Income tax as applicable.
2. You will be entitled to Benefit like Group Mediclaim Personal Insurance as per the company policy.

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 **1st June 2020**.

Talent Acquisition Group

Candidate Signature

VALUEMOMENTUM

Deliver Value. Drive Momentum

~~2021~~
19-20
A

Appointment Letter

9th Dec'20

Mr Aman Gupta

Dear Aman,

Further to the interviews and the discussions you had with us, we are pleased to appoint you in the position of **"Software Engineer- Trainee", Grade- "A1"** in our organization. **ValueMomentum** is organized into multiple lines of businesses (LoB). You will be joining the "**Digital and Cloud Solutions**" LoB.

Digital and Cloud Solutions LoB helps enterprises in their transformation journey to achieve digital business outcomes.

Your compensation and the terms of your appointment are as stated in the annexure.

Please note your appointment is contingent to:

1. Successful back ground verification check.
2. Your accepting the organization's terms of employment, "employment agreement" and company policies existing and modified from time to time You may therefore review the terms and return a copy of this letter duly signed as a token of your formal acceptance.

You will be based at one of our Hyderabad Offices.

ValueMomentum has pleasure in welcoming you on board.

We look forward to the prospect of a long and mutually rewarding professional association.

Sincerely,
for ValueMomentum Software Services Private Limited

Rajesh Tatineni
Human Resources

Aman Gupta (Dec 9, 2020 15:53 GMT+5.5)

I accept the terms of this Letter
(Signature)

TAP/2020/S/01

Offer Letter

10th Sep'19

Dear Ashutosh Girish Pasarkar,

Congratulations! You have successfully completed the interview process with ValueMomentum and we're excited to offer you the position of "**Software Engineer Testing** - **Trainee**" Grade **– A1.** The interactions during the interview process have been quite enriching, and it helped us to know you better. We're confident that your knowledge, goals and values are a perfect match for the organization.

You will be joining the **QualityLeap** Line of Business (LoB) group of the organization. We hope you will fulfill all your career aspirations while playing a significant role in LoB's growth!

Your date of joining would be **1-Jun-20**. You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

Briefly about QualityLeap LoB:
QualityLeap Line of Business group is a major contributor to ValueMomentum's growth. The service offerings of the LoB enables our customers maximize quality, timeliness and budget of their technology initiatives. The LoB infuses advanced QA testing techniques to significantly accelerate customers' time-to-market while enabling them to stay within, or even under budget.

At the time of joining, you are required to submit the following:

- Photocopies of all certificates including birth certificate, academic qualifications
- 3 Passport size photographs
- Passport copy (all pages)
- Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with mark sheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process.

Sincerely,

For ValueMomentum Software Services Pvt. Ltd.

I accept the terms of this letter

(Candidate's Signature)

Stack up details of Compensation

Name: Mr. Ashutosh,

Components	Monthly Amount	Annual
Basic Salary	9000	108000
House Rent Allowance	3600	43200
Special Pay	11001	132008
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	433	5192
ESI	0	0
Flexible Benefits:		
Meal Card	2500	30000
LTA	1667	20000
Total	**30000**	**360000**
Annual Component (Payable from the date of joining)	**Variable Pay**	
Total Annual Gross Salary	**360000 (Rupees Three Lakh Sixty 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, Group Term Life Insurance, Group Personal Accidental Insurance and Income tax as applicable.
2. You will be entitled to Benefit like Group Mediclaim Personal Insurance as per the company policy.

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 **1-Jun-20**.

Talent Acquisition Group

Candidate Signature

TAP/2020/N/01

Offer Letter

10th Sep'19

Dear Bhushan Ganesh Lande,

Congratulations! You have successfully completed the interview process with ValueMomentum and we're excited to offer you the position of "**Software Engineer - Trainee**" Grade **– A1.** The interactions during the interview process have been quite enriching, and it helped us to know you better. We're confident that your knowledge, goals and values are a perfect match for the organization.

Your date of joining would be **1-Jun-20**. You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

At the time of joining, you are required to submit the following:

- Photocopies of all certificates including birth certificate, academic qualifications
- 3 Passport size photographs
- Passport copy (all pages)
- Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with mark sheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

Sincerely,

For ValueMomentum Software Services Pvt. Ltd.

I accept the terms of this letter

Bhande

(Candidate's Signature)

Stack up details of Compensation

Name: Mr Bhushan,

Components	Monthly Amount	Annual
Basic Salary	9000	108000
House Rent Allowance	3600	43200
Special Pay	11001	132008
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	433	5192
ESI	0	0
Flexible Benefits:		
Meal Card	2500	30000
LTA	1667	20000
Total	**30000**	**360000**
Annual Component (Payable from the date of joining)	**Variable Pay**	
Total Annual Gross Salary	**360000 (Rupees Three Lakh Sixty 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, Group Term Life Insurance, Group Personal Accidental Insurance and Income tax as applicable.
2. You will be entitled to Benefit like Group Mediclaim Personal Insurance as per the company policy.

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 **1-Jun-20** .

Talent Acquisition Group
Signature

Bhushan

Candidate

TAP/2020/S/02 1920

Offer Letter

10th Sep'19

Dear Bidisha Bose,

Congratulations! You have successfully completed the interview process with ValueMomentum and we're excited to offer you the position of "**Software Engineer Testing - Trainee**" Grade – **A1.** The interactions during the interview process have been quite enriching, and it helped us to know you better. We're confident that your knowledge, goals and values are a perfect match for the organization.

You will be joining the **QualityLeap** Line of Business (LoB) group of the organization. We hope you will fulfill all your career aspirations while playing a significant role in LoB's growth!

Your date of joining would be **1-Jun-20**. You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

Briefly about QualityLeap LoB:
QualityLeap Line of Business group is a major contributor to ValueMomentum's growth. The service offerings of the LoB enables our customers maximize quality, timeliness and budget of their technology initiatives. The LoB infuses advanced QA testing techniques to significantly accelerate customers' time-to-market while enabling them to stay within, or even under budget.

At the time of joining, you are required to submit the following:

- Photocopies of all certificates including birth certificate, academic qualifications
- 3 Passport size photographs
- Passport copy (all pages)
- Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with mark sheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process.

Sincerely,

I accept the terms of this letter

For ValueMomentum Software Services Pvt. Ltd.

(Candidate's Signature)

Stack up details of Compensation

Name: Ms. Bidisha,

Components	**Monthly Amount**	**Annual**
Basic Salary	9000	108000
House Rent Allowance	3600	43200
Special Pay	11001	132008
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	433	5192
ESI	0	0
Flexible Benefits:		
Meal Card	2500	30000
LTA	1667	20000
Total	**30000**	**360000**
Annual Component (Payable from the date of joining)	**Variable Pay**	
Total Annual Gross Salary	**360000 (Rupees Three Lakh Sixty 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, Group Term Life Insurance, Group Personal Accidental Insurance and Income tax as applicable.
2. You will be entitled to Benefit like Group Mediclaim Personal Insurance as per the company policy.

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 **1-Jun-20**.

Talent Acquisition Group **Candidate Signature**

TAP/2020/R/08

4R

Offer Letter

10th Sep'19

Dear Dipali Dattatray Kharat,

Congratulations! You have successfully completed the interview process with ValueMomentum and we're excited to offer you the position of "**Software Engineer** - **Trainee**" Grade **– A1.** The interactions during the interview process have been quite enriching, and it helped us to know you better. We're confident that your knowledge, goals and values are a perfect match for the organization.

Your date of joining would be **1-Jun-20**. You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

At the time of joining, you are required to submit the following:

- Photocopies of all certificates including birth certificate, academic qualifications
- 3 Passport size photographs
- Passport copy (all pages)
- Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with mark sheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

Sincerely,

For ValueMomentum Software Services Pvt. Ltd.

I accept the terms of this letter

Dkharat.

(Candidate's Signature)

Stack up details of Compensation

Name: Ms Dipali,

Components	Monthly Amount	Annual
Basic Salary	9000	108000
House Rent Allowance	3600	43200
Special Pay	11001	132008
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	433	5192
ESI	0	0
Flexible Benefits:		
Meal Card	2500	30000
LTA	1667	20000
Total	**30000**	**360000**
Annual Component (Payable from the date of joining)	**Variable Pay**	
Total Annual Gross Salary	**360000 (Rupees Three Lakh Sixty 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, Group Term Life Insurance, Group Personal Accidental Insurance and Income tax as applicable.
2. You will be entitled to Benefit like Group Mediclaim Personal Insurance as per the company policy.

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 **1-Jun-20** .

Dipali

Talent Acquisition Group Signature

Candidate

TAP/2020/U/01

Offer Letter

10th Sep'19

Dear Gaurav Naresh Bajaj,

Congratulations! You have successfully completed the interview process with ValueMomentum and we're excited to offer you the position of "**Software Engineer - Trainee**" Grade **– A1.** The interactions during the interview process have been quite enriching, and it helped us to know you better. We're confident that your knowledge, goals and values are a perfect match for the organization.

Your date of joining would be **1-Jun-20**. You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

At the time of joining, you are required to submit the following:

- Photocopies of all certificates including birth certificate, academic qualifications
- 3 Passport size photographs
- Passport copy (all pages)
- Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with mark sheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

Sincerely,

For ValueMomentum Software Services Pvt. Ltd.

I accept the terms of this letter

G. N. Bajaj

(Candidate's Signature)

Stack up details of Compensation

Name: Mr. Gaurav,

Components	**Monthly Amount**	**Annual**
Basic Salary	9000	108000
House Rent Allowance	3600	43200
Special Pay	11001	132008
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	433	5192
ESI	0	0
Flexible Benefits:		
Meal Card	2500	30000
LTA	1667	20000
Total	**30000**	**360000**
Annual Component (Payable from the date of joining)	**Variable Pay**	
Total Annual Gross Salary	**360000 (Rupees Three Lakh Sixty 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, Group Term Life Insurance, Group Personal Accidental Insurance and Income tax as applicable.
2. You will be entitled to Benefit like Group Mediclaim Personal Insurance as per the company policy.

You are requested to contact the Human Resources Department for further clarificatic n if any. This Offer Letter is valid for you to join on or before **1-Jun-20** .

G.N.Bajaj

Talent Acquisition Group Signature **Candidate**

TAP/2020/U/03

Offer Letter

10th Sep'19

Dear Isha Hasmukh Sayani,

Congratulations! You have successfully completed the interview process with ValueMomentum and we're excited to offer you the position of "**Software Engineer Testing - Trainee**" Grade – **A1.** The interactions during the interview process have been quite enriching, and it helped us to know you better. We're confident that your knowledge, goals and values are a perfect match for the organization.

You will be joining the **QualityLeap** Line of Business (LoB) group of the organization. We hope you will fulfill all your career aspirations while playing a significant role in LoB's growth!

Your date of joining would be **1-Jun-20**. You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

Briefly about QualityLeap LoB:
QualityLeap Line of Business group is a major contributor to ValueMomentum's growth. The service offerings of the LoB enables our customers maximize quality, timeliness and budget of their technology initiatives. The LoB infuses advanced QA testing techniques to significantly accelerate customers' time-to-market while enabling them to stay within, or even under budget.

At the time of joining, you are required to submit the following:

- Photocopies of all certificates including birth certificate, academic qualifications
- 3 Passport size photographs
- Passport copy (all pages)
- Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with mark sheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process.

Sincerely,

For ValueMomentum Software Services Pvt. Ltd.

I accept the terms of this letter

Sayani

(Candidate's Signature)

Stack up details of Compensation

Name: Ms. Isha,

Components	Monthly Amount	Annual
Basic Salary	9000	108000
House Rent Allowance	3600	43200
Special Pay	11001	132008
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	433	5192
ESI	0	0
Flexible Benefits:		
Meal Card	2500	30000
LTA	1667	20000
Total	**30000**	**360000**
Annual Component (Payable from the date of joining)	**Variable Pay**	
Total Annual Gross Salary	**360000 (Rupees Three Lakh Sixty 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, Group Term Life Insurance, Group Personal Accidental Insurance and Income tax as applicable.
2. You will be entitled to Benefit like Group Mediclaim Personal Insurance as per the company policy.

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 **1-Jun-20**.

Talent Acquisition Group

Kayani

Candidate Signature

TAP/2020/LJ/04

Offer Letter

10th Sep'19

Dear Janhvi Ajay Mangle,

Congratulations! You have successfully completed the interview process with ValueMomentum and we're excited to offer you the position of "**Software Engineer Testing - Trainee**" Grade – **A1.** The interactions during the interview process have been quite enriching, and it helped us to know you better. We're confident that your knowledge, goals and values are a perfect match for the organization.

You will be joining the **QualityLeap** Line of Business (LoB) group of the organization. We hope you will fulfill all your career aspirations while playing a significant role in LoB's growth!

Your date of joining would be **1-Jun-20**. You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

Briefly about QualityLeap LoB:
QualityLeap Line of Business group is a major contributor to ValueMomentum's growth. The service offerings of the LoB enables our customers maximize quality, timeliness and budget of their technology initiatives. The LoB infuses advanced QA testing techniques to significantly accelerate customers' time-to-market while enabling them to stay within, or even under budget.

At the time of joining, you are required to submit the following:

- Photocopies of all certificates including birth certificate, academic qualifications
- 3 Passport size photographs
- Passport copy (all pages)
- Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with mark sheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process.

Sincerely,

For ValueMomentum Software Services Pvt. Ltd.

I accept the terms of this letter

(Candidate's Signature)

Stack up details of Compensation

Name: Ms. Janhvi,

Components	**Monthly Amount**	**Annual**
Basic Salary	9000	108000
House Rent Allowance	3600	43200
Special Pay	11001	132008
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	433	5192
ESI	0	0
Flexible Benefits:		
Meal Card	2500	30000
LTA	1667	20000
Total	**30000**	**360000**
Annual Component (Payable from the date of joining)	**Variable Pay**	
Total Annual Gross Salary	**360000 (Rupees Three Lakh Sixty 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, Group Term Life Insurance, Group Personal Accidental Insurance and Income tax as applicable.
2. You will be entitled to Benefit like Group Mediclaim Personal Insurance as per the company policy.

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 **1-Jun-20**

Talent Acquisition Group

Candidate Signature

TAP/2020/R/07

Offer Letter

10th Sep'19

Dear Karan Elesh Bilakhiya,

Congratulations! You have successfully completed the interview process with ValueMomentum and we're excited to offer you the position of "**Software Engineer - Trainee**" Grade **– A1.** The interactions during the interview process have been quite enriching, and it helped us to know you better. We're confident that your knowledge, goals and values are a perfect match for the organization.

Your date of joining would be **1-Jun-20**. You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

At the time of joining, you are required to submit the following:

- Photocopies of all certificates including birth certificate, academic qualifications
- 3 Passport size photographs
- Passport copy (all pages)
- Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with mark sheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

Sincerely,

For ValueMomentum Software Services Pvt. Ltd.

I accept the terms of this letter

KBilakhiya

(Candidate's Signature)

Stack up details of Compensation

Name: Mr Karan,

Components	Monthly Amount	Annual
Basic Salary	9000	108000
House Rent Allowance	3600	43200
Special Pay	11001	132008
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	433	5192
ESI	0	0
Flexible Benefits:		
Meal Card	2500	30000
LTA	1667	20000
Total	**30000**	**360000**
Annual Component (Payable from the date of joining)	**Variable Pay**	
Total Annual Gross Salary	**360000 (Rupees Three Lakh Sixty 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, Group Term Life Insurance, Group Personal Accidental Insurance and Income tax as applicable.
2. You will be entitled to Benefit like Group Mediclaim Personal Insurance as per the company policy.

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 **1-Jun-20** .

Talent Acquisition Group
Signature

Kbilakhiya

Candidate

TAP/2020/N/03

Offer Letter

10th Sep'19

Dear Manali Manish Modi,

Congratulations! You have successfully completed the interview process with ValueMomentum and we're excited to offer you the position of "**Software Engineer - Trainee**" Grade **– A1.** The interactions during the interview process have been quite enriching, and it helped us to know you better. We're confident that your knowledge, goals and values are a perfect match for the organization.

Your date of joining would be **1-Jun-20**. You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

At the time of joining, you are required to submit the following:

- Photocopies of all certificates including birth certificate, academic qualifications
- 3 Passport size photographs
- Passport copy (all pages)
- Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with mark sheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

Sincerely,

For ValueMomentum Software Services Pvt. Ltd.

I accept the terms of this letter

Manali

(Candidate's Signature)

Stack up details of Compensation

Name: Ms Manali,

Components	**Monthly Amount**	**Annual**
Basic Salary	9000	108000
House Rent Allowance	3600	43200
Special Pay	11001	132008
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	433	5192
ESI	0	0
Flexible Benefits:		
Meal Card	2500	30000
LTA	1667	20000
Total	**30000**	**360000**
Annual Component (Payable from the date of joining)	**Variable Pay**	
Total Annual Gross Salary	**360000 (Rupees Three Lakh Sixty 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, Group Term Life Insurance, Group Personal Accidental Insurance and Income tax as applicable.
2. You will be entitled to Benefit like Group Mediclaim Personal Insurance as per the company policy.

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 **1-Jun-20**

Manali

Talent Acquisition Group
Signature

Candidate

TAP/2020/R/11

Offer Letter

10th Sep'19

Dear Madhu Anand Mandhane,

Congratulations! You have successfully completed the interview process with ValueMomentum and we're excited to offer you the position of "**Software Engineer Testing - Trainee**" Grade – **A1.** The interactions during the interview process have been quite enriching, and it helped us to know you better. We're confident that your knowledge, goals and values are a perfect match for the organization.

You will be joining the **QualityLeap** Line of Business (LoB) group of the organization. We hope you will fulfill all your career aspirations while playing a significant role in LoB's growth!

Your date of joining would be **1-Jun-20**. You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

Briefly about QualityLeap LoB:
QualityLeap Line of Business group is a major contributor to ValueMomentum's growth. The service offerings of the LoB enables our customers maximize quality, timeliness and budget of their technology initiatives. The LoB infuses advanced QA testing techniques to significantly accelerate customers' time-to-market while enabling them to stay within, or even under budget.

At the time of joining, you are required to submit the following:

- Photocopies of all certificates including birth certificate, academic qualifications
- 3 Passport size photographs
- Passport copy (all pages)
- Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with mark sheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process.

Sincerely,

For ValueMomentum Software Services Pvt. Ltd.

I accept the terms of this letter

Madhu

(Candidate's Signature)

Stack up details of Compensation

Name: Mr. Anand,

Components	Monthly Amount	Annual
Basic Salary	9000	108000
House Rent Allowance	3600	43200
Special Pay	11001	132008
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	433	5192
ESI	0	0
Flexible Benefits:		
Meal Card	2500	30000
LTA	1667	20000
Total	**30000**	**360000**
Annual Component (Payable from the date of joining)	**Variable Pay**	
Total Annual Gross Salary	**360000 (Rupees Three Lakh Sixty 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, Group Term Life Insurance, Group Personal Accidental Insurance and Income tax as applicable.
2. You will be entitled to Benefit like Group Mediclaim Personal Insurance as per the company policy.

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 **1-Jun-20**

Talent Acquisition Group

Candidate Signature

VALUEMOMENTUM

Deliver Value. Drive Momentum℠

Offer Letter

25th Oct'19

Dear Neha Vishwanath Mahalle,

Congratulations! You have successfully completed the interview process with ValueMomentum and we're excited to offer you the position of "**Software Engineer - Trainee**" Grade **- A1.**The interactions during the interview process have been quite enriching, and it helped us to know you better.We're confident that your knowledge, goals and values are a perfect match for the organization.

Your date of joining would be **1stJun'20**.You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

At the time of joining, you are required to submit the following:

- Photocopies of all certificates including birth certificate, academic qualifications
- 3 Passport size photographs
- Passport copy (all pages)
- Pan Card (Photo Copy)

Please bring all your original certificatessupporting your educational qualifications along with marksheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be either at Hyderabad/Pune.You may be asked to relocate to any of our offices depending on the business requirements.You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

Sincerely,

For ValueMomentum Software Services Pvt. Ltd.

I accept the terms of this letter

(Candidate's Signature)

VALUEMOMENTUM

Deliver Value. Drive Momentum℠

Stack up details of Compensation

Ms. Neha,

Components	Monthly Amount	Annual
Basic Salary	9000	108000
House Rent Allowance	3600	43200
Special Pay	11001	132008
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	433	5192
ESI	0	0
Flexible Benefits:		
Meal Card	2500	30000
LTA	1667	20000
Total	**30000**	**360000**
Annual Component (Payable from the date of joining)	**Variable Pay**	**0**
Total Annual Gross Salary	**360000 (Rupees Three Lakh Sixty 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, Group Term Life Insurance, Group Personal Accidental Insurance and Income tax as applicable.
2. You will be entitled to Benefit like Group Mediclaim Personal Insurance as per the company policy.

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 **1st Jun'20**.

Talent Acquisition Group **Candidate Signature**

TAP/2020/R/01

Offer Letter

10th Sep'19

Dear Pranav Pramod Chaudhari,

Congratulations! You have successfully completed the interview process with ValueMomentum and we're excited to offer you the position of "**Software Engineer** - **Trainee**" Grade **– A1.** The interactions during the interview process have been quite enriching, and it helped us to know you better. We're confident that your knowledge, goals and values are a perfect match for the organization.

Your date of joining would be **1-Jun-20**. You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

At the time of joining, you are required to submit the following:

- Photocopies of all certificates including birth certificate, academic qualifications
- 3 Passport size photographs
- Passport copy (all pages)
- Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with mark sheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

Sincerely,

For ValueMomentum Software Services Pvt. Ltd.

I accept the terms of this letter

(Candidate's Signature)

Stack up details of Compensation

Name: Mr Pranav,

Components	Monthly Amount	Annual
Basic Salary	9000	108000
House Rent Allowance	3600	43200
Special Pay	11001	132008
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	433	5192
ESI	0	0
Flexible Benefits:		
Meal Card	2500	30000
LTA	1667	20000
Total	**30000**	**360000**
Annual Component (Payable from the date of joining)	**Variable Pay**	
Total Annual Gross Salary	**360000 (Rupees Three Lakh Sixty 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, Group Term Life Insurance, Group Personal Accidental Insurance and Income tax as applicable.
2. You will be entitled to Benefit like Group Mediclaim Personal Insurance as per the company policy.

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 **1-Jun-20** .

Talent Acquisition Group
Signature

Candidate

TAP/2020/U/07 -

1-8

Offer Letter

10th Sep'19

Dear Pratik Mohan Chincholkar,

Congratulations! You have successfully completed the interview process with ValueMomentum and we're excited to offer you the position of "**Software Engineer Testing - Trainee**" Grade – **A1.** The interactions during the interview process have been quite enriching, and it helped us to know you better. We're confident that your knowledge, goals and values are a perfect match for the organization.

You will be joining the **QualityLeap** Line of Business (LoB) group of the organization. We hope you will fulfill all your career aspirations while playing a significant role in LoB's growth!

Your date of joining would be **1-Jun-20**. You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

Briefly about QualityLeap LoB:
QualityLeap Line of Business group is a major contributor to ValueMomentum's growth. The service offerings of the LoB enables our customers maximize quality, timeliness and budget of their technology initiatives. The LoB infuses advanced QA testing techniques to significantly accelerate customers' time-to-market while enabling them to stay within, or even under budget.

At the time of joining, you are required to submit the following:

- Photocopies of all certificates including birth certificate, academic qualifications
- 3 Passport size photographs
- Passport copy (all pages)
- Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with mark sheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process.

Sincerely,

I accept the terms of this letter

For ValueMomentum Software Services Pvt. Ltd.

(Candidate's Signature)

Stack up details of Compensation

Name: Mr. Pratik,

Components	Monthly Amount	Annual
Basic Salary	9000	108000
House Rent Allowance	3600	43200
Special Pay	11001	132008
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	433	5192
ESI	0	0
Flexible Benefits:		
Meal Card	2500	30000
LTA	1667	20000
Total	**30000**	**360000**
Annual Component (Payable from the date of joining)	**Variable Pay**	
Total Annual Gross Salary	**360000 (Rupees Three Lakh Sixty 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, Group Term Life Insurance, Group Personal Accidental Insurance and Income tax as applicable.
2. You will be entitled to Benefit like Group Mediclaim Personal Insurance as per the company policy.

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 **1-Jun-20**.

Talent Acquisition Group

Candidate Signature

TAP/2020/R/109

Offer Letter

10th Sep'19

Dear Preety Rajkumar Panjwani,

Congratulations! You have successfully completed the interview process with ValueMomentum and we're excited to offer you the position of "**Software Engineer - Trainee**" Grade – **A1.** The interactions during the interview process have been quite enriching, and it helped us to know you better. We're confident that your knowledge, goals and values are a perfect match for the organization.

Your date of joining would be **1-Jun-20**. You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

At the time of joining, you are required to submit the following:

- Photocopies of all certificates including birth certificate, academic qualifications
- 3 Passport size photographs
- Passport copy (all pages)
- Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with mark sheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

Sincerely,

For ValueMomentum Software Services Pvt. Ltd.

I accept the terms of this letter

Preety

(Candidate's Signature)

Stack up details of Compensation

Name: Ms Preety,

Components	Monthly Amount	Annual
Basic Salary	9000	108000
House Rent Allowance	3600	43200
Special Pay	11001	132008
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	433	5192
ESI	0	0
Flexible Benefits:		
Meal Card	2500	30000
LTA	1667	20000
Total	**30000**	**360000**
Annual Component (Payable from the date of joining)	**Variable Pay**	
Total Annual Gross Salary	**360000 (Rupees Three Lakh Sixty 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, Group Term Life Insurance, Group Personal Accidental Insurance and Income tax as applicable.
2. You will be entitled to Benefit like Group Mediclaim Personal Insurance as per the company policy.

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 **1-Jun-20**

Talent Acquisition Group
Signature

preety

Candidate

TAP/2020/R/12

Offer Letter

10th Sep'19

Dear Pritesh Giriraj Dammani,

Congratulations! You have successfully completed the interview process with ValueMomentum and we're excited to offer you the position of "**Software Engineer - Trainee**" Grade **– A1.** The interactions during the interview process have been quite enriching, and it helped us to know you better. We're confident that your knowledge, goals and values are a perfect match for the organization.

Your date of joining would be **1-Jun-20**. You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

At the time of joining, you are required to submit the following:

- Photocopies of all certificates including birth certificate, academic qualifications
- 3 Passport size photographs
- Passport copy (all pages)
- Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with mark sheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

Sincerely,

For ValueMomentum Software Services Pvt. Ltd.

I accept the terms of this letter

Dammani

(Candidate's Signature)

Stack up details of Compensation

Name: Mr Pritesh,

Components	Monthly Amount	Annual
Basic Salary	9000	108000
House Rent Allowance	3600	43200
Special Pay	11001	132008
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	433	5192
ESI	0	0
Flexible Benefits:		
Meal Card	2500	30000
LTA	1667	20000
Total	**30000**	**360000**
Annual Component (Payable from the date of joining)	**Variable Pay**	
Total Annual Gross Salary	**360000 (Rupees Three Lakh Sixty 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, Group Term Life Insurance, Group Personal Accidental Insurance and Income tax as applicable.
2. You will be entitled to Benefit like Group Mediclaim Personal Insurance as per the company policy.

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 **1-Jun-20** .

Talent Acquisition Group
Signature

Barmani

Candidate

4R

TAP/2020/R/103

Offer Letter

10th Sep'19

Dear Raksha Anil Gangan,

Congratulations! You have successfully completed the interview process with ValueMomentum and we're excited to offer you the position of "**Software Engineer - Trainee**" Grade **– A1.** The interactions during the interview process have been quite enriching, and it helped us to know you better. We're confident that your knowledge, goals and values are a perfect match for the organization.

Your date of joining would be **1-Jun-20**. You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

At the time of joining, you are required to submit the following:

- Photocopies of all certificates including birth certificate, academic qualifications
- 3 Passport size photographs
- Passport copy (all pages)
- Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with mark sheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

Sincerely,

For ValueMomentum Software Services Pvt. Ltd.

I accept the terms of this letter

Gangan.

(Candidate's Signature)

Stack up details of Compensation

Name: Ms Raksha,

Components	Monthly Amount	Annual
Basic Salary	9000	108000
House Rent Allowance	3600	43200
Special Pay	11001	132008
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	433	5192
ESI	0	0
Flexible Benefits:		
Meal Card	2500	30000
LTA	1667	20000
Total	**30000**	**360000**
Annual Component (Payable from the date of joining)	**Variable Pay**	
Total Annual Gross Salary	**360000 (Rupees Three Lakh Sixty 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, Group Term Life Insurance, Group Personal Accidental Insurance and Income tax as applicable.
2. You will be entitled to Benefit like Group Mediclaim Personal Insurance as per the company policy.

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 **1-Jun-20** .

Talent Acquisition Group
Signature

Bangam
Candidate

TAP/2020/U/05

Offer Letter

10th Sep'19

Dear Sayali Gajanan Pusegaonkar,

Congratulations! You have successfully completed the interview process with ValueMomentum and we're excited to offer you the position of "**Software Engineer Testing - Trainee**" Grade – **A1.** The interactions during the interview process have been quite enriching, and it helped us to know you better. We're confident that your knowledge, goals and values are a perfect match for the organization.

You will be joining the **QualityLeap** Line of Business (LoB) group of the organization. We hope you will fulfill all your career aspirations while playing a significant role in LoB's growth!

Your date of joining would be **1-Jun-20**. You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

Briefly about QualityLeap LoB:
QualityLeap Line of Business group is a major contributor to ValueMomentum's growth. The service offerings of the LoB enables our customers maximize quality, timeliness and budget of their technology initiatives. The LoB infuses advanced QA testing techniques to significantly accelerate customers' time-to-market while enabling them to stay within, or even under budget.

At the time of joining, you are required to submit the following:

- Photocopies of all certificates including birth certificate, academic qualifications
- 3 Passport size photographs
- Passport copy (all pages)
- Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with mark sheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process.

Sincerely,

For ValueMomentum Software Services Pvt. Ltd.

I accept the terms of this letter

(Candidate's Signature)

Stack up details of Compensation

Name: Ms Sayali,

Components	Monthly Amount	Annual
Basic Salary	9000	108000
House Rent Allowance	3600	43200
Special Pay	11001	132008
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	433	5192
ESI	0	0
Flexible Benefits:		
Meal Card	2500	30000
LTA	1667	20000
Total	**30000**	**360000**
Annual Component (Payable from the date of joining)	**Variable Pay**	
Total Annual Gross Salary	**360000 (Rupees Three Lakh Sixty 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, Group Term Life Insurance, Group Personal Accidental Insurance and Income tax as applicable.
2. You will be entitled to Benefit like Group Mediclaim Personal Insurance as per the company policy.

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 **1-Jun-20**.

Talent Acquisition Group

Candidate Signature

TAP/2020/19/08

Offer Letter

10th Sep'19

Dear Shantanu Prakash Gawande,

Congratulations! You have successfully completed the interview process with ValueMomentum and we're excited to offer you the position of "**Software Engineer** - **Trainee**" Grade **– A1.** The interactions during the interview process have been quite enriching, and it helped us to know you better. We're confident that your knowledge, goals and values are a perfect match for the organization.

Your date of joining would be **1-Jun-20**. You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

At the time of joining, you are required to submit the following:

- Photocopies of all certificates including birth certificate, academic qualifications
- 3 Passport size photographs
- Passport copy (all pages)
- Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with mark sheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

Sincerely,

For ValueMomentum Software Services Pvt. Ltd.

I accept the terms of this letter

(Candidate's Signature)

Stack up details of Compensation

Name: Mr Shantanu,

Components	**Monthly Amount**	**Annual**
Basic Salary	9000	108000
House Rent Allowance	3600	43200
Special Pay	11001	132008
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	433	5192
ESI	0	0
Flexible Benefits:		
Meal Card	2500	30000
LTA	1667	20000
Total	**30000**	**360000**
Annual Component (Payable from the date of joining)	**Variable Pay**	
Total Annual Gross Salary	**360000 (Rupees Three Lakh Sixty 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, Group Term Life Insurance, Group Personal Accidental Insurance and Income tax as applicable.
2. You will be entitled to Benefit like Group Mediclaim Personal Insurance as per the company policy.

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 **1-Jun-20** .

Talent Acquisition Group
Signature

Candidate

TAP/2020/R/05

Offer Letter

10th Sep'19

Dear Shraddha Narendra Karale,

Congratulations! You have successfully completed the interview process with ValueMomentum and we're excited to offer you the position of "**Software Engineer - Trainee**" Grade – **A1.** The interactions during the interview process have been quite enriching, and it helped us to know you better. We're confident that your knowledge, goals and values are a perfect match for the organization.

Your date of joining would be **1-Jun-20**. You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

At the time of joining, you are required to submit the following:

- Photocopies of all certificates including birth certificate, academic qualifications
- 3 Passport size photographs
- Passport copy (all pages)
- Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with mark sheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

Sincerely,

For ValueMomentum Software Services Pvt. Ltd.

I accept the terms of this letter

Shraddha

(Candidate's Signature)

Stack up details of Compensation

Name: Ms Shraddha,

Components	Monthly Amount	Annual
Basic Salary	9000	108000
House Rent Allowance	3600	43200
Special Pay	11001	132008
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	433	5192
ESI	0	0
Flexible Benefits:		
Meal Card	2500	30000
LTA	1667	20000
Total	**30000**	**360000**
Annual Component (Payable from the date of joining)	**Variable Pay**	
Total Annual Gross Salary	**360000 (Rupees Three Lakh Sixty 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, Group Term Life Insurance, Group Personal Accidental Insurance and Income tax as applicable.
2. You will be entitled to Benefit like Group Mediclaim Personal Insurance as per the company policy.

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 **1-Jun-20** .

Shraddha

Talent Acquisition Group
Signature

Candidate

TAP/2020/R/02

VALUEMOMENTUM

Deliver Value. Drive Momentum

Offer Letter

25th Oct'19

Dear Sandeep Kumar,

Congratulations! You have successfully completed the interview process with ValueMomentum and we're excited to offer you the position of "**Software Engineer - Trainee**" Grade **- A1.**The interactions during the interview process have been quite enriching, and it helped us to know you better.We're confident that your knowledge, goals and values are a perfect match for the organization.

Your date of joining would be **1stJun'20**.You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

At the time of joining, you are required to submit the following:

- Photocopies of all certificates including birth certificate, academic qualifications
- 3 Passport size photographs
- Passport copy (all pages)
- Pan Card (Photo Copy)

Please bring all your original certificatessupporting your educational qualifications along with marksheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be either at Hyderabad/Pune.You may be asked to relocate to any of our offices depending on the business requirements.You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

Sincerely,

For ValueMomentum Software Services Pvt. Ltd.

I accept the terms of this letter

(Candidate's Signature)

R/2020

VALUEMOMENTUM

Deliver Value. Drive Momentum

Stack up details of Compensation

Mr. Sandeep,

Components	Monthly Amount	Annual
Basic Salary	9000	108000
House Rent Allowance	3600	43200
Special Pay	11001	132008
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	433	5192
ESI	0	0
Flexible Benefits:		
Meal Card	2500	30000
LTA	1667	20000
Total	**30000**	**360000**
Annual Component (Payable from the date of joining)	**Variable Pay**	**0**
Total Annual Gross Salary	**360000 (Rupees Three Lakh Sixty 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, Group Term Life Insurance, Group Personal Accidental Insurance and Income tax as applicable.
2. You will be entitled to Benefit like Group Mediclaim Personal Insurance as per the company policy.

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 **1st Jun'20**.

Talent Acquisition Group

Candidate Signature

TAP/2020/U/06

Offer Letter

10th Sep'19

Dear Sonia Jagdish Berojya,

Congratulations! You have successfully completed the interview process with ValueMomentum and we're excited to offer you the position of "**Software Engineer Testing - Trainee**" Grade **– A1.** The interactions during the interview process have been quite enriching, and it helped us to know you better. We're confident that your knowledge, goals and values are a perfect match for the organization.

You will be joining the **QualityLeap** Line of Business (LoB) group of the organization. We hope you will fulfill all your career aspirations while playing a significant role in LoB's growth!

Your date of joining would be **1-Jun-20**. You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

Briefly about QualityLeap LoB:
QualityLeap Line of Business group is a major contributor to ValueMomentum's growth. The service offerings of the LoB enables our customers maximize quality, timeliness and budget of their technology initiatives. The LoB infuses advanced QA testing techniques to significantly accelerate customers' time-to-market while enabling them to stay within, or even under budget.

At the time of joining, you are required to submit the following:

- Photocopies of all certificates including birth certificate, academic qualifications
- 3 Passport size photographs
- Passport copy (all pages)
- Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with mark sheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process.

Sincerely,

For ValueMomentum Software Services Pvt. Ltd.

I accept the terms of this letter

JKBerojya

(Candidate's Signature)

Stack up details of Compensation

Name: Ms Sonia,

Components	**Monthly Amount**	**Annual**
Basic Salary	9000	108000
House Rent Allowance	3600	43200
Special Pay	11001	132008
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	433	5192
ESI	0	0
Flexible Benefits:		
Meal Card	2500	30000
LTA	1667	20000
Total	**30000**	**360000**
Annual Component (Payable from the date of joining)	**Variable Pay**	
Total Annual Gross Salary	**360000 (Rupees Three Lakh Sixty 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, Group Term Life Insurance, Group Personal Accidental Insurance and Income tax as applicable.
2. You will be entitled to Benefit like Group Mediclaim Personal Insurance as per the company policy.

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 **1-Jun-20**.

Talent Acquisition Group **Candidate Signature**

TAP/2020/R/03

Offer Letter

10th Sep'19

Dear Suyog Padmakar Deshmukh,

Congratulations! You have successfully completed the interview process with ValueMomentum and we're excited to offer you the position of "**Software Engineer - Trainee**" Grade **– A1.** The interactions during the interview process have been quite enriching, and it helped us to know you better. We're confident that your knowledge, goals and values are a perfect match for the organization.

Your date of joining would be **1-Jun-20**. You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

At the time of joining, you are required to submit the following:

- Photocopies of all certificates including birth certificate, academic qualifications
- 3 Passport size photographs
- Passport copy (all pages)
- Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with mark sheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

Sincerely,

For ValueMomentum Software Services Pvt. Ltd.

I accept the terms of this letter

(Candidate's Signature)

Stack up details of Compensation

Name: Mr Suyog,

Components	Monthly Amount	Annual
Basic Salary	9000	108000
House Rent Allowance	3600	43200
Special Pay	11001	132008
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	433	5192
ESI	0	0
Flexible Benefits:		
Meal Card	2500	30000
LTA	1667	20000
Total	**30000**	**360000**
Annual Component (Payable from the date of joining)	**Variable Pay**	
Total Annual Gross Salary	**360000 (Rupees Three Lakh Sixty 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, Group Term Life Insurance, Group Personal Accidental Insurance and Income tax as applicable.
2. You will be entitled to Benefit like Group Mediclaim Personal Insurance as per the company policy.

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 **1-Jun-20** .

Talent Acquisition Group
Signature

Candidate

TAP/2020/N/02

Offer Letter

10th Sep'19

Dear Toukir Arif Dosani,

Congratulations! You have successfully completed the interview process with ValueMomentum and we're excited to offer you the position of "**Software Engineer Testing - Trainee**" Grade – **A1.** The interactions during the interview process have been quite enriching, and it helped us to know you better. We're confident that your knowledge, goals and values are a perfect match for the organization.

You will be joining the **QualityLeap** Line of Business (LoB) group of the organization. We hope you will fulfill all your career aspirations while playing a significant role in LoB's growth!

Your date of joining would be **1-Jun-20**. You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

Briefly about QualityLeap LoB:
QualityLeap Line of Business group is a major contributor to ValueMomentum's growth. The service offerings of the LoB enables our customers maximize quality, timeliness and budget of their technology initiatives. The LoB infuses advanced QA testing techniques to significantly accelerate customers' time-to-market while enabling them to stay within, or even under budget.

At the time of joining, you are required to submit the following:

- Photocopies of all certificates including birth certificate, academic qualifications
- 3 Passport size photographs
- Passport copy (all pages)
- Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with mark sheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process.

Sincerely,

For ValueMomentum Software Services Pvt. Ltd.

I accept the terms of this letter

(Candidate's Signature)

Stack up details of Compensation

Name: Mr Arif,

Components	Monthly Amount	Annual
Basic Salary	9000	108000
House Rent Allowance	3600	43200
Special Pay	11001	132008
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	433	5192
ESI	0	0
Flexible Benefits:		
Meal Card	2500	30000
LTA	1667	20000
Total	**30000**	**360000**
Annual Component (Payable from the date of joining)	**Variable Pay**	
Total Annual Gross Salary	**360000 (Rupees Three Lakh Sixty 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, Group Term Life Insurance, Group Personal Accidental Insurance and Income tax as applicable.
2. You will be entitled to Benefit like Group Mediclaim Personal Insurance as per the company policy.

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 **1-Jun-20**.

Talent Acquisition Group

Candidate Signature

TAP/2020/R/06

Offer Letter

10th Sep'19

Dear Vaishnavi Vinayak Kale,

Congratulations! You have successfully completed the interview process with ValueMomentum and we're excited to offer you the position of "**Software Engineer Testing - Trainee**" Grade – **A1.** The interactions during the interview process have been quite enriching, and it helped us to know you better. We're confident that your knowledge, goals and values are a perfect match for the organization.

You will be joining the **QualityLeap** Line of Business (LoB) group of the organization. We hope you will fulfill all your career aspirations while playing a significant role in LoB's growth!

Your date of joining would be **1-Jun-20**. You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

Briefly about QualityLeap LoB:
QualityLeap Line of Business group is a major contributor to ValueMomentum's growth. The service offerings of the LoB enables our customers maximize quality, timeliness and budget of their technology initiatives. The LoB infuses advanced QA testing techniques to significantly accelerate customers' time-to-market while enabling them to stay within, or even under budget.

At the time of joining, you are required to submit the following:

- Photocopies of all certificates including birth certificate, academic qualifications
- 3 Passport size photographs
- Passport copy (all pages)
- Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with mark sheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process.

Sincerely,

For ValueMomentum Software Services Pvt. Ltd.

I accept the terms of this letter

Vaikale

(Candidate's Signature)

Stack up details of Compensation

Name: Ms Vaishnavi,

Components	Monthly Amount	Annual
Basic Salary	9000	108000
House Rent Allowance	3600	43200
Special Pay	11001	132008
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	433	5192
ESI	0	0
Flexible Benefits:		
Meal Card	2500	30000
LTA	1667	20000
Total	**30000**	**360000**
Annual Component (Payable from the date of joining)	**Variable Pay**	
Total Annual Gross Salary	**360000 (Rupees Three Lakh Sixty 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, Group Term Life Insurance, Group Personal Accidental Insurance and Income tax as applicable.
2. You will be entitled to Benefit like Group Mediclaim Personal Insurance as per the company policy.

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 **1-Jun-20**

Talent Acquisition Group

Candidate Signature

TAP/2020/S/02

Offer Letter

10th Sep'19

Dear Vishwanath Ajabrao Javanjal,

Congratulations! You have successfully completed the interview process with ValueMomentum and we're excited to offer you the position of "**Software Engineer Testing - Trainee**" Grade – **A1.** The interactions during the interview process have been quite enriching, and it helped us to know you better. We're confident that your knowledge, goals and values are a perfect match for the organization.

You will be joining the **QualityLeap** Line of Business (LoB) group of the organization. We hope you will fulfill all your career aspirations while playing a significant role in LoB's growth!

Your date of joining would be **1-Jun-20**. You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

Briefly about QualityLeap LoB:
QualityLeap Line of Business group is a major contributor to ValueMomentum's growth. The service offerings of the LoB enables our customers maximize quality, timeliness and budget of their technology initiatives. The LoB infuses advanced QA testing techniques to significantly accelerate customers' time-to-market while enabling them to stay within, or even under budget.

At the time of joining, you are required to submit the following:

- Photocopies of all certificates including birth certificate, academic qualifications
- 3 Passport size photographs
- Passport copy (all pages)
- Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with mark sheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process.

Sincerely,

For ValueMomentum Software Services Pvt. Ltd.

I accept the terms of this letter

Javanjal

(Candidate's Signature)

Stack up details of Compensation

Name: Mr Vishwanath,

Components	Monthly Amount	Annual
Basic Salary	9000	108000
House Rent Allowance	3600	43200
Special Pay	11001	132008
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	433	5192
ESI	0	0
Flexible Benefits:		
Meal Card	2500	30000
LTA	1667	20000
Total	**30000**	**360000**
Annual Component (Payable from the date of joining)	**Variable Pay**	
Total Annual Gross Salary	**360000 (Rupees Three Lakh Sixty 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, Group Term Life Insurance, Group Personal Accidental Insurance and Income tax as applicable.
2. You will be entitled to Benefit like Group Mediclaim Personal Insurance as per the company policy.

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 **1-Jun-20**.

Talent Acquisition Group

Candidate Signature

TAP/2020/R/04

Offer Letter

10th Sep'19

Dear Yash Paliwal,

Congratulations! You have successfully completed the interview process with ValueMomentum and we're excited to offer you the position of "**Software Engineer** - **Trainee**" Grade **– A1.** The interactions during the interview process have been quite enriching, and it helped us to know you better. We're confident that your knowledge, goals and values are a perfect match for the organization.

Your date of joining would be **1-Jun-20**. You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

At the time of joining, you are required to submit the following:

- Photocopies of all certificates including birth certificate, academic qualifications
- 3 Passport size photographs
- Passport copy (all pages)
- Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with mark sheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be either at Hyderabad/Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

Sincerely,

I accept the terms of this letter

For ValueMomentum Software Services Pvt. Ltd.

(Candidate's Signature)

Stack up details of Compensation

Name: Mr Yash,

Components	**Monthly Amount**	**Annual**
Basic Salary	9000	108000
House Rent Allowance	3600	43200
Special Pay	11001	132008
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	433	5192
ESI	0	0
Flexible Benefits:		
Meal Card	2500	30000
LTA	1667	20000
Total	**30000**	**360000**
Annual Component (Payable from the date of joining)	**Variable Pay**	
Total Annual Gross Salary	**360000 (Rupees Three Lakh Sixty 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, Group Term Life Insurance, Group Personal Accidental Insurance and Income tax as applicable.
2. You will be entitled to Benefit like Group Mediclaim Personal Insurance as per the company policy.

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 **1-Jun-20** .

Talent Acquisition Group Signature

Candidate

TAP/2020/M/11

Vedantu
YOUR PERSONAL TEACHER ONLINE

16 July 2020

Dear **Punit Pahune,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Academic Counselor"** in our **FOS Team**. I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help Vedantu move faster towards its Global vision.

Let's try and understand what this opportunity has in store for you. Vedantu, started as a consequence of the passion for education and learning that the founding team shared and with a vision to change the way technology can help make learning more effective and engaging for anyone. Since inception, Vedantu has grown from being just a start up to a company taking its first steps into the market and planning the bigger leaps in the coming days. Our products and services have been a result of passionate work of the team and valuable feedback of the users and needless to say, everyone has loved the products/services in their early stage itself.

We, as a team, take as much pride in our work culture as we do in our offerings, well, these two are inseparable for us. We are a group of extremely passionate and talented individuals who are attached to the vision of the company and take the onus on themselves to attain that Vision. The only rule in Vedantu is to enjoy work and be accountable for the same, and, that binds us all. There will be times when the targets will be pressurizing but we feel that passion and love for what we are doing will always sail us through the arduous tides, together.

We understand that this will mark a very significant step in your career as well. This will be a very different experience for you and we hope you are equally excited about the same. We hope that you can carve out a niche for yourself in this team and find the satiation and joy that everyone craves for in the professional aspect of Life and in the process grow with everyone else.

Coming to the professional part of the offer, you will need to join Vedantu Team in **Meerut** & Your probation period would be 6 months from the date of joining. During probation period the company shall have a right to terminate the employment with the company by giving 15 days' notice. The employee shall have the right to terminate the employment with the Company by giving 15 days' notice. On confirmation of Probation, notice period will be 30 days for both parties.

Your employment is contingent upon the Company receiving satisfactory references or background check results. Please note that in the event the Company is not satisfied with any of these items, the Company reserves the right to end this agreement of employment.

Your fixed remuneration would be INR 450000 (Rupees Four Lakhs and Fifty Thousand only) per annum as per Annexure A.
In addition, you would be paid INR 90000/- as Retention Bonus on completion of one year from the date of actual joining at Vedantu subject to satisfactory performance with rating Meeting Expectations and above.

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both. We are looking forward your date of joining on **17 July 2020**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd.

4M-19-20

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

Sr. No.	Components Structure	Monthly	Yearly
1	Cost-to-company (CTC) as per Offer	37500	450000
2	Employer's Contribution to Provident Fund	1800	21600
3	Employer's Contribution to ESIC	0	0
	NET CTC	**35700**	**428400**
	Salary Break Up		
A1.	Basic Salary	17850	214200
A2.	House Rent Allowance	7140	85680
A3.	Statutory Bonus	1607	19284
	(A) Sub Total (A1+A2+A3)	**26597**	**319164**
B1.	Mobile /Internet Reimbursement	0	0
B2.	Professional Development	0	0
B3.	Leave Travel Allowance	0	0
B4.	Special Allowance	9103	109236
	(B) FBP Sub Total (B1+B2+B3+B4)	**9103**	**109236**
	Sub Total (A)+(B)	**35700**	**428400**
	Deductions		
C1.	Employee's Contribution to Provident Fund	1800	21600
C2.	PT	200	2400
C3.	Employee's Contribution to ESIC	0	0
	(C) Sub Total (C1+C2+C3)	2000	24000
	***Estimated Take Home [(A)+(B)-(C)]**	**33700**	**404400**

* TDS applicable as per Income Tax and other applicable law.

TAP/2020/D/23

Gmail anand pawar <pawaranand452@gmail.com>

Letter of Intent - Anand Pawar - Ref. No.: 9303732

2 messages

careers@wipro.com <careers@wipro.com> Wed, Feb 19, 2020 at 12:15 AM
To: pawaranand452@gmail.com
Cc: manager.campus@wipro.com

Campus - Letter Of Intent

February 19, 2020

Dear Anand Pawar,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of Project Engineer which will be in the Career Band TRB-II of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

Component	Amount (in ₹)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan(WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31 % of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit(Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

Kindly note this letter of intent, if accepted, shall be followed by a letter of appointment from us.

Please confirm your interest to receive the offer of appointment by accepting the contents of this communication within 15 calendar days. Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your Candidate Desktop to Accept or Decline the offer.

Yours sincerely,

For **Wipro Limited**
Sunil Kalachar
General Manager - Global Campus Head

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments. WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email. www.wipro.com

TAP/2020/R/38

Gmail

NITIN SHELKE <nitin28595@gmail.com>

Fwd: Letter of Intent - Hitesh Vaidya - Ref. No.: 9257493

1 message

Hitesh Vaidya <hiteshvaidya27@gmail.com> Fri, Mar 6, 2020 at 10:34 AM
To: nitin28595@gmail.com

---------- Forwarded message ---------
From: <careers@wipro.com>
Date: Thu, 20 Feb, 2020, 7:35 PM
Subject: Letter of Intent - Hitesh Vaidya - Ref. No.: 9257493
To: <hiteshvaidya27@gmail.com>
Cc: <manager.campus@wipro.com>

Campus - Letter Of Intent

February 20, 2020

Dear Hitesh Vaidya,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of Project Engineer which will be in the Career Band TRB-II of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

Component	**Amount (INR)**
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan(WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31 % of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit(Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

Kindly note this letter of intent, if accepted, shall be followed by a letter of appointment from us.

Please confirm your interest to receive the offer of appointment by accepting the contents of this communication within 15 calendar days. Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your Candidate Desktop to Accept or Decline the offer.

Yours sincerely,

For **Wipro Limited**
Sunil Kalachar
General Manager - Global Campus Head

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments. WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email. www.wipro.com

TAP/2020/U/24

4-2

M

Letter of Intent - Md Maroof Ahmad - Ref. No.: 9263160

1 message

<careers@wipro.com> Thu, 20 Feb, 2020 at 7:34 pm
To: ma75442@gmail.com
Cc: manager.campus@wipro.com

Campus - Letter of Intent

February 20, 2020

Dear Md Maroof Ahmad,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of Project Engineer which will be in the Career Band TRB-II of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

Component	Amount (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan(WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31 % of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit(Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

Kindly note this letter of intent, if accepted, shall be followed by a letter of appointment from us.

Please confirm your interest to receive the offer of appointment by accepting the contents of this communication within 15 calendar days. Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your Candidate Desktop to Accept or Decline the offer.

Yours sincerely,

For **Wipro Limited**
Sunil Kalachar
General Manager - Global Campus Head

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all

TAP/2020/R/39

Gmail NITIN SHELKE <nitin28595@gmail.com>

Fwd: Letter of Intent - Pragati Gawande - Ref. No.: 9278845

1 message

PRAGATI GAWANDE <pragatigawande44@gmail.com> Thu, Mar 5, 2020 at 4:24 PM
To: nitin28595@gmail.com

---------- Forwarded message ---------
From: <careers@wipro.com>
Date: Thu, Feb 20, 2020, 7:32 PM
Subject: Letter of Intent - Pragati Gawande - Ref. No.: 9278845
To: <pragatigawande44@gmail.com>
Cc: <manager.campus@wipro.com>

Campus - Letter Of Intent

February 20, 2020

Dear Pragati Gawande,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of Project Engineer which will be in the Career Band TRB-II of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

Component	Amount (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan(WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31 % of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit(Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

Kindly note this letter of intent, if accepted, shall be followed by a letter of appointment from us.

Please confirm your interest to receive the offer of appointment by accepting the contents of this communication within 15 calendar days. Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your Candidate Desktop to Accept or Decline the offer.

Yours sincerely,

For **Wipro Limited**
Sunil Kalachar
General Manager - Global Campus Head

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments. WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email. www.wipro.com

TAP/2020/R140

APPOINTMENT LETTER

03 Jun, 2020

Dear **Preeti Rajkumar Panjwani**,

Welcome to Wipro Limited (Company/Wipro') and congratulations on your appointment as **Project Engineer.** The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

Signature Not Verified
Digitally signed by SUNIL KALACHAR
Date: 2020.06.03 22:13:25 IST
Reason: Campus Offer Letter
Location: Bengaluru

Registered Office:
Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India
T : +91 (80) 2844 0011
F : +91 (80) 2844 0054
E : info@wipro.com
W : wipro.com
C : L32102KA1945PLC020800

92425865

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

Registered Office:
Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India
T : +91 (80) 2844 0011
F : +91 (80) 2844 0054
E : info@wipro.com
W : wipro.com
C : L32102KA1945PLC020800

9242865

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.
Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**

Sunil Kalachar
General Manager – Talent Acquisition

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on __ /__ /____

Name: _____

Signature: _____ Date: __ /__ /____

Place: _____



Registered Office:
Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India
T : +91 (80) 2844 0011
F : +91 (80) 2844 0054
E : info@wipro.com
W : wipro.com
C : L32102KA1945PLC020800

GR-19-20

wipro

ANNEXURE III

SALARY OFFER SHEET

Name : Preeti Rajkumar Panjwani Career Group: TRB – II

Position : Project Engineer

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

Registered Office:
Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India
T : +91 (80) 2844 0011
F : +91 (80) 2844 0054
E : info@wipro.com
W : wipro.com
C : L32102KA1945PLC020800

9242865

TAP/2020/R141

wipro

APPOINTMENT LETTER

23 Jun, 2020

Dear **Sanchit Sudhakarrao Datir**,

Welcome to Wipro Limited (Company/Wipro') and congratulations on your appointment as **Project Engineer.** The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

Signature Not Verified
Digitally signed by SUNIL KALACHAR
Date: 2020.06.23 19:45:51 IST
Reason: Campus Offer Letter
Location: Bengaluru

Registered Office:
Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India
T : +91 (80) 2844 0011
F : +91 (80) 2844 0054
E : info@wipro.com
W : wipro.com
C : L32102KA1945PLC020800

9328[illegible]90

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

Registered Office:
Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India
T : +91 (80) 2844 0011
F : +91 (80) 2844 0054
E : info@wipro.com
W : wipro.com
C : L32102KA1945PLC020800

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

   i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.

   ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.

   iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

Registered Office:
Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India
T : +91 (80) 2844 0011
F : +91 (80) 2844 0054
E : info@wipro.com
W : wipro.com
C : L32102KA1945PLC020800

9328690

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **atleast** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be* liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

Registered Office:
Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T : +91 (80) 2844 0011
F : +91 (80) 2844 0054
E : info@wipro.com
W : wipro.com
C : L32102KA1945PLC020800

9328699

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.
Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**

Sunil Kalachar
General Manager – Talent Acquisition

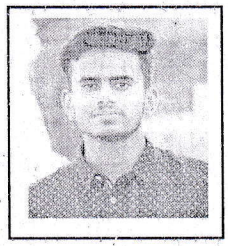
I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on __ /__ /____

Name: _____

Signature: _____ Date: __ /__ /____

Place: _____



Registered Office:
Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T : +91 (80) 2844 0011
F : +91 (80) 2844 0054
E : info@wipro.com
W : wipro.com
C : L32102KA1945PLC020800

9328690

wipro

ANNEXURE III

SALARY OFFER SHEET

Name : **Sanchit Sudhakarrao Datir** . **Career Group: TRB – II**

Position : **Project Engineer**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

Registered Office:
Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T : +91 (80) 2844 0011
F : +91 (80) 2844 0054
E : info@wipro.com
W : wipro.com
C : L32102KA1945PLC020800

9328690

TIAP/2020/R/37

wipro

APPOINTMENT LETTER

23 Jun, 2020

Dear **Shivam Ravikumar Sharma**,

Welcome to Wipro Limited (Company/Wipro') and congratulations on your appointment as **Project Engineer.** The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

Signature Not Verified
Digitally signed by SUNIL KALACHAR
Date: 2020.06.23 19:47:44 IST
Reason: Campus Offer Letter
Location: Bengaluru

Registered Office:
Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India
T : +91 (80) 2844 0011
F : +91 (80) 2844 0054
E : info@wipro.com
W : wipro.com
C : L32102KA1945PLC020800

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

Registered Office:
Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India
T : +91 (80) 2844 0011
F : +91 (80) 2844 0054
E : info@wipro.com
W : wipro.com
C : L32102KA1945PLC020800

12. Pre Joining Program (PJP):

ANNEXURE III

SALARY OFFER SHEET

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Name : Shivam Ravikumar Sharma Career Group: TRB – II

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Position : Project Engineer

Yours sincerely,
For **Wipro Limited,**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

Sunitha Balachar
General Manager – Talent Acquisition

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on __/__/____

Name: _____

Signature: _____ Date: __/__/____

Place:

Registered Office:
Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India
T : +91 (80) 2844 0011
F : +91 (80) 2844 0054
E : info@wipro.com
W : wipro.com
C : L32102KA1945PLC020800

Sensitivity: Internal & Restricted

TAP/2020/S/22

XL Dynamics

Date: November 26, 2020

Strictly Private & Confidential

Roshani Borakhade

Dear Roshani Borakhade,

Re: Offer Letter

Congratulations! Further to your application for employment with us and the subsequent selection process, we are delighted to offer you the role of **Junior Analyst.** The role will be based in our office in "Navi Mumbai" but due to the current pandemic situation across the globe your role will be temporarily based in our temporary office in **Pune** (the exact address will be communicated to you via an e-mail) with the joining date of **8th Dec 2020.** Please note that in accordance with the needs of the business or due to any unforeseen circumstances, you may be required, from time to time, to work from other locations in India or out of India. In case, you are required to work from other location due to whatscever reason(s), all the terms and conditions mentioned in this offer letter / service agreement will remain same including the monetary terms. However, discretion to change / add / delete / amend any of the term including monetary terms in such a scenario will exclusively vest with the Company.

Your Gross CTC (Cost to Company) and the related important terms have been detailed in the Annexure A to this letter.

Please note that this offer is subject to following conditions:

a. You satisfactorily clear the background check as per the company policy.

b. You do not have any contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company.

c. You do not have any health restrictions that might interfere with your ability to perform the inherent job requirements and job demands of the above-mentioned role.

You are requested to note the important Terms:

1. Your employment will be governed by the rules, regulations & policies of the Company. All the benefits are as per the Company's policies, which are subject to change from time to time.

XL Dynamics

2. 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 XL Dynamics.

3. You will also be required to sign and agree to be bound by The Employee Non-disclosure, Non-solicitation and Non-competition Agreement when you join the employment of the Company.

4. You will serve a probationary period of 6 months. On successful completion of the probation, your employment with the Company will stand confirmed subject to the terms and conditions as per Company policies.

5. Non-compliances with the below mentioned policies/ rules and regulations will result in disciplinary action which may include, depending on the circumstances, the termination of employment:

   - HR, IT, Compliance & Corporate Policies.
   - No leaves (planned or unplanned) during the first three months of probation period.
   - Meeting the performance standards as laid down by the Company during your entire tenure.

6. Notice Period
   Notice period to end the service agreement:

   - If the tenure of employment is less than or equal to 90 days, then the notice period is 1 day for either party.
   - If the tenure of employment is between 90 days and completion of probationary period, then the notice period is 30 days for either party.
   - On successful completion of probation, the notice period is 60 days for either party.

   It is at the absolute discretion of the Company whether the period / part of notice shall run concurrently with the period of any leave, which may be due or may be granted to you. However, in case of your resignation, the Company reserves the right to relieve you immediately / earlier than the aforesaid notice period without payment of any balance notice period compensation.

   The Company reserves the right to terminate your employment without notice or pay in lieu of notice in the case of:

   - absence for a continuous period of two days without prior approval of your supervisor during probation.
   - absconding from and abandonment service or responsibilities for a period of 2 days without prior notice or handover; even if you return to work after absconding.
   - breach of terms & conditions contained in the Appointment Letter, Employee Confidentiality &Non-Disclosure Agreement.
   - breach of the terms as stated in the HR Policy Handbook/ Company Policies and Procedures Manual.
   - breach of Health and Safety policies.

1. Allowing household members to view the work being done at XL Dynamics.
2. Allowing household members to view confidential Borrower or Client information.
3. Sharing login details with household members or any person.
4. Allowing others to access and use any XL Dynamics Company Equipment.
5. Sharing client information with any third parties.
6. Leaving the PC unlocked when away from the system or on break.
7. Not taking sufficient precautions to ensure no one can peek into or eavesdrop on information being worked on by the employee through the window or other such viewpoints.
8. Tampering with the systems, attempting to disable security protocols, etc.
9. Any other acts of carelessness which exposes Confidential Information to misuse.
10. Taking / clicking picture / video of the data from the computer / laptop screen.

Any such breach of IT Policy , Data Integrity and Data Theft Policy would not only result in immediate Termination of the services with the Company, but also Penal and Criminal action(s) against the Employee under the Cyber Crime Prevention statutes in the Indian Penal Code, Information Technology Act (IT Act) and The Copyright Act.

12. **Refundable Security Deductions against Company Property**

A specific amount per month will be deducted from your CTC during the initial 12 months of your service with the Company as refundable security deductions towards the company property(ies) issued / will be issued to you. The amount so deducted will be interest free. This cumulative amount of such deductions will be paid to you at the time of your separation from the Company / return of such company belongings / properties to the Company, as the case may be, in good condition, at your own cost, as was/were issued to you. The cumulative refundable amount will be refunded to you as per the below details:

1. In case the company belongings / properties are returned to the company during the tenure of the employment then the applicable refundable amount will be paid in the next payable salary.
2. In case of Separation, the applicable refundable amount will be paid along with your full and final settlement.
3. In case of non-submission of the company belongings / properties, the cumulative refundable amount will not be refunded back.
4. In case of damage / loss to/of any of the Company belonging / property issued to you, the recovery of such damage / loss will be made good from such cumulative amount deducted from your CTC.

The decision of the Company will be final and binding on you for the amount to be forfeited from your ibid cumulative amount lying with the Company, in order to make good, the loss incurred by the Company towards damage / loss to its property / belonging issued to you. Please refer Point no. "1" of the Important Points under Annexure "A" of this letter for the applicable amount.

13. **Use of Company Equipment**

You are solely responsible for the safe keep and integrity of all the Company equipment issued to you or which you are / will be carrying along with you, as well as its safe (in as it is working & good condition) return once the company ask you to return or at the time of Separation, whichever is earlier. In case any of the Company property is damaged / lost during your tenure due to whatsoever reason, you hereby indemnify & agree to pay a flat

XL Dynamics

penalty / damage charges as per clause 12. You also indemnity, undertake & agree that the decision of the Company in this regard will be final & concluding and will be binding upon you.

14. **Training & Training recovery cost**
You will be required to undergo an initial training provided by the Company for its work. The duration of the training will be specified to you as per your domain / stream at the time of your joining and will be imparted to you during any of the shift (i.e. day / night / rotational) as per Company's need, irrespective of the shift you have been offered. You are required to complete the training within stipulated time frame or else the duration of the training may be extended further for 7 days or till the time you meet the qualifying criteria, whichever is earlier. You might have to attend the training session on weekend (i.e. Saturday / Sunday) to complete the training within timeliness, for which, you will be intimated by your trainer in advance. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the training.

Since, the above training provided to you by the Company involves a substantial cost to the company, you are hence expected to serve employment of the company for at least a period of three months from the date of your appointment. In case you leave your employment with the Company within the aforesaid period of 3 months, you are required to reimburse the cost of training imparted to you which is quantified at Rs. 15,000/- (Fifteen Thousand Only).

Kindly note the terms of this offer letter shall remain confidential and are not to be disclosed to any third party. All queries and concerns about this offer letter should be addressed ONLY to offers.India@xldynamics.com

Welcome to XL Dynamics. We wish you a long, rewarding and fulfilling career and look forward to your joining us. To confirm your acceptance of our offer, you need to sign, scan and return one copy of this offer letter by return email within 2 working days of receiving this offer letter.

Yours sincerely,

Dipika Pawar
Authorised Signatory

I have read, understood and agree to the terms and conditions as set forth in this offer letter and Annexure A. I also understand that non adherence to the terms listed above may result in withdrawal of my offer letter with XL Dynamics with immediate effect.

Signed : Borakhade Date : 24/11/2022

Print Name : Roshani Borakhade

XL Dynamics

Annexure A

Candidate's Name	Roshani Borakhade
Position Offered	Junior Analyst
Shift	Night
Contract	NA
Joining Date	8th Dec 2020

Salary Details

Fixed Components	Monthly	Annual
Basic	15000	180000
HRA	6000	72000
Medical Reimbursement	0	0
Conveyance	0	0
COLA	1140	13680
Variance Components (See notes)		
Monthly Performance Incentive	3208	38496
Annual Bonus	1167	14004
Medical Benefits (See notes)		
Mediclaim	130	1560
Retirements Benefits (See notes)		
Provident Fund (Company Contribution)	1800	21600
Gratuity	722	8664
Total CTC	**29167**	**350004**

Important Terms with respect to your CTC:

a. Shift Allowance:

1. An additional Shift Allowance of Rs. 1,00,000/- Per Annum is applicable for all employees who are working in a Night Shift.

- breach of Code of Conduct resulting in gross misconduct which includes but is not limited to dishonesty, fraud, breach of Company confidentiality, pilferage and theft, attending work under the influence of alcohol, drugs or other intoxicating substances, serious breach of health and safety or Company rules and policy, disobedience of reasonable orders from superiors, causing actual or threatening physical harm and causing damage to Company property and breach of security. Consumption of alcohol, drugs, narcotics, intoxicants or any banned substance while on a Company Project or in a Company provided accommodation is prohibited and ground for immediate dismissal.
- Found guilty of a crime by a court of competent jurisdiction, that would bring to question your character, integrity or your respect for the Law.
- misuse of Company Property or Resources. Examples include but are not limited to making reimbursement claims with false or unauthorized invoices, using the company internet for personal use, using company laptops or equipment for unauthorized uses such as trading in shares, etc.

An Experience letter will not be provided to employees who exit the Company during their probationary period or in the event of the termination of the service agreement for all cases mentioned above.

7. Defaults on any current financial obligations (loans, credit cards, etc.) would negatively affect the company's decision to employ you.

8. This agreement shall be governed by & construed in accordance with laws of India and the parties hereto submit to the exclusive jurisdiction of the courts of Mumbai.

9. Taxes will be deducted or levied as applicable on the amounts payable / receivable upon your separation from the organization.

10. **Return of Company Property**
On request by the Company or in the event of the termination of the service agreement by either party for whatsoever reason, you are to mandatorily, return to the Company, at your own cost, within 2 days, all the Company belongings / properties issued to you during your tenure with the Company, which includes cash/funds, Company credit / debit cards, your ID Card, access card, mobile/SIM, PCs, Laptops, keys, computer hard and software, all kinds of electronic storage devices including disks and all documentation in whatever form including notes and minutes of meetings, client lists, diaries and address books, computer printouts, plans, projections, together with all copies which are in your possession or under your control and all other item(s) issued to you but not mentioned here in above.

In case of Separation, the Full and Final Settlement will be done once the Company belongings / properties are returned back to the company.

The ownership of all such property and documents will at all times remain vested with the Company.

11. **IT Security and Data Integrity and Theft Policy**
You are strictly prohibited from:

XL Dynamics

2. An additional Shift Allowance of Rs. 50,000/- Per Annum is applicable for all employees who are working in a Mid Shift.

b. Your monthly take home salary will consist of the components contained in the "Monthly Column" under "Fixed Components" of the Annexure, which includes Basic, HRA, Medical Reimbursement, Conveyance, COLA, and Shift Allowance (if applicable).

c. Monthly Performance Incentive will be applicable post completion of your training once you start working/ contributing on productive tasks for the company's objectives. This may vary every month based on your performance during the month.

d. Annual Bonus if applicable will be paid once in a year depending on many factors including but not limited to the Employee's Individual performance, Team performance, Company performance, Market conditions, KRAs and Company Policies and Strategies at the time of Annual Bonus disbursement.

e. Medical benefits will be applicable to you for self only from the day of your joining with XL Dynamics. This covers cashless hospitalization facility in case of listed hospitals or reimbursement of hospitalization expenses in case of non-listed hospitals. Accidental cover will also be provided to you for self from the date of your joining to the company.

f. "Provident Fund" (Company Contribution) and "Gratuity" components are paid by XL Dynamics to concerned Government authorities. Your eligibility and the pay outs of Provident Fund & Gratuity amounts will be determined in strict accordance with the provisions of "The Employees Provident Fund Act, 1952" & "The Payment of Gratuity Act, 1972" respectively, including but not limited to the minimum service periods set forth therein.

g. Deductions from your monthly salary would include, "Professional Tax", "Income Tax" and "Provident Fund" (Employee Contribution).

h. Your Gross Monthly Salary would be the total of "Fixed Components" + "Monthly Performance Incentive" as applicable.

i. Rs. 3500/- will be deducted from your monthly salary towards interest free refundable security deposit against the company property/ies issued to you. This retained security deposit will be refunded to you as described in the clause No. 12 specified above in this letter.

Signed: Borakhade Date: 27/11/2020

Print Name: Roshani Borakhade

TAP/2020/R/59

Date: 17/Dec/2020

Dear **Amey Band ,**

We hope that you along with your family are safe and sound at your place!

We are pleased to award you a Project Trainee assignment at Zensar. Please accept our heartiest congratulations and warm welcome to the Zensar family.

The terms and conditions of this assignment are as follows:

1. You are requested to join the organization on **30/Dec/2020** and the offer stands withdrawn thereafter unless the date is extended or communicated in writing.

2. You will be working from home initially from the date of your joining till further orders in this regard. While working from home, you will be paid for the expenses incurred on Internet connection, utilized purely for the official purpose and as per company policy.

3. Any business travel expenses incurred by you, will be borne by the company as per the company's business travel policy, by producing the necessary receipts and prior approvals from your manager, you will have to claim such expenses via Concur.

4. Though you will be working from home, however, for all legal and a practical purpose your base location will be Pune.

5. Your training will be for a period of 3 months beginning from your date of joining,**30/Dec/2020** During the period of your training you will be designated as Project Trainee. During this entire training period, you will be paid a stipend of **Rs. 10,000/– Per Month (Rupees Ten Thousand only)** subject to Income Tax and other statutory deductions at applicable rates from time to time at source. Save and except this amount, you are not eligible to receive any other allowances or benefits the company extends to its other associates.

6. From time to time and on completion of your training as a Project Trainee, the Company shall conduct tests/ assessment and asses your performance and depending on the business need and requirement, at the discretion of the Company you may thereafter be deployed as a Junior Software Engineer.

7. The Company reserve a right to terminate your services in case you fail to satisfactorily perform/pass the test(s) / complete the given assignments conducted by the Company as per the guidelines laid by the Company.

8. During the last week of your training period as a Project Trainee, Company will inform in writing to you whether it wishes to deploy you as Junior Software Engineer or not. You agree not to claim any compensation or other benefits from the Company in case Company do not deploy you as Junior Software Engineer on completion of your tenure as a Project Trainee.

9. On successful completion of training as a Project Trainee, if the Management decides to engage you as an employee, you will be **issued** a separate appointment letter. and deployed as a **Junior Software Engineer** for a period of two (2) years which will include the **Probation Period** of **12 months** post training period. During and after the completion of your probation period, if your services are not found satisfactory on any count, the Management shall have a right to terminate the same forthwith. In that case no notice and or notice pay will be given to you.

4R/15-20

10. During your stint as Junior Software Engineer, you will be paid a gross compensation of **Rs. 3,20,000/- Per Annum (Rupees Three Lakh Twenty Thousand)** subject to Income Tax and other statutory deductions at applicable rates from time to time at source. A separate appointment letter will be issued at that point in time which will give the details of compensation stack up and other benefits.

11. The Company reserves the right to decide your joining location / assign you on assignments to any locations, departments or units of the Company or its Associate companies, Subsidiaries, Group Companies or Customer locations, whether in India or abroad.

12. The Company reserves the right to assign you to work in any technology / skills / domain / job profile as per company's requirement.

13. Work Timings. At Zensar we work five days a week, Monday through Friday. The Company will have its normal business hours from 08:45 hrs to 18:15 hrs with a Lunch Break of 30 minutes. Since we cater to global clients that may operate on a 24 x 7 basis, associates may be required to work at Nonstandard hours; Your work timing would be intimated by your manager. You shall provide details regarding the utilization of your time by entering the same into the mobile application Talent@zensar under Time Sheet entry tab.

14. During this entire period, for the reasons which would be beyond the control of the Management, if the Management could not avail your services or if you commit a breach of company policies, your services will be liable for immediate termination without any notice and or notice pay as deem necessary. Or in that case, if your services are continued, the Management shall even have a right to reduce your remuneration as deem necessary.

15. You would also be executing an Undertaking with the Company on the successful completion of your assignment as a Project Trainee.

16. You agree to abide by all the policies of the Company in force from time to time.

17. Although you are allowed to work from anywhere / from your home at this point of time, you can be required to physically report to any locations of Zensar across India and rendered your services accordingly.

18. For all legal and practical purposes, your place of employment shall **Zensar Technologies Limited SEZ Unit (DLF - Hyderabad) Block 3, 1st Floor, DLF Cyber City Plot No. 129-132 , APHB Colony, Gachibowli Village, Hyderabad - 500 019** and based on this, all statutory compliances with regard to your employment, shall be done by Zensar".

We look forward to a meaningful and mutually satisfying professional relationship.

We request you to sign copy of this letter in token of your acceptance of all the terms and conditions of this revised Offer Letter in their proper and legal perspective and commitment to join the said assignment on the date to be communicated to you later.

For Zensar Technologies Ltd.

Sanjeeva Maithani
Vice President – HR

ACCEPTED:

SIGNATURE:

NAME:

Date :

TAP/2020/N140

Date: 17/Dec/2020

Dear **Jagruti Kalambe ,**

We hope that you along with your family are safe and sound at your place!

We are pleased to award you a Project Trainee assignment at Zensar. Please accept our heartiest congratulations and warm welcome to the Zensar family.

The terms and conditions of this assignment are as follows:

1. You are requested to join the organization on **29/Dec/2020** and the offer stands withdrawn thereafter unless the date is extended or communicated in writing.

2. You will be working from home initially from the date of your joining till further orders in this regard. While working from home, you will be paid for the expenses incurred on Internet connection, utilized purely for the official purpose and as per company policy.

3. Any business travel expenses incurred by you, will be borne by the company as per the company's business travel policy, by producing the necessary receipts and prior approvals from your manager, you will have to claim such expenses via Concur.

4. Though you will be working from home, however, for all legal and a practical purpose your base location will be Pune.

5. Your training will be for a period of 3 months beginning from your date of joining,**29/Dec/2020** During the period of your training you will be designated as Project Trainee. During this entire training period, you will be paid a stipend of **Rs. 10,000/– Per Month (Rupees Ten Thousand only)** subject to Income Tax and other statutory deductions at applicable rates from time to time at source. Save and except this amount, you are not eligible to receive any other allowances or benefits the company extends to its other associates.

6. From time to time and on completion of your training as a Project Trainee, the Company shall conduct tests/ assessment and asses your performance and depending on the business need and requirement, at the discretion of the Company you may thereafter be deployed as a Junior Software Engineer.

7. The Company reserve a right to terminate your services in case you fail to satisfactorily perform/pass the test(s) / complete the given assignments conducted by the Company as per the guidelines laid by the Company.

8. During the last week of your training period as a Project Trainee, Company will inform in writing to you whether it wishes to deploy you as Junior Software Engineer or not. You agree not to claim any compensation or other benefits from the Company in case Company do not deploy you as Junior Software Engineer on completion of your tenure as a Project Trainee.

9. On successful completion of training as a Project Trainee, if the Management decides to engage you as an employee, you will be **issued** a separate appointment letter. and deployed as a **Junior Software Engineer** for a period of two (2) years which will include the **Probation Period** of **12 months** post training period. During and after the completion of your probation period, if your services are not found satisfactory on any count, the Management shall have a right to terminate the same forthwith. In that case no notice and or notice pay will be given to you.

10. During your stint as Junior Software Engineer, you will be paid a gross compensation of **Rs. 3,20,000/- Per Annum (Rupees Three Lakh Twenty Thousand)** subject to Income Tax and other statutory deductions at applicable rates from time to time at source. A separate appointment letter will be issued at that point in time which will give the details of compensation stack up and other benefits.

11. The Company reserves the right to decide your joining location / assign you on assignments to any locations, departments or units of the Company or its Associate companies, Subsidiaries, Group Companies or Customer locations, whether in India or abroad.

12. The Company reserves the right to assign you to work in any technology / skills / domain / job profile as per company's requirement.

13. Work Timings. At Zensar we work five days a week, Monday through Friday. The Company will have its normal business hours from 08:45 hrs to 18:15 hrs with a Lunch Break of 30 minutes. Since we cater to global clients that may operate on a 24 x 7 basis, associates may be required to work at Nonstandard hours; Your work timing would be intimated by your manager. You shall provide details regarding the utilization of your time by entering the same into the mobile application Talent@zensar under Time Sheet entry tab.

14. During this entire period, for the reasons which would be beyond the control of the Management, if the Management could not avail your services or if you commit a breach of company policies, your services will be liable for immediate termination without any notice and or notice pay as deem necessary. Or in that case, if your services are continued, the Management shall even have a right to reduce your remuneration as deem necessary.

15. You would also be executing an Undertaking with the Company on the successful completion of your assignment as a Project Trainee.

16. You agree to abide by all the policies of the Company in force from time to time.

17. Although you are allowed to work from anywhere / from your home at this point of time, you can be required to physically report to any locations of Zensar across India and rendered your services accordingly.

18. For all legal and practical purposes, your place of employment shall **Zensar Technologies Limited SEZ Unit (DLF - Hyderabad) Block 3, 1st Floor, DLF Cyber City Plot No. 129-132 , APHB Colony, Gachibowli Village, Hyderabad - 500 019** and based on this, all statutory compliances with regard to your employment, shall be done by Zensar".

We look forward to a meaningful and mutually satisfying professional relationship.

We request you to sign copy of this letter in token of your acceptance of all the terms and conditions of this revised Offer Letter in their proper and legal perspective and commitment to join the said assignment on the date to be communicated to you later.

For Zensar Technologies Ltd.

Sanjeeva Maithani
Vice President – HR

ACCEPTED: YES

SIGNATURE:

NAME: Jagruti Himmatrao Kalambe

Date : 28/12/2020

TAP/2020/N/39

ZenSar

Registered Office : Zensar Technologies Ltd., Zensar Knowledge Park, Plot No. 4, MIDC Kharadi,
Off Nagar Road, Pune 411014, India. Tel : 91(20) 66074000, 27004000 Fax : +91 (20) 66057888 CIN: L72200PN1963PLC012671

Date: 17/Dec/2020

Dear Subhrut Taori ,

We hope that you along with your family are safe and sound at your place!

We are pleased to award you a Project Trainee assignment at Zensar. Please accept our heartiest congratulations and warm welcome to the Zensar family.

The terms and conditions of this assignment are as follows:

1. You are requested to join the organization on **29/Dec/2020** and the offer stands withdrawn thereafter unless the date is extended or communicated in writing.

2. You will be working from home initially from the date of your joining till further orders in this regard. While working from home, you will be paid for the expenses incurred on Internet connection, utilized purely for the official purpose and as per company policy.

3. Any business travel expenses incurred by you, will be borne by the company as per the company's business travel policy, by producing the necessary receipts and prior approvals from your manager, you will have to claim such expenses via Concur.

4. Though you will be working from home, however, for all legal and a practical purpose your base location will be Hyderabad.

5. Your training will be for a period of 3 months beginning from your date of joining, **29/Dec/2020** During the period of your training you will be designated as Project Trainee. During this entire training period, you will be paid a stipend of **Rs. 10,000/- Per Month (Rupees Ten Thousand only)** subject to Income Tax and other statutory deductions at applicable rates from time to time at source. Save and except this amount, you are not eligible to receive any other allowances or benefits the company extends to its other associates.

6. From time to time and on completion of your training as a Project Trainee, the Company shall conduct tests/ assessment and asses your performance and depending on the business need and requirement, at the discretion of the Company you may thereafter be deployed as a Junior Software Engineer.

7. The Company reserve a right to terminate your services in case you fail to satisfactorily perform/pass the test(s) / complete the given assignments conducted by the Company as per the guidelines laid by the Company.

8. During the last week of your training period as a Project Trainee, Company will inform in writing to you whether it wishes to deploy you as Junior Software Engineer or not. You agree not to claim any compensation or other benefits from the Company in case Company do not deploy you as Junior Software Engineer on completion of your tenure as a Project Trainee.

9. On successful completion of training as a Project Trainee, if the Management decides to engage you as an employee, you will be issued a separate appointment letter, and deployed as a **Junior Software Engineer** for a period of two (2) years which will include the **Probation Period** of **12 months** post training period. During and after the completion of your probation period, if your services are not found satisfactory on any count, the Management shall have a right to terminate the same forthwith. In that case no notice and or notice pay will be given to you.

Taori

www.zensar.com

RPG

Scanned with CamScanner

IT 19-20

ZenSar

Registered Office: Zensar Technologies Ltd., Zensar Knowledge Park, Plot No. 4, MIDC Khandi
Off Nagar Road, Pune 411014, India. Tel: +91(20) 6607 6000, 2700 6000 Fax: +91 (20) 6605 7800 CIN: L72200PN1963PLC012921

10. During your stint as Junior Software Engineer, you will be paid a gross compensation of Rs. 3,20,000/- Per Annum (Rupees Three Lakh Twenty Thousand) subject to Income Tax and other statutory deductions at applicable rates from time to time at source. A separate appointment letter will be issued at that point in time which will give the details of compensation stack up and other benefits.

11. The Company reserves the right to decide your joining location / assign you on assignments to any locations, departments or units of the Company or its Associate companies, Subsidiaries, Group Companies or Customer locations, whether in India or abroad.

12. The Company reserves the right to assign you to work in any technology / skills / domain / job profile as per company's requirement.

13. Work Timings: At Zensar we work five days a week, Monday through Friday. The Company will have its normal business hours from 08:45 hrs to 18:15 hrs with a Lunch Break of 30 minutes. Since we cater to global clients that may operate on a 24 x 7 basis, associates may be required to work at Nonstandard hours. Your work timing would be intimated by your manager. You shall provide details regarding the utilization of your time by entering the same into the mobile application Talent@zensar under Time Sheet entry tab.

14. During this entire period, for the reasons which would be beyond the control of the Management, if the Management could not avail your services or if you commit a breach of company policies, your services will be liable for immediate termination without any notice and or notice pay as deem necessary. Or in that case, if your services are continued, the Management shall even have a right to reduce your remuneration as deem necessary.

15. You would also be executing an Undertaking with the Company on the successful completion of your assignment as a Project Trainee.

16. You agree to abide by all the policies of the Company in force from time to time.

17. Although you are allowed to work from anywhere / from your home at this point of time, you can be required to physically report to any locations of Zensar across India and rendered your services accordingly.

18. For all legal and practical purposes, your place of employment shall **Zensar Technologies Limited SEZ Unit (DLF - Hyderabad) Block 3, 1st Floor, DLF Cyber City Plot No. 129-132 , APHB Colony, Gachibowli Village, Hyderabad - 500 019** and based on this, all statutory compliances with regard to your employment shall be done by Zensar.

We look forward to a meaningful and mutually satisfying professional relationship.

We request you to sign copy of this letter in token of your acceptance of all the terms and conditions of this revised Offer Letter in their proper and legal perspective and commitment to join the said assignment on the date to be communicated to you later.

For Zensar Technologies Ltd

Sanjeeva Malthani
Vice President – HR

ACCEPTED:

SIGNATURE: Toori

NAME: Subhrut S Toori

Date: 29/12/2020

Scanned with CamScanner

JAP/2020/M/15

26

ZF STEERING GEAR (INDIA) LTD.
Regd. Office & Works :
Gat No. 1242/44, Village Vadu BK., Tal. Shirur, Dist. Pune-412 216 (India)
Tel. : 02137-305100, Fax : 02137-305302
Web : www.zfindia.com, Email Id : enquiry@zfindia.com
Corporate Identity Number (CIN) : L29130PN1981PLC023734

TÜVRheinland CERT ISO 14001 IATF 16949

F-HRD-71003-EN/Ver 1.0 01-Apr-2018

Date: - 08.11.2020

Appointment Letter

Mr. Abhishek Vijay Gorakh
Ward No.09,Manorath, Civil Line,
North Plot,At.PO.Khamgaon,Dist.Buldhana.

Dear Mr. Gorakh,

We are pleased to appoint you as TRAINEE ENGINEER with effect from 09-November-2020 on the following terms and conditions.

Stipend:

Grade O02

Particulars	Monthly Stipend
Basic	3750
Conveyance Allowance	1950
House Rent Allowance	3170
Education Allowance	300
Misc. Allowance	2474
Leave Travel Allowance (As per Company Rules)	1050
Bonus (As per Bonus Act, Sub. to 20% max)	750
PF / Special Allowance (As per PF Act)	1143
ESI	413
Total	**15000**

OTHER TERMS & CONDITIONS:

1. Your training period will be of **1 (One)** Year. On completion of the training, your employment shall automatically get ceased and no notice to that effect will be given to you. Or management may terminate your training before completion, by giving you a month's notice. However, the company may further extend your training period, if found necessary.

2. If you desire to resign during training period, you will have to give one month notice or pay an equivalent amount of one month's stipend in lieu of such notice.

3. Being a trainee in the organisation does not confer any rights to you which company has given to its regular employees.

4. Your appointment is subject to your being medically fit. To ascertain your fitness, company may ask you to undergo medical examination by the Company's Doctor before your joining or any time thereafter.

5. After successful completion of training, the company may absorb you in a regular grade if you are found suitable and if vacancy is available. The important criteria for the regular employment will be production output, quality, safety, discipline, attendance and punctuality.

ZF STEERING GEAR (INDIA) LTD.
Regd. Office & Works :
Gat No. 1242/44, Village Vadu BK., Tal. Shirur, Dist. Pune-412 216 (India)
Tel. : 02137-305100, Fax : 02137-305302
Web : www.zfindia.com, Email Id : enquiry@zfindia.com
Corporate Identity Number (CIN) : L29130PN1981PLC023734

TÜVRheinland CERT ISO 14001 IATF 16949

6. Place of Posting/Transfer:
Your present place of posting will be at ZF Factory. You are liable to be transferred to any of our offices/ factories, existing or future, in the country and may be assigned different duties from time to time, depending upon the needs and priorities of the organization.

7. During the training period, you will be not entitled for any leaves. However, after completion of one year, you will be eligible for Annual Leave as Factories Act 1948.

8. Your continuous absence for 4 days or more without any communication to the management by itself will be proof of your voluntary abandonment of services and accordingly your name will be removed from the muster roll.

9. During the period of your training, you will abide by all the rules and regulations of the company and carry out work as instructed to you by your superior. During your training period, you will be liable to be transferred to any other department.

10. As a part of your training, you will be required to work on any machine, equipment's or in any other activity related to Company's business. You shall have to work as a Member of the Management Team to improve your knowledge and skills during your training period.

11. You shall not at any time engage in or be concerned with or be interested, directly or indirectly , in any business, work or activity other than that of the Company or commit any act prejudicial to the interest of the Company and/or its business (the Company being the sole judge thereof).

12. You will not be eligible for the use of Company provided transport. You shall make your own arrangement for attending your training at the factory or at any other place decided by Company.

13. In order to ensure punctuality in attendance at the factory, as communicated to you and agreed by you, you shall make necessary arrangements for your residence close to the factory. You shall submit the proof of your residence within 2 days of your joining.

14. You will be required to attend for your training in any shift as required by the Company.

15. The Company reserves the right to terminate your traineeship summarily, without any notice, in the event of any of the following:
    a) Performance not meeting Company norms
    b) Failure to carry out any instructions given by your Superiors.
    c) Any misconduct on your part.
    d) Breach of any of the conditions of this appointment letter.

16. On the day of your reporting for duty, please report at 8.00 am along with following documents in original and a photocopy of each.
    a) Proof of age (SSC certificate or School Leaving Certificate)
    b) SSC/HSC or equivalent examination mark-sheets
    c) Diploma /Degree Examination mark-sheets for all semesters/years
    d) Two copies of recent colour photograph in passport size
    e) Relieving certificate or Service certificate from present employer if applicable, and other experience certificates.

17. On completion of your training, you will return to your superior, all tools, papers, drawings, documents, or copies thereof that may be in your possession.

ZF STEERING GEAR (INDIA) LTD.
Regd. Office & Works :
Gat No. 1242/44, Village Vadu BK., Tal. Shirur, Dist. Pune 412 216 (India)
Tel : 02137-305100, Fax : 02137-305302
Web : www.zfindia.com, Email Id : enquiry@zfindia.com
Corporate Identity Number (CIN) : L29130PN1981PLC023734

CERT ISO 14001 IATF 16949

18. You are requested to report for training on 09-November-2020 failing which the offer made in this letter shall be treated as cancelled.

Please sign the duplicate copy of this letter in acceptance of the above terms and conditions.

For ZF STEERING GEAR (I) LTD.

AUTHORISED SIGNATORY

I have read all the above terms and conditions and I accept them fully and unconditionally. I will join the duty on 09-11-2020

Signature & Date:

9-11-2020

TAP/2020/M/16 (17)

ZF INDIA

ZF STEERING GEAR (INDIA) LTD.
Regd. Office & Works :
Gat No. 1242/44, Village Vadu BK., Tal. Shirur, Dist. Pune-412 216 (India)
Tel. : 02137-305100, Fax : 02137-305302
Web : www.zfindia.com, Email Id : enquiry@zfindia.com
Corporate Identity Number (CIN) : L29130PN1981PLC023734

CERT

F-HRD-71003-EN/Ver 1.0 01-Apr-2018

Date: - 08.11.2020

Appointment Letter

Mr. Dhananjay Dnyaneshwar Gawhale
Gadge Nagar,Old City,
Akola.

We are pleased to appoint you as TRAINEE ENGINEER with effect from 09-November-2020 on the following terms and conditions.

Stipend: Grade O02

Particulars	Monthly Stipend
Basic	3750
Conveyance Allowance	1950
House Rent Allowance	3170
Education Allowance	300
Misc. Allowance	2474
Leave Travel Allowance (As per Company Rules)	1050
Bonus (As per Bonus Act, Sub. to 20% max)	750
PF / Special Allowance (As per PF Act)	1143
ESI	413
Total	15000

OTHER TERMS & CONDITIONS:

1. Your training period will be of 1 (One) Year. On completion of the training, your employment shall automatically get ceased and no notice to that effect will be given to you. Or management may terminate your training before completion, by giving you a month's notice. However, the company may further extend your training period, if found necessary.

2. If you desire to resign during training period, you will have to give one month notice or pay an equivalent amount of one month's stipend in lieu of such notice.

3. Being a trainee in the organisation does not confer any rights to you which company has given to its regular employees.

4. Your appointment is subject to your being medically fit. To ascertain your fitness, company may ask you to undergo medical examination by the Company's Doctor before your joining or any time thereafter.

5. After successful completion of training, the company may absorb [illegible] in a regular grade if you [illegible]

TAP/2020/M:12

ZF STEERING GEAR (INDIA) LTD.
Regd. Office & Works :
Gat No. 1242/44, Village Vadu BK., Tal. Shirur, Dist. Pune-412 216 (India)
Tel. : 02137-305100, Fax : 02137-305302
Web : www.zfindia.com, Email Id : enquiry@zfindia.com
Corporate Identity Number (CIN) : L29130PN1981PLC023734

TÜVRheinland CERT ISO 14001 IATF 16949

F-HRD-71003-EN/Ver 1.0 01-Apr-2018

Date: - 08.11.2020

Appointment Letter

Mr. Rajendra Fakirchand Kubde
At.Post.Katol,
Dist.Nagpur.

Dear Mr. Kudde,

We are pleased to appoint you as TRAINEE ENGINEER with effect from 09-November-2020 on the following terms and conditions.

Stipend:

Grade O02

Particulars	Monthly Stipend
Basic	3750
Conveyance Allowance	1950
House Rent Allowance	3170
Education Allowance	300
Misc. Allowance	2474
Leave Travel Allowance (As per Company Rules)	1050
Bonus (As per Bonus Act, Sub. to 20% max)	750
PF / Special Allowance (As per PF Act)	1143
ESI	413
Total	**15000**

OTHER TERMS & CONDITIONS:

1. Your training period will be of **1 (One)** Year. On completion of the training, your employment shall automatically get ceased and no notice to that effect will be given to you. Or management may terminate your training before completion, by giving you a month's notice. However, the company may further extend your training period, if found necessary.

2. If you desire to resign during training period, you will have to give one month notice or pay an equivalent amount of one month's stipend in lieu of such notice.

3. Being a trainee in the organisation does not confer any rights to you which company has given to its regular employees.

4. Your appointment is subject to your being medically fit. To ascertain your fitness, company may ask you to undergo medical examination by the Company's Doctor before your joining or any time thereafter.

5. After successful completion of training, the company may absorb you in a regular grade if you are found suitable and if vacancy is available. The important criteria for the regular employment will be production output, quality, safety, discipline, attendance and punctuality.

Scanned with CamScanner

TAP/2020/M/

19

ZF INDIA

ZF STEERING GEAR (INDIA) LTD.
Regd. Office & Works :
Gat No. 1242/44, Village Vadu BK., Tal. Shirur, Dist. Pune-412 216 (India)
Tel. : 02137-305100, Fax : 02137-305302
Web : www.zfindia.com, Email Id : enquiry@zfindia.com
Corporate Identity Number (CIN) : L29130PN1981PLC023734

TÜVRheinland CERT ISO 14001 IATF 16949

F-HRD-71003-EN/Ver 1.0 01-Apr-2018

Date: - 08.11.2020

Appointment Letter

Mr. Suraj Vivek Shelke
At.Post.Pategaon,Tal.Paithan,
Dist.Ahmednagar.

Dear Mr. Shelke,

We are pleased to appoint you as TRAINEE ENGINEER with effect from 09-November-2020 on the following terms and conditions.

Stipend: **Grade O02**

Particulars	Monthly Stipend
Basic	3750
Conveyance Allowance	1950
House Rent Allowance	3170
Education Allowance	300
Misc. Allowance	2474
Leave Travel Allowance (As per Company Rules)	1050
Bonus (As per Bonus Act, Sub. to 20% max)	750
PF / Special Allowance (As per PF Act)	1143
ESI	413
Total	15000

OTHER TERMS & CONDITIONS:

1. Your training period will be of **1 (One)** Year. On completion of the training, your employment shall automatically get ceased and no notice to that effect will be given to you. Or management may terminate your training before completion, by giving you a month's notice. However, the company may further extend your training period, if found necessary.

2. If you desire to resign during training period, you will have to give one month notice or pay an equivalent amount of one month's stipend in lieu of such notice.

3. Being a trainee in the organisation does not confer any rights to you which company has given to its regular employees.

4. Your appointment is subject to your being medically fit. To ascertain your fitness, company may ask you to undergo medical examination by the Company's Doctor before your joining or any time thereafter.

5. After successful completion of training, the company may absorb you in a regular grade if you are found suitable and if vacancy is available. The important criteria for the regular employment will

ZF STEERING GEAR (INDIA) LTD.
Regd. Office & Works :
Gat No. 1242/44, Village Vadu BK., Tal. Shirur, Dist. Pune-412 216 (India)
Tel. : 02137-305100, Fax : 02137-305302
Web : www.zfindia.com, Email Id : enquiry@zfindia.com
Corporate Identity Number (CIN) : L29130PN1981PLC023734

6. Place of Posting/Transfer:
Your present place of posting will be at ZF Factory. You are liable to be transferred to any of our offices/ factories, existing or future, in the country and may be assigned different duties from time to time, depending upon the needs and priorities of the organization.

7. During the training period, you will be not entitled for any leaves. However, after completion of one year, you will be eligible for Annual Leave as Factories Act 1948.

8. Your continuous absence for 4 days or more without any communication to the management by itself will be proof of your voluntary abandonment of services and accordingly your name will be removed from the muster roll.

9. During the period of your training, you will abide by all the rules and regulations of the company and carry out work as instructed to you by your superior. During your training period, you will be liable to be transferred to any other department.

10. As a part of your training, you will be required to work on any machine, equipment's or in any other activity related to Company's business. You shall have to work as a Member of the Management Team to improve your knowledge and skills during your training period.

11. You shall not at any time engage in or be concerned with or be interested, directly or indirectly , in any business, work or activity other than that of the Company or commit any act prejudicial to the interest of the Company and/or its business (the Company being the sole judge thereof).

12. You will not be eligible for the use of Company provided transport. You shall make your own arrangement for attending your training at the factory or at any other place decided by Company.

13. In order to ensure punctuality in attendance at the factory, as communicated to you and agreed by you, you shall make necessary arrangements for your residence close to the factory. You shall submit the proof of your residence within 2 days of your joining.

14. You will be required to attend for your training in any shift as required by the Company.

15. The Company reserves the right to terminate your traineeship summarily, without any notice, in the event of any of the following:
    a) Performance not meeting Company norms
    b) Failure to carry out any instructions given by your Superiors.
    c) Any misconduct on your part.
    d) Breach of any of the conditions of this appointment letter.

16. On the day of your reporting for duty, please report at 8.00 am along with following documents in original and a photocopy of each.
    a) Proof of age (SSC certificate or School Leaving Certificate)
    b) SSC/HSC or equivalent examination mark-sheets
    c) Diploma /Degree Examination mark-sheets for all semesters/years
    d) Two copies of recent colour photograph in passport size
    e) Relieving certificate or Service certificate from present employer if applicable, and other experience certificates.

TAP/2020/M)

ZF INDIA

ZF STEERING GEAR (INDIA) LTD.

Regd. Office & Works :
Gat No. 1242/44, Village Vadu BK., Tal. Shirur, Dist. Pune-412 216 (India)
Tel. : 02137-305100, Fax : 02137-305302
Web : www.zfindia.com, Email Id : enquiry@zfindia.com
Corporate Identity Number (CIN) : L29130PN1981PLC023734

TÜVRheinland CERT ISO 14001 IATF 16949

18. You are requested to report for training on 09-November-2020 failing which the offer made in this letter shall be treated as cancelled.

Please sign the duplicate copy of this letter in acceptance of the above terms and conditions.

For ZF STEERING GEAR (I) LTD.

AUTHORISED SIGNATORY

I have read all the above terms and conditions and I accept them fully and unconditionally. I will join the duty on _____

Signature & Date:

सत्यमेव जयते

GOVERNMENT OF INDIA
MINISTRY OF CORPORATE AFFAIRS

Central Registration Centre

Certificate of Incorporation

[Pursuant to sub-section (2) of section 7 and sub-section (1) of section 8 of the Companies Act, 2013 (18 of 2013) and rule 18 of the Companies (Incorporation) Rules, 2014]

I hereby certify that AGROWSURE PRODUCTS AND INNOVATIONS PRIVATE LIMITED is incorporated on this Fourteenth day of January Two thousand twenty-two under the Companies Act, 2013 (18 of 2013) and that the company is limited by shares.

The Corporate Identity Number of the company is U29256MH2022PTC374895.

The Permanent Account Number (PAN) of the company is **AAWCA3814D** *

The Tax Deduction and Collection Account Number (TAN) of the company is **NGPA11076C** *

Given under my hand at Manesar this Fourteenth day of January Two thousand twenty-two .

DS MINISTRY OF CORPORATE AFFAIRS 6

Digital Signature Certificate
Mr SHIV PAL SINGH
ASST. 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

---

Mailing Address as per record available in Registrar of Companies office:

AGROWSURE PRODUCTS AND INNOVATIONS PRIVATE LIMITED
Aasra Niwas, Opp Ganesh Hardware,, Balwant Colony, Mangrulir Road,
Akola, Aurangabad, Maharashtra, India, 444001

* as issued by the Income Tax Department

Amravati University Development, Innovation, Incubation & Entrepreneurship (AUDiiE) Centre
SGBAU RESEARCH & INCUBATION FOUNDATION
A Section 8 Company(CIN: U73200MH2019NPL328774)
Camp Area, Near Tapovan Gate, AMRAVATI 444602 Maharashtra
https://www.sgbau.ac.in/directoriil@sgbau.ac.in
(Off.)0721-2660942 (Fax)0721-2660949

Date: September 05, 2019

Dear
Akshay Kawale, Akshay Wairale, Ajinkya Shah
AgroSure Products, Akola.

Warmest Greetings of the Season and Hearty Congratulation for being shortlisted in "AMARAVATI STARTUP BUSINESS PLAN COMPETITION-2019" jointly hosted by

- Government of Maharashtra State Innovation Council,
- Unnat Bharat Abhiyaan Regional Coordinating Institute (Vidarbha),
- Amravati University Development of Innovation, Incubation and Entrepreneurship (AUDiiE),
- Directorate of Technical Education, Maharashtra State, Mumbai and
- District Collector, Amravati District

With this achievement, on behalf of SGBAU RESEARCH & INCUBATION FOUNDATION (A Section 8 Company (A Section 8 Company CIN: U73200MH2019NPL328774), I am glad to inform you have been selected for PRE-INCUBATION.

This Letter of Support (LoS) has been issued to you towards the Work Order (WO)/Service Order (SO) of your innovation entitled "_____" w.r.t. fulfilling the following T&C:

- INCUBATION AND FUNDING
  - As a shortlisted startup, you are provided incubation and funding support at AUDiiE. The duration of pre-incubation is 1 year starting from October 1, 2019. Funding is provided to through loan/equity. Funding is provided through MSIn allotted funds. AUDiiE also works with angel and VC funds in India that can invest in startup companies.
- CO-WORKING SPACE
  - AUDiiE offers both physical and virtual pre-incubation. Co-working spaces located at SGBAU Campus offer the following facilities:
    - High-Speed Multi-access Network
    - IT Support
    - Common pool of hard and soft infrastructure like meeting/conference room, teleconferencing facilities, library etc at cost
- MENTORSHIP
  - AUDiiE brings in both national mentors and international mentors from Silicon Valley with varied experience across multiple domains and sectors. They have been executives at Fortune 500 companies, built startups and products with the local and global appeal.
- INTERNSHIP POOL
  - As a certified pre-incubatee, you can hire students from SGBAU affiliated institutes/departments on a part-time and full-time basis with prior intimation to AUDiiE. Students can be hired across multiple disciplines of engineering, business, commerce, arts, multimedia etc.
- MULTIDISCIPLINARY LABS
  - With well-equipped Labs across multiple disciplines at SGBAU campus, you can avail the various lab facilities to build prototypes, set up test environments and test the various features of their product (at cost).
- LEGAL SERVICES
  - Legal services will be provided through AUDiiE partners at discounted rates.

Upon agreed of this, kindly submit the acceptance in the format provided with this document. You are welcome.

Sincerely

Dr. D. T. Ingole
Director-Innovation, Incubation & Linkages (IIL),
Amravati University Development, Innovation, Incubation and Entrepreneurship (AUDiiE)
Sant Gadge Baba Amravati University (SGBAU),
Amravati 444602

Director Innovation, Incubation & Linkages Checked Verified

I/We hereby agree for the T&C and give consent for the enrollment in SGBAU & INCUBATION CENTRE.

Sign

Note: All rights and any sort of queries/obligations to this document are with Director-IIL (AUDiiE, SGBAU)

सत्यमेव जयते

GOVERNMENT OF INDIA
MINISTRY OF CORPORATE AFFAIRS

Central Registration Centre

Certificate of Incorporation

[Pursuant to sub-section (2) of section 7 and sub-section (1) of section 8 of the Companies Act, 2013 (18 of 2013) and rule 18 of the Companies (Incorporation) Rules, 2014]

I hereby certify that AGROWSURE PRODUCTS AND INNOVATIONS PRIVATE LIMITED is incorporated on this Fourteenth day of January Two thousand twenty-two under the Companies Act, 2013 (18 of 2013) and that the company is limited by shares.

The Corporate Identity Number of the company is U29256MH2022PTC374895.

The Permanent Account Number (PAN) of the company is **AAWCA3814D** *

The Tax Deduction and Collection Account Number (TAN) of the company is **NGPA11076C** *

Given under my hand at Manesar this Fourteenth day of January Two thousand twenty-two .

DS MINISTRY OF CORPORATE AFFAIRS 6

Digital Signature Certificate
Mr SHIV PAL SINGH
ASST. 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

---

Mailing Address as per record available in Registrar of Companies office:

AGROWSURE PRODUCTS AND INNOVATIONS PRIVATE LIMITED
Aasra Niwas, Opp Ganesh Hardware,, Balwant Colony, Mangrulir Road,
Akola, Aurangabad, Maharashtra, India, 444001

* as issued by the Income Tax Department

Amravati University Development, Innovation, Incubation & Entrepreneurship (AUDiiE) Centre
SGBAU RESEARCH & INCUBATION FOUNDATION
A Section 8 Company(CIN: U73200MH2019NPL328774)
Camp Area, Near Tapovan Gate, AMRAVATI 444602 Maharashtra
https://www.sgbau.ac.in/directoriil@sgbau.ac.in
(Off.)0721-2660942 (Fax)0721-2660949

Date: September 05, 2019

Dear
Akshay Kawale, Akshay Wairale, Ajinkya Shah
AgroSure Products, Akola.

Warmest Greetings of the Season and Hearty Congratulation for being shortlisted in "AMARAVATI STARTUP BUSINESS PLAN COMPETITION-2019" jointly hosted by

- Government of Maharashtra State Innovation Council,
- Unnat Bharat Abhiyaan Regional Coordinating Institute (Vidarbha),
- Amravati University Development of Innovation, Incubation and Entrepreneurship (AUDiiE),
- Directorate of Technical Education, Maharashtra State, Mumbai and
- District Collector, Amravati District

With this achievement, on behalf of SGBAU RESEARCH & INCUBATION FOUNDATION (A Section 8 Company (A Section 8 Company CIN: U73200MH2019NPL328774), I am glad to inform you have been selected for PRE-INCUBATION.

This Letter of Support (LoS) has been issued to you towards the Work Order (WO)/Service Order (SO) of your innovation entitled "_____" w.r.t. fulfilling the following T&C:

- INCUBATION AND FUNDING
  - As a shortlisted startup, you are provided incubation and funding support at AUDiiE. The duration of pre-incubation is 1 year starting from October 1, 2019. Funding is provided to through loan/equity. Funding is provided through MSIn allotted funds. AUDiiE also works with angel and VC funds in India that can invest in startup companies.
- CO-WORKING SPACE
  - AUDiiE offers both physical and virtual pre-incubation. Co-working spaces located at SGBAU Campus offer the following facilities:
    - High-Speed Multi-access Network
    - IT Support
    - Common pool of hard and soft infrastructure like meeting/conference room, teleconferencing facilities, library etc at cost
- MENTORSHIP
  - AUDiiE brings in both national mentors and international mentors from Silicon Valley with varied experience across multiple domains and sectors. They have been executives at Fortune 500 companies, built startups and products with the local and global appeal.
- INTERNSHIP POOL
  - As a certified pre-incubatee, you can hire students from SGBAU affiliated institutes/departments on a part-time and full-time basis with prior intimation to AUDiiE. Students can be hired across multiple disciplines of engineering, business, commerce, arts, multimedia etc.
- MULTIDISCIPLINARY LABS
  - With well-equipped Labs across multiple disciplines at SGBAU campus, you can avail the various lab facilities to build prototypes, set up test environments and test the various features of their product (at cost).
- LEGAL SERVICES
  - Legal services will be provided through AUDiiE partners at discounted rates.

Upon agreed of this, kindly submit the acceptance in the format provided with this document. You are welcome.

Sincerely

Dr. D. T. Ingole
Director-Innovation, Incubation & Linkages (IIL),
Amravati University Development, Innovation, Incubation and Entrepreneurship (AUDiiE)
Sant Gadge Baba Amravati University (SGBAU),
Amravati 444602

Director Innovation, Incubation & Linkages Checked Verified

I/We hereby agree for the T&C and give consent for the enrollment in SGBAU & INCUBATION CENTRE.

Sign

Note: All rights and any sort of queries/obligations to this document are with Director-IIL (AUDiiE, SGBAU)

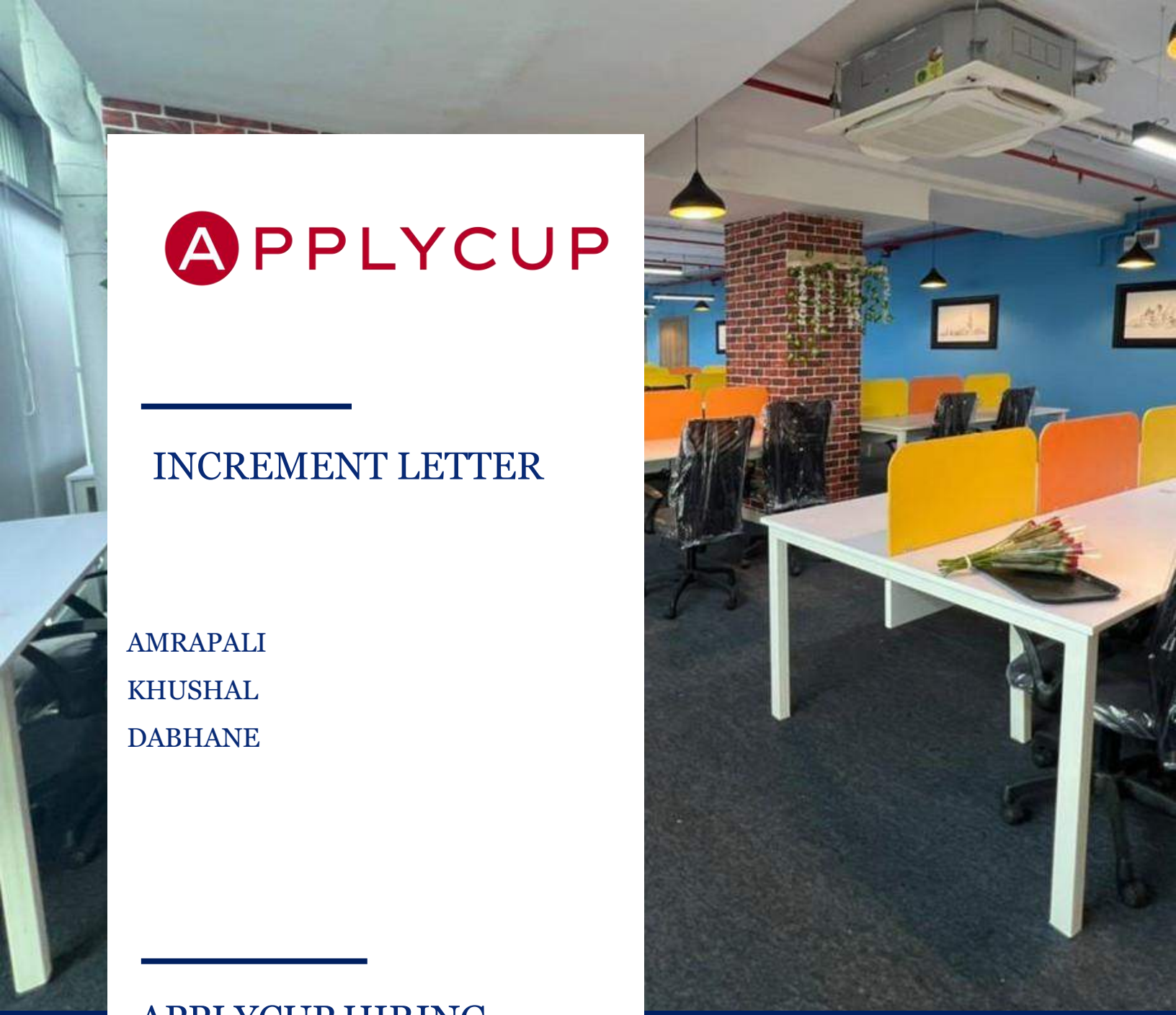
7:24 PM
apply cup...d 33 new

APPLYCUP
YOU DESERVE BETTER



AMRAPALI K. DABHANE

Date of Joining : 07-03-22
Date of Birth : 01-06-97
Blood Group : B+ve
Mobile No. : 8888551146



APPLYCUP

INCREMENT LETTER

AMRAPALI
KHUSHAL
DABHANE

APPLYCUP HIRING SOLUTIONS LLP

+919910441611
www.applycup.com
hr@applycup.com

Annexure I

Employee Name : **AMRAPALI KHUSHAL DABHANE**
Designation : **Technical Recruiter**
Date : 1st April 2023

Compensation Structure	Monthly	Annual
BASIC SALARY (INCLUDING DA)	15000	180000
HOUSE RENT ALLOWANCE	3000	36000
CONVEYANCE ALLOWANCE	300	3600
LTA	1000	12000
OTHER ALLOWANCE	7700	92400
STANDARD GROSS SALARY	**27000**	324000
COMPANY CONTRIBUTION PF	1974	23688
COMPANY CONTRIBUTION ESIC	0	0
COMPANY CONTRIBUTION GRATUITY	721	8652
COST TO COMPANY	**29625**	356340
EMPLOYEE PF DEDUCTION	1800	21600
EMPLOYEE ESIC DEDUCTION	0	0
PROFESSIONAL TAX	200	2400
TAKHOME SALARY SUBJECT TO INCOME TAX	**25000**	300000

- *This is applicable from 1st April 2023.*
- *You are not eligible for performance incentive.*
- *Tax wherever applicable, shall be deducted as per income tax rule.*
- *Employee shall not, without prior written approval of Company authority, use for own benefit, publish, copy, or otherwise disclose to others, or permit the use by others for their benefit or to the detriment of Company.*
- *Every individual is responsible for completing his quarterly review with their immediate, failing which might impact to annual review.*

Sincerely,

Nikhil Batra,
Managing Partner,
Applycup Hiring Solutions LLP

Agreed and accepted

CONFIDENTIAL

APPLYCUP HIRING SOLUTIONS LLP
Pune 411017
www.applycup.com
+91-9689591646

(Private and Confidential)

07th Mar 2022
Dear Amrapali,
Ghodvhan – Tal Morshi,
Amaravati - 444905

CONGRATULATIONS!!
With great pleasure we invite you to be an integral part of Applycup Hiring Solutions LLP (The Company),
With reference to your recent application and the subsequent interview/s you had with us, APPLYCUP, is pleased to confirm our offer of employment to you as
"Junior Recruitment Consultant".

The terms & conditions of the Employment offer are as follows:

1. Date of Commencement:
Your employment with the company shall commence on 07th Mar 2022

2. Compensation:
Your cost to company **(CTC)** will be **INR 1, 92,000 INR per Annum**

Location:
You will be based in Pune however you will be liable to be transferred in such capacity as the Company may from time to time determine to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate Company. In such case you will be governed by the terms and conditions of service applicable to the new assignment.

3. Probation & Confirmation
You will be on probation for a period of **Six months** from the date of joining and will be confirmed at the end of probation period if your performance and conduct were satisfactory. In case of unsatisfactory performance during your probation period, the probation period can be extended or the Company may terminate your services at any time

4. 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 the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.
When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action.

5. Notice Period:
You or the Company may terminate your service at any time by giving **60 days of notice** or gross 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.

6. Salary Review:
Your salary reviews and re-fitments will always be subject to the schedules as may be implemented by the company from time to time.

7. Working Hours:

The normal working hours of the company are from Monday – Friday (9.30 AM to 6.30 PM).
However your working hours may vary according to the operational needs of different clients and projects and you may be required to work on a shift system, the details of which will be provided to you on joining. The Company reserves the right to amend hours of work as necessary to meet the requirements of the business and you hereby agree to the same.

8. Confidentiality:

You are required to sign an Intellectual Property, Non-disclosure and Confidentiality Agreement effective from the date of joining. The Confidentiality Agreement is to ensure that all proprietary and confidential information, documents, literature, invention made or obtained during your tenure with the Company shall not be utilized by you at any point to undermine the interests of the Company.
Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

9. Offer Acceptance & Reporting

If the terms and conditions offered herein are acceptable to you, please confirm your acceptance of this offer by responding to offer e-mail to communicate acceptance of the offer and to confirm your joining date.
Please note that the offer acceptance email should reach us within **3 business days** from the date of this offer, failing which this offer letter and its contents will stand withdrawn and cancelled automatically, without any further notice to you.

You will be required to report for duties on the specified joining date. Please report to **Nikhil Batra at 09.30 AM, at the following address: APPLYCUP HIRING SOLUTIONS**
Office number 615, 6th floor, Spot 18 Mall Pimple Saudagar 411017

10. Termination

In case of Non–satisfactory performance, Unprofessional behaviour or any misconduct found at Work Place Company holds all the right to terminate your services with Applycup at any given point of time without paying any salaries or incentives.

<u>You will be required to submit to our HR department, the documents as mentioned in the below checklist (Annexure II) mandatorily at the time of your joining.</u>

We welcome you to the APPLYCUP family and wish you a rewarding career over the years to come.

APPLYCUP HIRING SOLUTIONS LLP
Pune 411017
www.applycup.com
+91-9689591646

Annexure I	
Name:	**Amrapali Khushalrao Dabhane**
Designation	**Junior Recruitment Consultant**
Joining Date	**07th Mar 2022**

CTC	Monthly	Annualy
Basic	5567	66804
HRA	2227	26724
Convy	1600	19200
LTA	1714	20568
Medcal Allow	1300	15600
Other Allow	3000	36000
Fixed Monthly Gross	15408	184896
Employer PF	668	8016
Employer LWF	0	0
CTC	16076	192912
Employee PF	668	8016
Employee P Tax	200	2400
Total Deduction	868	10416
NET In Hand	15208	182496

Additional Benefits: In addition to the above, you will also be eligible for the below mentioned benefits:-

1. **Holidays & Leaves:** 18 leaves per year and public holidays as declared by the Company.

The following documents are to be submitted on the date of joining -

1. Two Passport sized Photographs
2. Original proof of age (Birth Certificate OR School Leaving certificate)
3. Original Highest Degree/Diploma certificate along with the mark sheets
4. Original Appointment/Offer Letter from your last employer
5. Original Release Letter from your last employer
6. Salary slips of the last three months from your last employer / Bank statement
7. Original PAN Card
8. Original Passport

Please bring photocopies of all the above-mentioned documents along with the originals. The originals will be returned to you immediately after the verification.

Sincerely,

For Applycup Hiring Solutions LLP

Nikhil Batra
Managing Partner

Accepted

Amrapali Dabhane

BAJAJ FINSERV



Vaibhav Suresh Unhale

DEPARTMENT	EMPLOYEE ID	DESIGNATION	BLOOD GROUP
Credit Operations	999061	Assistant Manager - Credit Operations	B+

STRICTLY PRIVATE AND CONFIDENTIAL

Date: 03 Apr 2021

Dear Anand Laxman Hatekar,

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 "**Executive - Credit Operations**" at **GB01 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 **08 Apr 2021** (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 5.1 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 **Mehergaon FI** 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. 8,000**/- (**Rupees Eight Thousand only**) and your house rent allowance will be **Rs. 4,000**/- (**Rupees Four Thousand 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.

5. TERMINATION OR RESIGNATION FROM SERVICE

The employment can, subject to the policies of the

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

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. However, the said notice period is NOT applicable in the event if your representation are found to be wrong and which resulted breach of clause 2.1.

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.

8. COMPANY POLICIES AND PROCEDURE

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

8.1. 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.

11. INTELLECTUAL PROPERTY

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

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.

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,

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

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.

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,

Subeer Bakshi
Senior Head – 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
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

Annexure - A

Detailed Salary Structure

Date : 03 Apr 2021
Name : Anand Laxman Hatekar
Band : GB01

Particulars	Annually	Monthly
Basic	96,000	8,000
House Rent Allowance	48,000	4,000
Special Allowance	15,045	1,254
Statutory Bonus	30,538	2,545
Contributory Provident Fund	13,325	1,110
ESIC	6,161	513
Fixed Pay	**209,069**	**17,422**
Gratuity	4,618	
Indicative Performance Pay#	52,267	
Total Cost to Company	**265,954**	

#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

BAJAJ FINSERV

Personal & Confidential

Ref: IJP / 999626

04-07-2022

Darshan Devidas Metange
Executive - Credit Operations
Credit Operations
Odha FI

Dear Darshan,

Congratulations on your successful Internal Job Post (IJP) through our "***U move***" platform.

We are pleased to inform you that you have been selected for the role of **Assistant Manager - Credit Operations**. You will be based at **Pachora** and report to **Senior Area Manager - Credit Operations** in your new role which is effective from **01-Aug-2022**.

Current Fixed	Revised Fixed	Increase Amount	Increase %
INR 249,282	INR 299,138	INR 49,856	20.00 %

Your new compensation with effect from the date of movement to the new role is as per annexure.

All terms & conditions of employment will be as applicable to you as per your new department & grade.

Wish you all the very best in your new role!!!

Best Regards,

For **Bajaj Finance Limited**

Priyanka Mitra
Senior Head - Human Resources

Copy to Personal File
Annexure: Detailed grade & compensation structure

Scanned with CamScanner

BAJAJ FINSERV

Annexure: New Compensation Structure

Name	Darshan Devidas Metange	EMPLOYEE ID 999626
	Existing	Revised
Designation	Executive - Credit Operations	Assistant Manager - Credit Operations
Grade	GB01	GB02
Department	Credit Operations	Credit Operations
Sub department	Rural Branch Operations	Rural Credit
Location	Odha FI	Pachora

Components	Current Salary (INR)	Revised Salary (INR) effective 01-Aug-2022
Basic Salary	96,000	108,000
House Rent Allowance (HRA)	48,000	54,000
Special Allowance	48,428	83,316
Statutory Bonus	32,222	32,222
ESIC Er Contribution	7,301	0
Provident Fund Employer	17,331	21,600
Fixed Pay	**249,282**	**299,138**
Gratuity	4,618	5,195
Indicative Performance Pay#	62,321	74,785
Total Cost to Company	**316,221**	**379,118**

 # Performance linked Variable pay will be paid as per existing performance pay policy of the company / business. Management reserves the right to amend this policy as per business performance. The company will pay this amount to the employee only if not resigned or cessation of employment has not taken place as on the date of payment.

1. Payment of Gratuity will be made as per the provisions of the Gratuity Act.
2. The exact sum of all elements may mismatch upto an amount of Rs. 10/-.
3. Term Life/ Personal Accident/ Mediclaim Insurance coverage as per company policy.
4. In case you have dependents enrolled under Group Mediclaim policy, the Insurance premium will be revised according to the Sum Insured as per your new band. Please refer to the Insurance policy manual on Open for more details or raise a request on Chroma>>HR Care for any queries.

Scanned with CamScanner

STRICTLY PRIVATE AND CONFIDENTIAL

Date: 31 Mar 2021

Dear Ganesh Madhao More,

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 "**Executive - Credit Operations**" at **GB01 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 **15 Apr 2021** (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 5.1 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 **Majalgaon** 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. 8,000**/- (**Rupees Eight Thousand only**) and your house rent allowance will be **Rs. 4,000**/- (**Rupees Four Thousand 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.

5. TERMINATION OR RESIGNATION FROM SERVICE

The employment can, subject to the policies of the

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

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. However, the said notice period is NOT applicable in the event if your representation are found to be wrong and which resulted breach of clause 2.1.

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.

8. COMPANY POLICIES AND PROCEDURE

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

8.1. 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.

11. INTELLECTUAL PROPERTY

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

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.

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,

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

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.

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,

Subeer Bakshi
Senior Head – 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
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

Annexure - A

Detailed Salary Structure

Date : 31 Mar 2021
Name : Ganesh Madhao More
Band : GB01

Particulars	Annually	Monthly
Basic	96,000	8,000
House Rent Allowance	48,000	4,000
Special Allowance	15,045	1,254
Statutory Bonus	30,538	2,545
Contributory Provident Fund	13,325	1,110
ESIC	6,161	513
Fixed Pay	**209,069**	**17,422**
Gratuity	4,618	
Indicative Performance Pay#	52,267	
Total Cost to Company	**265,954**	

#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

STRICTLY PRIVATE AND CONFIDENTIAL

Date: 22 Sep 2021

Dear Gaurav Sanjay Ahir,

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 "**Executive - Credit Operations**" at **GB01 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 **27 Sep 2021** (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 5.1 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 **Basmath** 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. 8,000**/- (**Rupees Eight Thousand only**) and your house rent allowance will be **Rs. 4,000**/- (**Rupees Four Thousand 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.

5. TERMINATION OR RESIGNATION FROM SERVICE

The employment can, subject to the policies of the

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

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. However, the said notice period is NOT applicable in the event if your representation are found to be wrong and which resulted breach of clause 2.1.

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.

8. COMPANY POLICIES AND PROCEDURE

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

8.1. 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.

11. INTELLECTUAL PROPERTY

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

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.

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,

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

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.

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,

Subeer Bakshi
Senior Head – 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

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

Annexure - A

Detailed Salary Structure

Date : 22 Sep 2021
Name : Gaurav Sanjay Ahir
Band : GB01

Particulars	Annually	Monthly
Basic	96,000	8,000
House Rent Allowance	48,000	4,000
Special Allowance	14,318	1,193
Statutory Bonus	31,349	2,612
Contributory Provident Fund	13,238	1,103
ESIC	6,164	514
Fixed Pay	**209,069**	**17,422**
Gratuity	4,618	
Indicative Performance Pay#	52,267	
Total Cost to Company	**265,954**	

#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

BIOFUELS JUNCTION Pvt. Ltd.

Manufacturers & Suppliers of Biomass Briquettes & Pellets and Boiler Management

Email : accounts@bjplindia.com | Web. : www.bjplindia.com | Mobile : +91 9833892012 / 9833400559 | GSTIN : 27AAHCB4416F1ZW

Off Add : A-304, 3rd Floor, Antop Hill Warehousing Complex, Vidyalankar College Marg, Wadala (East), Mumbai - 400 037. Ph. : 022 - 24100355

Offer Letter

Ref: HR/002/BJPL/2019-20

Date: 14-01-2020

To
Ketki M. Nemade
SBI Colony,
Shegaon,
Dist.Buldhana
Pincode: 444203

Dear Ketki,

This has reference to your application and subsequent interview had with u, we are pleased to offer you the position of "**Senior Executive –Operations**" in our organization. We offer you CTC of **Rs.2,50,000 per annum** for probation of 6months and after completion of probation period we will offer you the position of "**Asst. Manager –Operations**" your CTC will be to **Rs. 3,00,000 per annum**. You should join us on or before **20.01.2020**

Your appointment is subject to the production of the following testimonials. You are requested to bring the following documents on the day of joining.

1. All testimonials in support of your qualification and experience. The testimonials have to be in Original accompanied by Xerox copies of the same. [Original will be returned to you after verification]
2. ID Proof, Address Proof.
3. 4 Passport size photographs

As detailed Appointment letter will be issued to you after your joining subject to the verification of the above documents and after completion of necessary formalities.

For Biofuels Junction Pvt Ltd

Biofuels Junction Pvt Ltd Reg No U51902MH2016PTC287378 Mumbai

Aarohi Berde
Human Resources

BIOFUELS JUNCTION Pvt. Ltd.

Manufacturers & Suppliers of Biomass Briquettes & Pellets and Boiler Management

Email : accounts@bjplindia.com | Web. : www.bjplindia.com | Mobile : +91 9833892012 / 9833400559 | GSTIN : 27AAHCB4416F1ZW

Off Add : A-304, 3rd Floor, Antop Hill Warehousing Complex, Vidyalankar College Marg, Wadala (East), Mumbai - 400 037. Ph. : 022 - 24100355

December 21st Jan , 2020

Employee Name: Ms.Ketki Nemade
Designation: Employee ID: BJPL-23

Appointment Letter

Dear **Ms. Ketki Jadhav**
With reference to your application and subsequent interviews with us, we are pleased to appoint you as "**Senior Executive – Operations**" on the following terms and conditions. Please read this document carefully before indicating your acceptance to the same.

Reporting: You shall report to **the Management** or any other person nominated by them.

Date of Joining: Your employment commences not later than **20/01/2020**. Prior to joining the organization, you will ensure that you will be free from any contractual restrictions preventing you from accepting this offer or starting work on the joining date mentioned herewith.

Remuneration: Your annual fixed cost to the company CTC would be **Rs.2,50,000 p.a (Rupees Two Lakhs Fifty Thousand Only)**. You will be on Probation for a period of 6 months.

Job Responsibilities: You will be required to effectively carry out all duties and responsibilities assigned and authorized to you by the Management. However, you should be aware that you cannot expect your duties to remain unchanged throughout your employment by the management. We operate in a highly competitive environment and reserve the right to use our employee's skills to their best advantage. The same may be revised or changed upon your change in designation and/or department.

Working Hours: You will be required to work up to 48 hours a week and such other hours as may be reasonably required to complete your responsibilities. Your official working hours will be from 09:30 hours till 18:30 hours, Monday through Saturday which is inclusive of a lunch break, which may vary as per location. Any changes made to your working hours, shall be communicated to you by the management from time to time. Your remuneration is in payment for all hours, which may be required to complete your responsibilities.

Place/Transfer: Your present place of work will be **Mumbai (H.O.)**, but during the course of the service, you shall be liable to travel to other locations and/or be posted/transferred anywhere, temporarily or permanently, existing now or still to be formed, to serve any of Biofuels Junction Pvt. Ltd. Projects or any other establishment under the same management in India or outside, at the sole discretion of the management without adversely affecting your emoluments and general condition of service. You will be governed by the transfer rules prevailing in the company at that given point of time.

Probation/Confirmation: You will be on a probation period for Six **(6) months** from the date of joining. Based on your performance and conduct, this period may be reduced, dispensed or extended at the discretion of the management and unless an order in writing is given to you, you shall be not be deemed to have been confirmed. During probation or extended period(s) thereof, either party may terminate this agreement by giving seven (7) days' notice gross salary in lieu thereof.

Absence without Notice: Absence without leave or prior approval of your superior or intimation to Human Resources or remaining absent beyond the period of leave originally granted or subsequently extended, shall result in voluntary termination of your employment without any notice or salary in lieu thereof or hold on salary disbursement, unless you return to work within 3 days from the commencement of such absence and provide satisfactory explanation to management regarding such absence.

Leave:

Privilege Leave (PL): You are entitled to 21 days privilege leave per calendar year on pro-rata basis. The same will be accrued and credited per month and can be utilized after successful completion of your probation period as per the existing leave policy, from time to time.

You will be eligible to other benefits as per leave policies, applicable from time to time.

Notice Period: Failure to serve your notice period as deemed mandatory as per company policies, notice pay and any other outstanding, which may be due from you, will be deducted from dues payable to you on separation and/ or recovered from you. In case the notice period is waived off by the management, the waived notice period will not be considered for the purpose of remuneration and entitlements payable to you, if any. You will not be entitled to avail Privilege Leave while serving the notice period

Termination: In course of your duty if found unsatisfactory in your performance or guilty of misconduct, you may be terminated with immediate effect. In case of termination due to misconduct, requests for notice settlements would not be entertained.

Resignation: Should you decide to resign from your services at Biofuels Junction Pvt Ltd within a period of one (1) month from your date of joining, you thereby waive off your rights from any salary settlement for the period of employment served or benefits entitled to, thereof. If you decide to resign during the probation period will be required to serve Fifteen (15) days' notice period or payment of an amount equivalent to seven day's gross salary in lieu thereof. Post Confirmation, you will be liable to serve a one (1) month notice period or payment of an amount equivalent to a month's gross salary in lieu of the notice period. However, the management in its absolute discretion may waive the notice period, fully or in part.

Retirement: You shall automatically retire from the services of the company on attaining the age of 60 years on the basis of the age proof submitted by you, subject to your being medically and mentally fit.

Terms & Conditions of Employment:

1. Your appointment shall be subject to your successfully clearing extensive background reference checks from past or previous employers including criminal and financials check, if required.

2. During the period of your employment with the Biofuels Junction Pvt. Ltd, you will be required to apply and maintain highest standards of personal conduct and integrity and comply with all company policies and procedures. All acts subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation, etc. would warrant strong disciplinary action from the company.

3. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, temporary or consultative in nature, without the prior written permission of Biofuels Junction Pvt. Ltd, failure to which will considered as a violation of the terms of employment mentioned herewith, leading to termination of your employment services, without notice or salary in lieu thereof.

Biofuels Junction Pvt Ltd. Mumbai

4. This appointment letter is being issued to you on the basis of the representation, information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement or have not disclosed or suppressed a material fact, resulting in your being offered this appointment, the management may take such action as it deems fit in its sole discretion, including termination of your employment without notice or salary in lieu thereof.

5. You will neither accept nor offer any present, commission or any sort of gratification in cash or kind from any person, party or firm or company having dealing with Biofuels Junction Pvt. Ltd without the permissions in writing.

6. Upon separation/ termination of your employment, you shall repay all the amounts given by the Company by way of loans or advances, and you shall obtain clearance from all departments. On completion of same, your dues, if any, will be settled by the company.

7. You will not (except in the normal course of the Biofuels Junction Pvt. Ltd.'s business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to BIOFUELS JUNCTION PVT. LTD.'s products or to any matter with which BIOFUELS JUNCTION PVT. LTD. may be concerned, unless you have previously obtained the written permission from the Company.

8. Upon separation/ termination of your employment you shall immediately return all original files and copies that contain, represent, display, record or constitute confidential information and/or intellectual property rights including but not limited to electronic devices, records, data, notes, reports, proposals, business cards, letters, specifications, drawings, equipment, materials, documents, correspondence, drafts, and/or any other goods referring to BIOFUELS JUNCTION PVT. LTD.'s business and affairs, including any copies thereof.

9. During the period when you are employed by BIOFUELS JUNCTION PVT. LTD. and thereafter, all technical information, including, but not limited to, discoveries, inventions, know-how, concepts, processes, products, methods and innovations (hereinafter referred to as "**technical information**"), related to the businesses, products, programs and services of BIOFUELS JUNCTION PVT. LTD. that are contemplated, developed and accomplished by you, whether independently or jointly with others, shall be deemed BIOFUELS JUNCTION PVT. LTD.'s technical information and absolute property, and all the corresponding rights including intellectual property rights shall belong solely to BIOFUELS JUNCTION PVT. LTD.

10. You agree that BIOFUELS JUNCTION PVT. LTD. has the complete ownership of all its confidential and technical information along with its incidental intellectual property rights, regardless of form (written/electronic/oral) or marking or storage. You shall maintain utmost secrecy and care with respect to the aforesaid information including but not limited to archives, technical materials and information, sales materials, financial materials, Procedures, Project documents, Commercial offer, Design documents, Project cost & Estimation, Technology, Software packages license, Company's polices, all Intellectual Property Rights (IPR) and Company's Human assets profile.

11. You shall record and keep the technical information developed by BIOFUELS JUNCTION PVT. LTD., according to the formats or methods required by BIOFUELS JUNCTION PVT. LTD. with utmost care.



The terms and conditions of this appointment letter and service are strictly confidential in nature and may not be disclosed to or discussed with anyone.

During your services with the company, you will be governed by the rules and regulations in respect to conduct & discipline and other matters as may be framed by the company from time to time.

This appointment letter is governed by and shall be construed in accordance with the laws of India, and both parties to this appointment letter shall submit to the exclusive jurisdiction of Courts in Mumbai. This appointment letter contains the entire understanding between the parties and supersedes all previous agreements and/or arrangements relating to employment with the organization. Any amendment or modification to this appointment letter shall be made in writing and signed by both the parties.

Please sign each page of the duplicate copy of this letter signifying your acceptance to all the above terms and conditions set out herein.

I welcome you to the BIOFUELS JUNCTION PVT. LTD. family and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit.

Wishing you all the very best!

For Biofuels Junction Pvt. Ltd

Biofuels Junction Pvt. Ltd. Reg. No. U51902MH2016 PTC287378 Mumbai

Aarohi Berde
Assistant Manager- Human Resources

I unconditionally agree to all the above terms & conditions.

RELIABLE INDUSTRIAL SERVICES

Yashaswi House, Lane No. 15, Prabhat Road, Pune - 411004.
Ph. : (020) 6749 2727, Email : ris@yashaswigroup.in

Date: 20th Jan 2022

To,
Ms. Saloni Ashok Jadhav
Farshi Sarafa, Khamgaon,
444303.

APPOINTMENT LETTER

We have been retained by **Faurecia Automotive seating India Pvt Ltd** Plot No: A-79, Block B, MIDC Chakan Industrial Area Phase II,Village -Savardari, Tal – Khed Pune 410501. (Hereinafter referred as 'Company') to provide manpower on contractual basis at their esteemed organization. You are being engaged to carry out the said work and are appointed on contract as **'Executive'** w.e.f. **20th Jan 2022.**

It is expressly understood that this appointment is being offered to you during the period as we continue to work as a contractor with 'Company'. Your services are co-terminus with our contract with 'Company' if it's being terminated or expired, your services would be liable to be terminated forthwith without any compensation or damages.

1. Your Cost to the Company per month will be **Rs. 30,950/-** per month (Detail salary breakup attached)

2. You will bound by the certified Standing Orders, rules, regulations and office orders in force and framed by the 'Company' from time to time in relation to your service conditions.

3. You will be required to attend duties as and when required at timings in any shift at present in existence or which may be started subsequently depending upon the nature of work requirement. It should not be presumed that the scope of your duties is circumscribed or limited by your designation and it should be clearly understood that we reserve to ourselves the absolute right to allot you any type of duties whatsoever consistent with the work requirements and the nature of your employment.

4. During the tenure of your employment with us, you will be liable to be transferred to any Dept., Section, and Establishment of the 'Company' or at any other place where we are asked to carry out the work. You shall also be liable to be transferred to such establishments which may be newly established where we are asked to carry out the work. You will be covered by the rules and regulations and the terms and conditions applicable at the place where you shall be posted/transferred/deputed.

RELIABLE INDUSTRIAL SERVICES
Yashaswi House, Lane No. 15, Prabhat Road, Pune - 411004.
Ph. : (020) 6749 2727, Email : ris@yashaswigroup.in

5. Throughout your continuance of services, you should be medically fit and free from any disease. It will be open for us to require you to undergo such medical test as may be determined and in the event, we find it unsuitable for you to be continued on medical grounds, our decision in that case shall be final and your services will be liable to be terminated.

6. You will be allowed leave and holidays as per the 'Company' norms and as per the notification issued from time to time. You shall also fully abide by the travel and deputation rules as notified by us from time to time. If you remain absent continuously for more than eight days without written permission, your services will stand terminated automatically without notice.

7. The letter of appointment is being issued to you on the clear understanding that there is nothing on your past record which would have prevented us from offering you employment. If however, it is found at any time hereinafter that your past record is objectionable or if any declaration given by you or statement made by you to us is false or if you have wilfully suppressed any material information, in such a case you will be liable to be removed from our services forthwith without any notice and compensation.

8. You will devote your whole time and attention to the interest in 'Company' and will not engage yourself in any other work wither paid or in honorary capacity. Your duties will include efficient, satisfactory and economical operation in the area of responsibilities that may be assigned to you from time to time. You will maintain a high standard of loyalty, efficiency, integrity.

9. In the event you desire to take any educational course, it shall be binding on you to inform us regarding the same.

10. You shall observe strict secrecy regarding the business of 'Company' and shall not divulge directly or indirectly or disclose information to any person .You shall also not publish any written articles or deliver any talk or give any interview on any subject related to the 'Company' business.

12. You shall be responsible for safe keeping and return in good condition and order, the property which may be in your use/custody/care or charge. We reserve the right to deduct money value of all such items from your as it deems proper in the event of your failure to account for them to our satisfaction.

13. In accordance with the law the Employees Provident Fund Act 1952 will be applicable to you and you will be required to join the Provident Fund scheme as per rules. Please intimate to us in writing your provident fund account number forthwith in case you were a member of the said scheme during your previous employment. If no reply is received from you, your case will be treated as if you were not a member of the provident fund scheme.

RELIABLE INDUSTRIAL SERVICES

Yashaswi House, Lane No. 15, Prabhat Road, Pune - 411004.
Ph. : (020) 6749 2727, Email : ris@yashaswigroup.in

14. Either party can terminate the contract during the existence of a work assignment, by giving one month notice period or Basic payment (Basic + DA) in lieu of thereof. In case of serious misconducts from your end the 'Company' have the right to terminate your services without any previous notice.

15. You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sorts whatsoever against 'Company'

Details of Salary Breakup

SALARY STRUCTURE			
Salary Structure- Ms. Saloni Jadhav (EXECUTIVE)			
SR NO	HEADS	MONTHLY BREAKUP	YEARLY
1	BASIC	15,000.00	1,80,000.00
2	HRA	6,000.00	72,000.00
3	CONVEYANCE ALLOWANCE	4,000.00	48,000.00
4	OTHER ALLOWANCE	4,000.00	48,000.00
5	PERFORMANCE ALLOWANCE	0.00	0.00
	GROSS	**29,000.00**	**3,48,000.00**
	SALARY DEDUCTIONS		
5	PF 12%	1,800.00	21,600.00
6	ESIC 0.75%	-	-
7	PT	200.00	2,500.00
	TOTAL DEDUCTION	2,000.00	24,100.00
	NET SALARY (TAKE HOME)	**27,000.00**	**3,23,900.00**
8	P.F. 13%	1,950.00	23,400.00
9	E.S.I. 3.25%	0	0
	TOTAL (EMPLOYERS CONTRIBUTION)	1,950.00	23,400.00
	CTC	**30,950.00**	**3,71,400.00**

Notes:

1 MLWF will get deducted from Gross salary in the month of June and December as per MLWF Act.

2 PT Deduction will be as per P Tax rule.

3 All statutory contributions are flexible as per the current laws and rules from respective Govt. from time to time

RELIABLE INDUSTRIAL SERVICES
Yashaswi House, Lane No. 15, Prabhat Road, Pune - 411004.
Ph. : (020) 6749 2727, Email : ris@yashaswigroup.in

4 The Management has reserves the right to change/modify the above structure as it deems fit Without affecting the CTC.

Thanking You.

For Reliable Industrial Services

Authorized Signatory

I have fully understood the terms and conditions mentioned in the above said appointment letter. I agree by the same. I have put my signature herein below as a token of my having accepted the said terms and conditions and state that the same would remain binding on me during the tenure of my employment.

Employee Name – Ms. Saloni Ashok Jadhav.

Sign-

Kawasaki
Let the good times roll

Date: 01 Sep. 2023

To,
Ms. Saloni Jadhao
Near Vitthal Mandir,
Sarata Galli – Khamgaon – Buldhana – 444303
Mo- 9156004434

Dear Saloni,

This has reference to your application and subsequent interview you had with us, for the position of **"Executive - Operation"** in our organization.

We are pleased to confirm the offer of employment for the above position on terms and conditions mutually discussed and agreed. Your salary structure will be given with your appointment letter as mutually agreed.

You are advised to bring the photocopies of following documents at the time of joining. Please also keep original documents for verification purpose.:

- Latest Passport size photograph 2 Nos
- Service Certificates of your all-previous jobs.
- Birth Certificate / School Leaving Certificate showing date of birth
- All Educational Documents (Post Graduation/Graduation/HSC/SSC) Mark lists and Certificates.
- Government Approved ID Proof (PAN Card)
- Government Approved Address Proof (Aadhar Card/MSDCL Bill/Ration Card/ Passport/Voting Card/ Driving License / Rent Agreement)
- PF & ESIC related documents (UAN No.)
- Bank Account details form along with Cheque / Passbook Xerox
- Relieving letter and Experience Certificate from your present employer.
- Present Employer Salary Slips (3 months) / Bank Statement (6 month) / TDS Certificate

You shall join the services of the Company on or before Thursday, 05 Oct. 2023 shall appreciate your confirmation of acceptance of the above offer latest by 04 - Aug – 2023

Non-acceptance before the stipulated date shall make this offer redundant automatically.
Our detailed letter containing terms and conditions will be given to you on your joining.
Please return the enclosed copy duly signed as a token of your acceptance of the letter.

Yours faithfully,

For India Kawasaki Motors Pvt. Ltd.

India Kawasaki Motors Pvt. Ltd. PUNE

Sanket Phatak
Manager – HR & Administration

Accepted

Ms. Saloni Jadhao

genpact
Transformation Happens Here

ANA004593–5195889

Date: July 1, 2022
Arvind Rawat
Satna
Satna

Dear Arvind

Sub: Appointment letter

We are pleased to offer you an appointment with Genpact ("Company") as **Senior Analyst** under the following terms and conditions:

TERMS AND CONDITIONS

1. Your annual Cost to Company (CTC) will be as indicated in Annexure II attached herewith.

2. Your initial place of work will **be India>Gurugram>Gurgaon Badshahpur – IN Office.** However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any of its associated or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

HDFC SALES

29 May, 2023

Mr. Vishal Najakrao Khandare
Pawan Nagar
Nawasari
Vidarbha Mahavidyalaya
Amravati
Maharashtra - 444604

Dear Mr. Khandare,

Sub: Your appointment as ***"Management Trainee"***.

Pursuant to your application and subsequent interview, we are pleased to appoint you in HDFC Sales Private Limited as ***"Management Trainee"*** *in Grade* ***"MT"*** *with effect from* ***01 June, 2023*** *(Refer Annexure II for terms and conditions).*

In lieu of the services rendered by you in terms of this Agreement, your salary will be as discussed i.e. ***Rs. 239,261.00*** *per annum. (Refer Annexure I for Salary Break - up).*

As a token of your acceptance of this offer you are requested to return the duly accepted and signed copies of the Appointment Letter along with Annexures.

Yours truly,

For HDFC Sales

Shilpi Singh

Authorized Signatory

HDFC Sales Pvt. Ltd.
A group company of HDFC LTD.

Wing A/4th Floor, HDFC HOUSE, H T Parekh Marg, 165, 166, BackBay Reclamation, Churchgate, Mumbai - 400020 Tel: +91 22 61552400. Fax: +91 22 61552440
Email : response@hdfcsales.com. Website : www.hdfcsales.com
CIN : U65920MH2004PTC144182

HDFC SALES



Shubham Dipak Jamdar

Emp. No.: 48287

Blood Group : B+

Emergency Contact No.: 9373834078

HDFC SALES

20 January, 2022

Mr. Shubham Dipak Jamdar
002/B Wing, Guruchaya Complex,
Near Katrap School,
Badlapur (East)
Badlapur
Maharashtra - 421503

Dear Mr. Jamdar,

Sub: Your appointment as ***"Management Trainee"****.*

Pursuant to your application and subsequent interview, we are pleased to appoint you in HDFC Sales Private Limited as ***"Management Trainee"*** *in Grade* ***"MT"*** *with effect from* ***24 January, 2022*** *(Refer Annexure II for terms and conditions).*

In lieu of the services rendered by you in terms of this Agreement, your salary will be as discussed i.e. ***Rs. 202,388.00*** *per annum. (Refer Annexure I for Salary Break - up).*

As a token of your acceptance of this offer you are requested to return the duly accepted and signed copies of the Appointment Letter along with Annexures.

Yours truly,

For HDFC Sales

Shilpi Singh

Authorized Signatory

HDFC SALES

Annexure - I

Annual Compensation of : Mr. Shubham Dipak Jamdar

Particulars	Rs. (per annum)
Earnings:-	
Basic	156,744.00
HRA	13,256.00
Conveyance Allowance	0.00
Medical Reimbursement	0.00
Site Allowance	0.00
Gross Salary	**170,000.00**
Deductions :-	
Provident Fund {12% of Basic}	18,804.00
Profession Tax	2,500.00
ESIC {0.75% of Gross}	1,272.00
Total Deductions	22,576.00
Net (Cash in Hand) Salary	**147,424.00**
Company Contribution:-	
Provident Fund {12% of Basic}	18,804.00
ESIC{3.25% of Gross}	5,520.00
Cost to Company	**194,324.00**
Gratuity	7,536.00
Medical Insurance Premium	444.00
Accident Insurance Premium	84.00
Other Reimbursement	0.00
Total Cost to Company	**202,388.00**

Please note that your Total cost to company also reflects provisions made on account of gratuity payable by us.

The salary shall be paid to you monthly, on the last working day of the calendar month, subject to statutory deductions.

Shilpi Singh

Ref. No : 57234

HDFC Sales Pvt. Ltd.
A group company of HDFC LTD.

Wing A/4th Floor, HDFC HOUSE, H T Parekh Marg, 165, 166, BackBay Reclamation, Churchgate, Mumbai - 400020 Tel: +91 22 61552400. Fax: +91 22 61552440
Email : response@hfdcsales.com. Website : www.hdfcsales.com
CIN : U65920MH2004PTC144182

Gmail **Pavan Kuchar <pmkuchar@gmail.com>**

HDFC Bank - Summer Internship 2018-19 - Pre Placement Offers - Shri Sant Gajanan Maharaj College of Engineering

1 message

Sneha.Ramteke@hdfcbank.com <Sneha.Ramteke@hdfcbank.com> Wed, Sep 18, 2019 at 3:04 PM
To: hmjhabidyarthi@rediffmail.com, pmkuchar@gmail.com
Cc: Nishtha.Halwai@hdfcbank.com

Dear Satya Mohan,

HDFC Bank is delighted to announce Pre Placement Offers for the Summer Internship season of 2018-19.

Applicant ID	Name	Email ID	Contact No.	Institute Name	College City	Offer Acceptance Status (Y/N)
52890229	Sampada Pradeepkumar Paliwal	sampada.paliwal707@gmail.com	8806923101	Shri Sant Gajanan Maharaj College of Engineering	Shegaon	

The final role and location will be communicated with the Appointment letter at a later stage.

The compensation offered would be:
(See attached file: Trainee.pdf)

Kindly confirm acceptance of PPO by 20th September, end of day. Any confirmation post the deadline will not be accepted.

Thanks and regards,
Sneha Ramteke
Central Campus Officer
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

Disclaimer:
"The information contained herein (including any accompanying documents) is confidential and is intended solely for the addressee(s). If you have erroneously received this message, please immediately delete it and notify the sender. Also, if you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or taking any action in reliance on the contents of this message or any accompanying document is strictly prohibited and is unlawful. The organization is not responsible for any damage caused by a virus or alteration of 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. "

Trainee.pdf
189K

Trainee - T3	Amount per month	Amount per annum
Annual Base	7,500	90,000
Annual Other Allowance	12,840	154,080
Medical	1,250	15,000
Conveyance	1,600	19,200
Provident Fund	900	10,800
Lunch Allowance	910	10,920
Gross Salary (A)	**25,000**	**300,000**
City Allowance (City Class V)^ (B)	833.33	10,000
Medi-claim*(C)	1,333	16,000
Gratuity**(D)	314.98	3,780
CTC (A+B+C+D)	**27,482**	**329,780**
Loan Benefits* **		**Benefit**
Housing Loan (Slab 1) Rs. 7.50 Lacs @2.5%	4,406.25	52,875
Housing Loan (Slab 2) Rs. 4.50 Lacs @ 5%	1,706.25	20,475
Vehicle Loan - Rs. Lacs 1.50 L @ 3%	993.75	11,925
Personal Loan - Rs. Lacs .60 L @ 5%	675.00	8,100
Loan Benefits (E)	**7,781**	**93,375**
Total CTC (A+B+C+D+E)	**35,263**	**423,155**

Performance linked Plan(Incentives)/Bonus will be over and above this CTC.

* Premium paid towards hospitalization contribution for coverage up to Rs. 2 Lacs per annum

** Gratuity: Annual contribution - Eligible post completion of five years of service

*** Loan Benefits can be availed post confirmation - is flexible as per change in Bank rates.

^ City allowance - as per the city of placement

City Class I	City Class II	City Class III	City Class IV	City Class V
24,000	18,000	15,000	12,000	10,000

MORAYA GLOBAL LIMITED
Factory :
Plot No W-24(A), 25(A), MIDC,
Ajintha Road, Mehrun Village,
Jalgoan - 425003. India.

Date:31.07.2020

Ms. Namrata Ravindra Patil
24/1 Jalgaon Road, Madhuban
Colony, Jamner, Maharashtra – 424206

SUB: Offer Letter as Trainee

Dear Ms.Patil,

Further to our discussion, we have pleasure in giving you this letter of training. Setting out the details of your training period with **MORAYA GLOBAL LIMITED**, for a period of twelve months from the date of joining as a **Trainee Executive Human resource and Administration** based at our **MANUFACTURING UNIT** located at W-24A & W-25A, MIDC, Ajintha Road, Jalgaon, Maharashtra 425 003, . The Terms & Conditions are as under.

Terms and Conditions:

1. Your training will be under to **VP-Operations** to whom you will report.
2. Your remuneration is as a Stipend is Rs.15000/-fixed Per Month.
3. Your Stipend will be paid on a monthly basis by Cheque ONLY.
4. MORAYA GLOBAL LIMITED observes various Human Resource and Administration policies and procedures. All employees are expected to comply with the policies and procedures of the Company.

Please signify your acceptance of these terms and conditions by signing the enclosed duplicate and returning it to us within two days of this receipt of this mail and/or collect the same personally as aforesaid acceptance.

Thank you,

With best wishes.

Director

HR Department

Acceptance

I have read and understood the terms and conditions mentioned in this Offer Letter as trainee and I hereby confirm unconditional acceptance of the same.

My Date of joining your Organization as trainee: 01.08.2020. **Reporting at: 9.30 am**

Full Name: Ms. Namrata Ravindra Patil **Signature**.....Patil.....



Aakash Nandkumar

Band

Employee: 2513555

Mphasis

The Next Applied

DR - BPS/RH7156061/290061/Pune/March/V4

OFFER OF EMPLOYMENT
PRIVATE & CONFIDENTIAL

March 29, 2022

Aakash Nandkumar Band,
Hadapsar, Fursungi,
Pune

Dear Aakash Band,

Welcome to Mphasis!

It was a pleasure meeting you to explore a career opportunity with Mphasis BPO Division.

Based on our discussions, we are pleased to offer you the position of Tr Transctn Procng Off, in **Band** 5, **Level** 1 with our organization. The gross compensation will be INR 1,85,500**/- (**One Lakhs Eighty Five Thousand Five Hundred **rupees only**) per annum. The details of the terms and conditions of the offer of employment are detailed in the enclosed annexure.

Mphasis is defined by a strong and intrinsic culture that sets us apart. Our DNA, while evolving through various transformations, has still fundamentally been driven by the same core values. **Customer centricity** has been one such tenet that influences every Mphasian. We strive to understand our customer's need, staying ahead of the curve to deliver best-in-class service. Equally crucial, is our **outcome focus**, wherein our eyes stay on the end result without compromising on our quality, ethics and people. We draw our greatest strength from our people. Hence, **empowering** our workforce has gone hand-in-hand with greater accountability, thereby creating responsible citizens of the world. As we redefine what business success means in the changing landscape, we believe in inculcating the spirit of **experimentation** so that established systems and ways of doing things are constantly tested, questioned and disrupted. Imagination, innovation and the ability to take risks are fundamental characteristics that make us shatter boundaries.

These shared values and beliefs are the influencers of everyday work culture at Mphasis that has eventually built our ethos. It is what integrates us across technologies, platforms and geographies. We are proud of it and we eagerly welcome you to the Mphasis way of life.

This offer of employment is contingent upon you fulfilling the background verification process that the organization will conduct. We look forward to you joining us at our Pune office on March 30, 2022**.** Please keep your recruiter informed, in case of advancement in the joining date.
Please endorse your acceptance by duly signing the duplicate copy of this letter on all sheets at the bottom on the right corner and return to the undersigned.

ANNEXURE – 1

SALARY OFFER SHEET

Component	Monthly Gross	Annual Gross
Basic	6,183	74,200
House Rent Allowance	3,820	45,845
Leave Travel Allowance	NA	NA
Special Allowance	1,546	18,550
Ex-Gratia/ Bonus1	1,750	21,000
TOTAL FIXED CASH	**13,300**	**1,59,595**
Performance Incentive	773	9,275
Variable Pay2	NA	NA
TARGET CASH COMPENSATION	**14,073**	**1,68,870**
Employer Provident Fund	928	11,130
Mediclaim Insurance Premium	458	5,500
TARGET COST TO COMPANY	**15,458**	**1,85,500**

Details of Incentive Plan:	
(1) Max Performance Incentive	The Company shall pay this incentive as per the performance incentive plan based on the employee's performance against set targets every month. You will be entitled to incentives only if you are employed in the Company for the entire month. Your supervisor shall share with you the performance incentive plan details at the time of your joining.

Note:

1. As per Statutory regulations, if your covered under Payment of Bonus act, this component will be paid as “Bonus” if not will be paid as “Ex- Gratia”.

2. Variable Pay will be payable on Quarterly basis. Amount shown is payable on 100% Target achievement. The company and unit/function performance achievement against the target measured quarterly shall determine the payout under the Variable Pay Plan. Note: Variable Pay is governed by the provisions of Variable Pay Plan (available on Mphasis Intranet) and the same will be reviewed from time to time.

3. Statutory deductions like ESI, Professional Tax and Income Tax (if any) will be deducted at Source and will be applicable as per stipulations.

Contact Us:
T : +91 080 6750 1000
F : +91 080 6695 9943
E : investor.relations@mphasis.com

www.mphasis.com

Mphasis Limited
Registered Office:
Bagmane World Technology Centre,
Marathahalli Outer Ring Road, Doddanakundi Village,
Mahadevapura, Bangalore 560 048, India
CIN: L3007KA1992PLC025294

Additional Benefits:

- You are covered under the Group Mediclaim Insurance for a sum insured of INR 300,000 per annum. This mandatory coverage also includes your spouse and 2 children. As per the policy, you have an option to enroll your dependents (parents/parents-in-law) by paying additional premium.
- You are covered under Group Personal Accident Insurance or INR 500,000 per annum.
- You are covered under the Standard Group Term Life insurance for a sum insured equal to 80% of your Fixed CTC or INR 400,000, whichever is higher. This benefit is extended only to the employee.
- Meal Card: You will be eligible to enroll for a meal allowance of INR 2,200 per month. This is a voluntary option and will be adjusted with your special allowance.
- As per the Maternity Benefit (Amendment) Act, 2017, women employees are eligible for Maternity Leave of 26 weeks. Adoption Leave and Paternity Leave are also applicable as the case may be. Please refer to the **Company Policy** for more details.
- NA
-

ANNEXURE – 2

TERMS OF EMPLOYMENT

Your employment at Mphasis(“Mphasis") will be governed by the Mphasis policies as modified from time to time. Copy of the present policy will be made available to you on your joining Mphasis. In particular and without prejudice to the foregoing statement, some of the more significant terms and conditions that govern your employment, subject to modifications from time to time, are detailed below.

1) Hours of Work

1.1. You may be required to work in shifts and / or extended working hours as permitted by law. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year, subject to applicable laws. The shift timings may change from time to time which you will be notified in advance.

1.2. Employees at the client site shall follow the working hours as applicable at client site.

2) Place of Employment

2.1. During your employment with Mphasis, you will be liable to be transferred or deputed to any of the offices, departments of Mphasis or its Associates, Subsidiaries or Group Companies, whether in India or abroad.

2.2. In the event of transfer or deputation of your services your salary and other benefits will be determined in accordance with Mphasis policies prevalent at that time.

3) Travel

You may be required to travel, whether in India or overseas, in connection with office work at short notice.

4) Salary and Benefits

4.1. Mphasis reviews employee compensation periodically and you may be eligible for salary increase based on review. However, any salary increase shall be at Company’s sole and absolute discretion which is dependent on Organization’s as well as Individual performance.

4.2. In addition to salary, you shall also be entitled to receive other benefits as applicable under Mphasis’ 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) Relocation:

5.1. You are eligible for relocation expenses reimbursement as per the company policy. In the event of your separation within 12 months of joining Mphasis, this amount has to be paid back to the company.

6) 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.

7) Termination

7.1. Your employment with Mphasis is subject to termination on:

7.1.1. Mphasis may terminate your employment at any time giving you at least two months' prior notice in writing or payment of your then current salary prorated for any shortfall in notice; and

7.1.2. You may terminate your employment by giving Mphasis at least two months' prior notice in writing.

7.2. Mphasis reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.

7.3. For abundant caution, it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with Mphasis, and that your termination/resignation letter (by whatever name it is called) will be accepted by Mphasis only on your satisfying the mandatory notice period as stated in Mphasis' HR handbook. Further, till such time as Mphasis accepts your resignation letter, you will be deemed to be an employee of Mphasis and the terms and conditions of your employment will still continue to bind you.8.4. Mphasis shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:

7.4.1. You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with Mphasis' policies and code of conduct; or

7.4.2.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 Mphasis is likely to bring Mphasis any disrepute whether or not such act is directly related to the affairs of Mphasis; or

7.4.3. You commit any breach of any of your duties or obligations under this agreement or the policies of Mphasis.

7.4.4. There is discrepancy in the copies of the documents/certificates given by you as proof in support of the information provided by you. In the event of termination under Clause 7.4.2, you shall not be entitled to any benefits whatsoever.

8) 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.

9) Confidentiality

9.1. You agree at all times during the term of your employment and thereafter (Without limit of time);

9.1.1. To hold the Confidential Information in strictest confidence, and not to use attempt to use the same, except for the benefit of Mphasis, and

9.1.2. Not to disclose or divulge the Confidential Information to any person or entity without written authorization of Mphasis.

9.1.3. You agree to return to Mphasis all proprietary information, including copies on paper, harddrive, disk,tape and other media, upon completion or termination of any project or upon cessation of your employment with Mphasis ITServices.

9.2.For the purposes of Clause 10.1.,“Confidential Information” means any of Mphasis 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 Mphasis 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 Mphasis in any country or jurisdiction (until the same is generally available to the public), and any other business information of Mphasis 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 intangible 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 Mphasis or which is generally known outside Mphasis.

9.3. You understand that retaining the confidential nature of the confidential information is of utmost importance to the business of Mphasis and in addition to the terms stipulated in this agreement here in you agree to execute a Non Disclosure Agreement with Mphasis.

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 Mphasis shall belong to Mphasis absolutely.

10.2. You agree, at Mphasis' expense, to provide, during and after this employment, all such assistance as Mphasis reasonably considers necessary, to secure the vesting of such rights in Mphasis or Terms of Employment Mphasis 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 Mphasis 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 Mphasis to other employees and offices of Mphasis' worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material ,videos, etc.

11.3. The reference to information "about you" includes reference to information about third parties, such as spouse and children (if any), which are provided to Mphasis 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 Mphasis 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 Mphasis to such client ,either directly or indirectly with any of Mphasis, client or any third party exposed to you,. In case you violate this provision, a minimum amount of Rs.3lakhs shall be payable by you to Mphasis as damages.

13) Non Solicitation of Employees and Clients

You agree that during the period of your employment with Mphasis, 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 Mphasis, 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 Mphasis; or

(B) adversely affect the business prospects of Mphasis 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 Mphasis or any purpose related in any manner to the business of Mphasis.

(C)You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of Mphasis' present business and the duties of your employment.

14) Warranty

14.1. You warrant that your joining Mphasis will not violate any agreement to which you are or have been party to.

14.2. You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with Mphasis.

14.3. You warrant that you will comply with all Mphasis applicable policies and standards and shall perform your services in manner consistent with the ethical and professional standards of Mphasis.

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 Mphasis for any losses or damages sustained by Mphasis caused by or related to your breach of any of the provisions contained in this Terms of Employment.

16) Retirement

Your age of retirement from the service will be on completion of sixty years. However, you may opt for voluntary retirement at any age before sixty years during your services in the establishment if you are unable to continue in service satisfactorily. The actual date of retirement shall be the last working day of the

calendar month in which your 60th birthday falls.

17) General

17.1. This agreement contains the entire agreement between the employee and Mphasis. Mphasis reserves the right to amend the terms of the agreement with prior intimation to you. This agreement supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and / or non-disclosure.

17.2. This agreement is made under and shall be construed according to the laws of India. Employee agrees to submit to the jurisdiction of the courts of Bangalore (Karnataka).

17.3. This agreement shall remain current and in force, irrespective of whether you are under employment of Mphasis or not.

17.4. Should any part of this agreement be declared illegal or unenforceable, the parties here to will co-operate in always 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 condition's precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.

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.

Acknowledgement and Acceptance of Appointment with Mphasis

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 March 30, 2022.

Signature : _____

Name : _____

Date : _____

Place : _____

Contact Us:
T : +91 080 6750 1000
F : +91 080 6695 9943
E : investor.relations@mphasis.com

www.mphasis.com

Mphasis Limited
Registered Office:
Bagmane World Technology Centre,
Marathahalli Outer Ring Road, Doddanakundi Village,
Mahadevapura, Bangalore 560 048, India
CIN: L3007KA1992PLC025294

ANNEXURE – 3

List of mandatory documents that needs to be uploaded in the tool as part of your offer release process and to proceed further with your onboarding formalities.

Sl. No	Details	Description
1.	Photograph	Soft copy of white background passport size photograph
2.	Education Documents	Highest education; i.e.; degree / post-graduation completion certificate (Provisional Certificate/ Consolidated Marks sheets/ all semester marks card)
3.	Identity Proof	Passport/ PAN Card/ Election ID/ Driving Licence/Aadhaar Card.
4	Employment Details	**Current Employment:** last 3 months salary slip along with a copy of the offer letter **Previous Employment:** Relieving letter/ experience letter (which captures start date, end date & position details)
5	LOA	Signed Scanned copy of - Letter of Authorization (LOA)

Please note, 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. Being an ISO certified company, it is important for you to submit these documents on or before your date of joining us. Your joining the Company is subjected to you furnishing all of the above documents and duly verified by Mphasis.



Mokshada
Taware

Employee:2434308

The Next Applied

4:38 0.00 KB/S 84
Edit 19

Mphasis
The Next Applied

DR - BPS/RH7153312/224849/Pune/April/V0

OFFER OF EMPLOYMENT
PRIVATE & CONFIDENTIAL

April 09, 2021

Mokshada Balasaheb Taware,
S.No 165/3, Khese Colony, Guruduwara Rd. Lohegaon ,
Pune

Dear Mokshada Taware,

Welcome to Mphasis!

It was a pleasure meeting you to explore a career opportunity with Mphasis BPO Division.

Based on our discussions, we are pleased to offer you the position of [illegible] Off, in **Band** 5, **Level** 1 with our organization. Your gross compensation will be [illegible] Lakhs Seventy Three Thousand Two [illegible] only) per annum. The [illegible] and conditions of the offer of employment are detailed in the enclosed annexure.

Mphasis is defined by a strong and intrinsic culture that sets us apart. Our DNA, while evolving through various transformations, has still fundamentally been driven by the same core values. **Customer centricity** has been one such tenet that influences every Mphasian. We strive to understand our customer's need, staying ahead of the curve to deliver best-in-class service. Equally crucial, is our **outcome focus**, wherein our eyes stay on the end result without compromising on our quality, ethics and people. We draw our greatest strength from our people. Hence, **empowering** our workforce has gone hand-in-hand with greater accountability, thereby creating responsible citizens of the world. As we redefine what business success means in the changing landscape, we believe in inculcating the spirit of **experimentation** so that established systems and ways of doing things are constantly tested, questioned and disrupted. Imagination, innovation and the ability to take risks are fundamental characteristics that make us shatter boundaries.

Contact Us:
T : +91 080 6750 1000
F : +91 080 6695 9943
E : investor.relations@mphasis.com

www.mphasis.com

Mphasis Limited
Registered Office:
Bagmane World Technology Centre,
Marathahalli Outer Ring Road, Doddanakundi Village,
Mahadevapura, Bangalore 560 048, India
CIN: L3007KA1992PLC025294

Tools Mobile View Share PDF to DOC Edit on PC

Fwd: Offer Letter-Nityo Infotech Services Pvt.Ltd.

Mayur Dande <mayurd8@gmail.com> Mon, Jul 29, 2019 at 5:34 PM
To: pmkuchar <pmkuchar@gmail.com>, Satya Mohan Mishra <satyamohan84@gmail.com>

---------- Forwarded message ---------
From: **Pranali Mankhair** <pranali.mankhair@gmail.com>
Date: Sat, Jul 27, 2019 at 10:58 PM
Subject: Fwd: Offer Letter-Nityo Infotech Services Pvt.Ltd.
To: <mayurd8@gmail.com>

---------- Forwarded message ---------
From: **Shivani Kalbag** <shivani.kalbag@nityo.com>
Date: Mon, 2 Nov 2015, 4:34 pm
Subject: Offer Letter-Nityo Infotech Services Pvt.Ltd.
To: Pranali Mankhair <pranali.mankhair@gmail.com>

November 2, 2015

Ms. Pranali Mankhair

Contact No: 7774047417

Subject: Offer of Employment

Dear Pranali,

With reference to the various discussions we had for an employment with us we are pleased to extend an offer of employment with following mentioned details:

- You would join us on or before **"November 3, 2015**" or else this offer of employment with us would be null and void.
- Your job location would be at **"Pune"**
- You would be designated as **"Recruitment Associate"**
- Your gross compensation per annum is **"Rs. 156,000/ -"**

We value your abilities and believe you will find your work to be challenging and fulfilling. The details of your Salary are mentioned in **Annexure A** and the **Terms and Conditions** applicable are as follows:

- You have to be associated with Nityo (referred to as company hereafter) at least for one year from the date of your joining. In case of pre-separation (before one year) from your end, Nityo will recover a sum of Rs.50,000/- (Rs. Fifty Thousand Only) as the Training & Administration Cost.
- Please note that first salary for those who join after the 25th will be processed in following month's payroll cycle.
- Release from the services of the company will be subject to satisfactory handover of the responsibilities assigned to you. In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any member of the company or being guilty of misconduct, the company may terminate your employment forthwith without notice.
- During the period of this employment you should not draw, accept or endorse any cheque of the company or, in any way, pledge the company's credit except so far as you authorized by the company to do so, either generally or in any particular case.



· Your offer and appointment is subjected to you being medically fit and the receipt of satisfactory references and clearance of your background verification.

· You will also be governed by all other instructions/rules/policies of the company, which are not specifically mentioned in this letter. For clarification, if any, regarding these instructions/rules/policies please get in touch with HR Department.

· On or before joining us, please also submit the following documents:

- Copy of passport (wherever the entries are made) and visa/s issued in your name
- Copies of certificate & marks card starting from Std. X to Final Degree.
- Copies of offer, appointment, relieving letters & latest three months salary slips.
- Copy of pan card
- Two passport size photograph

· A letter of appointment shall be issued to you on your date of joining, subjecting the submission of letter from your previous company which will detail and confirm your salary package.

Annexure A	
Name	**Ms. Pranali Mankhair**
Designation	**Recruitment Associate**
Location	**Pune**
Date Of Joining	**November 03, 2015**

Compensation Component	**Amount (Rs.) Per Month**	**Amount (Rs.) Per Annum**
Basic	8,700.00	104,400.00
Bonus	292.00	3,504.00
PF Employee	1,044.00	12,528.00
CCA	1,378.00	16,536.00
Gross Salary	**11,414.00**	**136,968.00**
PF Employer	1,044.00	12,528.00
ESIC Employer Contribution	542.00	6,504.00
Gross CTC	**13,000.00**	**156,000.00**

Note:	
Other components	**Max. Claimable**

Medical Reimbursement	Max. Rs. 15000/- p.a. (Tax Exemption Amount)

· Any Tax implication arising out of the above structure to be borne by the employee.

· Income Tax relief in respect of Reimbursements will be provided only on production of bills and will be restricted to the amount mentioned against them.

Would appreciate you acknowledging the receipt of this email and kindly send us your **acceptance of this offer by a written mail in the next 24 hours.**

You are requested to keep the compensation information highly confidential.

We look forward to your joining Nityo Infotech soon.


cid:image002.jpg@01CD4EDD.749679D0

Human Resources Team|Pune

Nityo Infotech Services Pvt.Ltd

No7/8, A Wing, 3rd Floor,

Sangam Complex, Near RTO,

Dr. Ambedkar Road, Sangam Bridge,
Pune - 411001

D : +91 020 60306664/ 020 69334452

hr_pune@nityo.com

www.nityo.com

USA | Canada | India | Singapore | Malaysia | Indonesia | Philippines | Thailand | UK | Australia | New-Zealand

---

Nityo Infotech has been rated as One of the top 500 Fastest growing companies by INC 500

Please help us to serve you better for any queries or concerns, contact us at Support Cube

---

--
Mayur A Dande
Assistant Professor, Department of Business Administration & Research,
Shri Sant Gajanan Maharaj College of Engineering, Shegaon

Mobile No. 09423619555
Ph. No. (07265) 252478 Ext. 136 (Off)

---

2 attachments



image002.jpg
4K



image002.jpg
4K



Gmail Satya Mohan Mishra <satyamohan84@gmail.com>

Fwd: Completed: Kalyani Bhise - Joining letters

Kalyani Bhise <kalyanibhise097@gmail.com> Sun, Aug 27, 2023 at 3:11 PM
To: satyamohan84@gmail.com

Hello sir,
PFA

---------- Forwarded message ---------
From: **Nevil Agrawal via DocuSign** <dse_na2@docusign.net>
Date: Mon, 14 Feb, 2022, 10:22 am
Subject: Completed: Kalyani Bhise - Joining letters
To: Kalyani Bhise <kalyanibhise097@gmail.com>

RankUno
Crafting Success Stories. Digitally.

Your document has been completed

VIEW COMPLETED DOCUMENTS

Nevil Agrawal
nevil@rankuno.com

All parties have completed Kalyani Bhise - Joining letters.

Hi Sir & Kalyani,

Kindly sign the joining letter of Kalyani.

Powered by DocuSign

Do Not Share This Email
This email contains a secure link to DocuSign. Please do not share this email, link, or access code with others.

Alternate Signing Method
Visit DocuSign.com, click 'Access Documents', and enter the security code:
1DABD2AC297A42AA8FAE5E0DA39F4FF22

About DocuSign
Sign documents electronically in just minutes. It's safe, secure, and legally binding. Whether you're in an office, at home, on-the-go -- or even across the globe -- DocuSign provides a professional trusted solution for Digital Transaction Management™.

Questions about the Document?
If you need to modify the document or have questions about the details in the document, please reach out to the sender by emailing them directly.

Stop receiving this email
Report this email or read more about Declining to sign and Managing notifications.

If you are having trouble signing the document, please visit the Help with Signing page on our Support Center.

Download the DocuSign App

This message was sent to you by Nevil Agrawal who is using the DocuSign Electronic Signature Service. If you would rather not receive email from this sender you may contact the sender with your request.

3 attachments

Kalyani B. - Employee Contract.pdf
326K

Kalyani B. - Offer Letter.pdf
266K

Kalyani B. - NDA.pdf
266K

DocuSign Envelope ID: 13650555-CCA0-41B1-978D-C96EE4CD51A4

RankUno Interactive Technologies Pvt. Ltd.
201, Shopping Arcade, Parmar Park Phase II,
Wanowrie, Pune – 411040, Maharashtra, India
+91 20 67273900
info@rankuno.com www.rankuno.com

EMPLOYMENT AGREEMENT

This Employee Agreement is made effective as of **February 14,2022** by and between RankUno Interactive Technologies Pvt. Ltd., Office: 201, Shopping Arcade, Parmar Park II, Wanowrie, Pune – 411 040, India (hereinafter referred to as "the Employer") and Kalyani Ramesh Bhise (hereinafter referred to as "the Employee").

The Employee is being hired as a full-time **'Executive - HR'** in Band **A** and agrees to perform all of the duties that may be required by express and implicit terms of this Agreement to the best of his/her abilities. The Employee accepts and agrees to the general supervision, advice and direction of Employer and Employer's supervisory personnel.

1. Employment

The Employee is expected to work **48 hours per week** The Employee is expected to work in the office mentioned by the employer from time to time (hereinafter "the Office"), unless otherwise agreed to in writing. Refer to the RU handbook for details.

2. Probation

The Employee will be on probation for a period of three months and based on the performance he/she will be confirmed in the services of RankUno.

3. Confidentiality

The Employee agrees that he/she will not at any time or in any manner, either directly or indirectly, divulge, disclose, or communicate any confidential information of Employer or of a client of Employer to any third party without the prior written consent of the Employer. The Employee will treat all proprietary information, data, reports and all other relevant record and material as secret, confidential and treat the same as the property of the Employer. A violation by Employee of this paragraph shall be a material

The Employee recognizes that the Employer has and will have Information regarding the following: actual or proposed products, trade secrets, trademarks, copyrights, patented and unpatented inventions, client and prospective client lists, contractor lists, client or contractor property, and/or information received pursuant to Confidentiality Agreements, methods and techniques used by the Employer or its clients in or about its or their business, prices, costs, future plans, and other vital information items which are valuable, special and unique assets of the Employer and its clients which it is obligated to protect by law or contract. The lack of any marking or statement that particular information is Confidential Information, shall not affect its status, as Confidential Information. Confidential Information shall not include information in the public domain, which is available in a coherent unified form and not as a result of a breach of any duty owed to Employer by Employee or any other person.

The employee agrees not to use or permit or enable any person to use any of the proprietary information in any way other than for the use of the employer. Not to either directly or indirectly, commercially exploit the proprietary information of employer for economic or other benefits; and notify the employer of any unauthorized or improper use or disclosure of the proprietary information.

DocuSign Envelope ID: 13650555-CCA0-41B1-978D-C96EE4CD51A4

RankUno Interactive Technologies Pvt. Ltd.
201, Shopping Arcade, Parmar Park Phase II,
Wanowrie, Pune – 411040, Maharashtra, India
+91 20 67273900
info@rankuno.com www.rankuno.com

4. Unauthorized Disclosure of Information

If it is found that the Employee has disclosed (or has threatened to disclose) Confidential Information in violation of this Agreement, the parties acknowledge that monetary damages will be an inadequate remedy and the Employer shall be entitled to an injunction to restrain the Employee from disclosing, in whole or in part, such Information, or from providing any services to any party to whom such Information has been disclosed or may be disclosed. The Employer shall not be prohibited by this provision from pursuing other ancillary remedies, including a claim for losses and damages for such disclosure as has already occurred.

5. Non-compete Agreement

Employee shall not accept or engage in any employment with the customers of Employer during the employment by Employer and for a period of **Twenty-four (24)** months after the termination of employment with Employer. For the purposes thereof, customers of Employer shall include present clients of Employer, clients for whom Employer performed services at any time within **Twenty-four (24)** months of the date of termination, and potential clients in any state of bid and/or negotiations with the Employer. For the **Twenty-four (24)** months following termination of his/her employment, Employee shall not work for any customer of Employer who was a customer during the duration of the employment or any entity, which competes directly or indirectly with any of RankUno's line of business in any way without the written consent of Employer and in accordance with written guidelines provided by Employer to maintain Employers trade secrets and confidential information.

During the period of employment with the company and for **Twenty-four (24)** months thereafter, Employee will not directly or indirectly: (1) employ, hire or caused to be employed or hired, any person who is then employed by Employer or was so employed within **Nine (9)** months prior to thereto; or (2) cause, invite, solicit, entice or induce any such person to terminate his or her employment with Employer.

The Employee agrees that for a period of **Twenty-four (24)** months following the termination of this Agreement, that he/she will not call upon, cause to be called upon, solicit or assist in the solicitation of any person or firm introduced to Employee, or a client or account of Employer for the purpose of selling or supplying any product or services competitive with the products or services of the Employer. Nor will Employee seek to solicit any agent representative or independent contractor or supplier of Employer and any sub-relationship with the Employer such **Twenty-four (24)** month period. If Employee violates this provision, Employer will be entitled to an accounting and repayment of all the profits, compensation, royalties, commissions or benefits which Employee directly or indirectly shall have realized or have caused others to realize and to recover any damages sustained for the loss of the enumerated relationships and/or interference with contractual agreement. Such remedy is in addition to and not in limitation of any injunctive relief or other rights or remedies to which Employer is or may be entitled at law or in equity.

6. Acceptance of Employment with another company

Employee is a full time employee of Employer and as such is expected to devote its efforts exclusively to Employer’s work. Such time as is not devoted to Employer’s work is to be used for Employee’s rest and relaxation so that Employer’s work can be competently performed. Therefore, Employee agrees to not to engage in employment or consulting work for or with other person or entity during his or her employment with the Employer, including without limitation as a consultant, advisor or otherwise howsoever.

DocuSign Envelope ID: 13650555-CCA0-41B1-978D-C96EE4CD51A4

RankUno
Crafting Success Stories. Digitally.

RankUno Interactive Technologies Pvt. Ltd.
201, Shopping Arcade, Parmar Park Phase II,
Wanowrie, Pune – 411040, Maharashtra, India
+91 20 67273900
info@rankuno.com www.rankuno.com

7. Compensation

As compensation for the services provided by the Employee, Employer will pay Employee annual CTC of Rs. 3,00,000/- payable monthly after the work performed.

Upon the termination of this Agreement, Employee shall be entitled to payments for the periods or partial periods that occurred prior to the date of termination for which the Employee has not been yet paid and has provided his or her timesheets for. If Employee is in violation of this Agreement, Employer may terminate the employment without notice and with compensation to Employee only for services rendered to the date of such a termination.

Employees are encouraged to complete their work assignments during regular business hours or mutually agreed upon schedule hours.

8. Leave Policy

Employee shall be entitled to 21 (Twenty one) days of leaves for each year of employment. An employee can avail prorated number of leaves in the First year of service only after confirmation. Prorated leaves mean 21 days leave/12 months = 1.75 leaves per month x by the months you have been in the service of RankUno.

In case neither the Manager nor a relevant authority is informed, the employee will be considered to be absent without notice and the leave will be considered as Leave without pay.

9. Warranties and Representations

Employment is offered to employee on the basis of information, representations and warranties made and furnished by employee to the employer, including as to training, skills, abilities and special knowledge. Employee hereby warrants and vouches for the accuracy and fidelity of this information. At any time hereafter, if it is found that the information furnished is false, or any vital information has been concealed from the Company, then your employment is liable to be terminated forthwith without compensation, notice period or salary in lieu thereof.

10. Notice Period

According to RankUno Policy, the notice period for the concerned employee is **90** days**,** which is dependent on the Band of the Employee. This notice period will apply to the Employee and Employer, except wherein the Employee materially fails to perform any obligation contemplated herein, and/or Employee makes public statements and/or takes actions concerning Employer, which are not authorized by Employer, including the use of the company's name as a credit, business or personal reference and/or through his or her actions damage the reputation of the Employer.
During the probation period, all employees are required to give 30 days as notice period.

The Employee shall give the required written notice of resignation to the Employer and fully cooperate in the transfer of any work being performed to the person or persons designated by the Employer. Failure to provide such notice and assistance will result in liquidated damages of not less than six (6) months of Employee's gross wage being charged and/or actual damages that may result from Employee's failure to provide notice of leaving. Employee understands that leaving employment without proper notice causes damage to reputation of the Employer and/or Employer's client(s) and said damages may far exceed wages paid for services to be rendered during period wherein notice of leaving was not given or for a contract that was prematurely canceled.

DocuSign Envelope ID: 13650555-CCA0-41B1-978D-C96EE4CD51A4

RankUno Interactive Technologies Pvt. Ltd.
201, Shopping Arcade, Parmar Park Phase II,
Wanowrie, Pune – 411040, Maharashtra, India
+91 20 67273900
info@rankuno.com www.rankuno.com

11. Return of property

Upon termination of this agreement, the Employee shall deliver all property (including all documents, records, notebooks, computer files, keys, data and programs, equipment, parts and tools and similar repositories or materials and any and all copies thereof) that is in the Employee's possession or under Employee's control, which is Employer's property or related to Employer's business. If these procedures are not carried out, the Employee shall be in breach of this Agreement.

12. Injunctive Relief

Employer shall suffer irreparable harm in the event that Employee breaches any of Employee's obligations under this Agreement and money damages shall be inadequate to compensate Employer for such breach. Accordingly, in the event of breach or threatened breach by Employee of any provisions of this Agreement, Employer, in addition to and not in limitation to any other rights, remedies or damages available to Employer at law or in equity, shall be entitled to a temporary restraining order and a preliminary injunction in order to prevent or to restrain any such breach by Employee, or by any or all persons directly or indirectly acting for, on behalf of, or with Employee.

13. Reasonableness of Restrictions

Employee has carefully read and considered the provisions of Section 1 through 20 thereof inclusive and, having done so, acknowledges that the restrictions set forth such sections are fair and reasonable and are reasonably required for the protection of the interest of the Employer and its business, officers, directors and employees. Employee further acknowledges that the restrictions set forth in this Agreement shall not impair Employee's choice of positions including, without limitations, those areas in which Employee is, is to be, or has been employed by Employer. The breach or alleged breach by Employer of any obligation arising in any manner owed to Employee by Employer shall not affect the validity and enforceability of employee's promises set forth herein.

14. Governing Law

The terms and conditions of the agreement shall at all times and in all respect be governed by the laws of the Nation as prevailing from time to time in India, and employee agrees that in the event any dispute shall be the Laws Governing in India from time to time. The Employee specifically

convents to personal jurisdictions by such courts in PUNE. In the event a court of competent jurisdiction should find for and enter a judgment on behalf of Employer. Employee hereunder agrees that said judgment may be entered, recorded and collected in either the current or permanent domicile.

DocuSign Envelope ID: 13650555-CCA0-41B1-978D-C96EE4CD51A4

RankUno Interactive Technologies Pvt. Ltd.
201, Shopping Arcade, Parmar Park Phase II,
Wanowrie, Pune – 411040, Maharashtra, India
+91 20 67273900
info@rankuno.com www.rankuno.com

15. Notices

Any notice required to be given hereunder shall be sufficient in writing and sent by certified mail, return receipt reply, first class postage prepaid, in case of Employee, to Employee's address as shown on Employer's records, and in case of Employer: **201, Shopping Arcade, Parmar Park II, Wanawadi, Pune - 411 040**, India Notices shall be deemed given when actually received or three days after mailing, whichever is earlier.

16. Employee information

Photo ID Type & No: Pan Card – FHOPB9586C

Driving License No: _____ Country: _____ Date of Issue: _____

Current Address:		**Permanent Address:**	
Street:	Shiv Colony Lane No. 3 A, Datta Mandir Road,	Street:	At. Umra Atalipost Kinhi Mahadeo, Khamgaon,
City & Pin Code:	Wakad, Pimpri Chinchwad, Pune - 33	City & Pin Code:	Buldhana – 444303
State:	Maharashtra	State:	Maharashtra
Phone No:	8805533028	Phone No:	9806107820
Email:	kalyanibhise097@gmail.com	Email:	kalyanibhise097@gmail.com

17. Headings

The headings and other captions in this Agreement are for convenience and reference only and shall not be used in interpreting, construing or enforcing any of the provisions of this Agreement.

18. Entire Agreement

This Agreement contains the entire agreement and understanding by and between Employer and Employee with respect to the subject matter herein, and no representation, agreements or understandings, written or oral, not herein contained shall be of any force or of any effect. No modification hereof shall be valid or binding unless in writing and signed by the party intended to be bound. No waiver of any provision of this Agreement shall be valid unless in writing and signed by the party against whom such a waiver sought to be enforced. No valid waiver or any provision of this Agreement at any time shall be deemed a waiver of any such provision or other provision at any other time.

DocuSign Envelope ID: 13650555-CCA0-41B1-978D-C96EE4CD51A4

RankUno Interactive Technologies Pvt. Ltd.
201, Shopping Arcade, Parmar Park Phase II,
Wanowrie, Pune – 411040, Maharashtra, India
+91 20 67273900
info@rankuno.com www.rankuno.com

19. Severalty

In the event a Court determines that one or more (or part) of the provisions contained herein are invalid or unenforceable it shall not affect the validity of the other provisions hereof. The Court is hereby empowered to alter the objectionable provision or provisions to such extent that the intention of the parties is best carried out within the ambit of legality.

In witness hereof, RankUno and Employee have executed this Agreement as of the day and year first set forth above.

RankUno Interactive Technologies Pvt. Ltd.	**Employee**
DocuSigned by: AE2FECC4927E4EE...	DocuSigned by: A5E2B44C8068474...
Signature:_____	Signature:_____
Date: February 14, 2022	Date: February 14, 2022
Name: Nevil Agrawal	Name: Kalyani Ramesh Bhise
Title: CEO	Title: Executive - HR

DocuSign Envelope ID: 13650555-CCA0-41B1-978D-C96EE4CD51A4

RankUno
Crafting Success Stories. Digitally.

RankUno Interactive Technologies Pvt. Ltd.
201, Shopping Arcade, Parmar Park Phase II,
Wanowrie, Pune – 411040, Maharashtra, India
+91 20 67273900
info@rankuno.com www.rankuno.com

Confidentiality and Non-Disclosure Agreement

This **Confidentiality and Non-Disclosure Agreement,** effective on the date set forth below (the "**Effective Date**"), is between RankUno Technologies Pvt. Ltd. (**Employer**) a company headquartered in Pune Office: 201, Shopping Arcade, Parmar Park II, Wanowrie, Pune – 411 040, India and the employee of RankUno Technologies Pvt. Ltd. specified on the signature line below as the Employee (the "**Employee**"). The Employee will have access to confidential and privileged information about Employer and its clients. This Agreement is made to:

1. set forth the basis under which Employer will furnish and/or disclose certain financial, business, technical and other information to the Employee.
2. set forth the obligations of the Employee upon receiving confidential information.

Definitions. For purposes of this Agreement, the following terms will have the meanings specified below:

"Client" means, with respect to Employer, any individual, company, corporation, partnership or other entity, with which Employer directly or indirectly does business or pitches to do business.

"**Other Employee**" means, with respect to Employer, any individual, company, corporation, partnership or other entity, that Employer hires full time or part time to render services.

"**Confidential Information**" means all financial, business and other information, in whatever form or medium, including, without limitation, any trade secrets, processes, financial data, technical data and documentation, strategic planning, product/service specifications, prototypes, computer programs, databases, drawings, models, marketing data and client information, that is furnished or disclosed by Employer or any of its clients or **Other Employee** to the Employee pursuant to the terms of this Agreement, *except that* such term will not include (*i*) information already known by the Employee without an obligation of confidentiality, (*ii*) information that is or becomes publicly known other than through a breach by the Employee of any of its obligations under this Agreement.

DocuSign Envelope ID: 13650555-CCA0-41B1-978D-C96EE4CD51A4

RankUno
Crafting Success Stories. Digitally.

RankUno Interactive Technologies Pvt. Ltd.
201, Shopping Arcade, Parmar Park Phase II,
Wanowrie, Pune – 411040, Maharashtra, India
+91 20 67273900
info@rankuno.com www.rankuno.com

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Employee agrees as follows:

1. Confidentiality

The Employee agrees that he/she will not at any time or in any manner, either directly or indirectly, divulge, disclose, or communicate any confidential information of Employer or of a client of Employer to any third party without the prior written consent of the Employer. The Employee will treat all proprietary information, data, reports, passwords, and all other relevant record and material as secret, confidential and treat the same as the property of the Employer. A violation by Employee of this paragraph shall be a material violation of this Agreement and will justify legal and/or equitable relief.
The Employee recognizes that the Employer has and will have Information regarding the following: actual or proposed products, trade secrets, trademarks, copyrights, patented and unpatented inventions, client and prospective client lists, contractor lists, client or contractor property, and/or information received pursuant to Confidentiality Agreements, methods and techniques used by the Employer or its clients in or about its or their business, prices, costs, future plans, and other vital information items which are valuable, special and unique assets of the Employer and its clients which it is obligated to protect by law or contract. The lack of any marking or statement that particular information is Confidential Information, shall not affect its status, as Confidential Information. Confidential Information shall not include information in the public domain, which is available in a coherent unified form and not as a result of a breach of any duty owed to Employer by Employee or any other person.

The employee agrees not to use or permit or enable any person to use any of the proprietary information in any way other than for the use of the employer. Not to either directly or indirectly, commercially exploit the proprietary information of employer for economic or other benefits; and notify the employer of any unauthorized or improper use or disclosure of the proprietary information.

The following are some examples of violation of this agreement. However, violations are not limited to the following examples.

Example 1: Disclosure of Client Names, Address or contact details, work functions, project name and details, login access and passwords, reports, etc to representatives of other organizations or future employers would be violation of this agreement.

Example 2: Disclosure of business markets, tactics, and business procedure or business functions to representatives of other organizations or future employers would be a violation of this agreement.

Example 3: Disclosure of information either in oral or written in Resume, Profile or any other presentation by the employee on project names and information related to the projects worked upon during the tenure of employment with Employer would be considered violation of this agreement.

DocuSign Envelope ID: 13650555-CCA0-41B1-978D-C96EE4CD51A4

RankUno Interactive Technologies Pvt. Ltd.
201, Shopping Arcade, Parmar Park Phase II,
Wanowrie, Pune – 411040, Maharashtra, India
+91 20 67273900
info@rankuno.com www.rankuno.com

2. Unauthorized Disclosure of Information

If it appears that the Employee has disclosed (or has threatened to disclose) Confidential Information in violation of this Agreement, the parties acknowledge that monetary damages will be an inadequate remedy and the Employer shall be entitled to an injunction to restrain the Employee from disclosing, in whole or in part, such Information, or from providing any services to any party to whom such Information has been disclosed or may be disclosed. The Employer shall not be prohibited by this provision from pursuing other ancillary remedies, including a claim for losses and damages for such disclosure as has already occurred.

3. Non-compete Agreement

Employee shall not accept or engage in any employment with the customers of Employer during the employment by Employer and for a period of **Twenty-four (24)** months after the termination of employment with Employer. For the purposes thereof, customers of Employer shall include present clients of Employer, clients for whom Employer performed services at any time within **Twenty-four (24)** months of the date of termination, and potential clients in any state of bid and/or negotiations with the Employer. For the **Twenty-four (24)** months following termination of his/her employment, Employee shall not work for any customer of Employer who was a customer during the duration of the employment or any entity, which competes directly or indirectly with any of Employer's line of business in any way without the written consent of Employer and in accordance with written guidelines provided by Employer to maintain Employers trade secrets and confidential information.

During the period of employment with the company and for **Twenty-four (24)** months thereafter, Employee will not directly or indirectly: (1) employ, hire or caused to be employed or hired, any person who is then employed by Employer or was so employed within **Nine (9)** months prior to thereto; or (2) cause, invite, solicit, entice or induce any such person to terminate his or her employment with Employer.

The Employee agrees that for a period of **Twenty-four (24)** months following the termination of this Agreement, that he/she will not call upon, cause to be called upon, solicit or assist in the solicitation of any person or firm introduced to Employee, or a client or account of Employer for the purpose of selling or supplying any product or services competitive with the products or services of the Employer. Nor will Employee seek to solicit any agent representative or independent contractor or supplier of Employer and any sub-relationship with the Employer such **Twenty-four (24)** month period. If Employee violates this provision, Employer will be entitled to an accounting and repayment of all the profits, compensation, royalties, and commissions or benefits which Employee directly or indirectly shall have realized or have caused others to realize and to recover any damages sustained for the loss

DocuSign Envelope ID: 13650555-CCA0-41B1-978D-C96EE4CD51A4

RankUno Interactive Technologies Pvt. Ltd.
201, Shopping Arcade, Parmar Park Phase II,
Wanowrie, Pune – 411040, Maharashtra, India
+91 20 67273900
info@rankuno.com www.rankuno.com

of the enumerated relationships and/or interference with contractual agreement. Such remedy is in addition to and not in limitation of any injunctive relief or other rights or remedies to which Employer is or may be entitled at law or in equity.

Example 4: If the employee starts with his own business within the period of 24 months after resigning from the services of the Employer RankUno Interactive Technologies Pvt. Ltd., he or she will not be entitled to hire, partner or co-found a business entity with any employee of Employer who is in employment or had been in employment during a period of Twenty-Four (24) months from the date of resignation from the company or nine (9) months prior to his employment with the company. Doing so, will lead to violation of this agreement.

Example 5: If the employee contacts any past, present or future client of Employer for employment or business purposes during a period of twenty four months from the date of leaving it would be considered as violation of this agreement.

Effective Date: February 14, 2022

Employer
RankUno Interactive Technologies Pvt. Ltd.

DocuSigned by:
Signature: AE2FECC4927E4EE...

Name: Nevil Agrawal

Designation: Director

Employee

DocuSigned by:
Signature: A5E2B44C8068474...

Name: Kalyani Ramesh Bhise

Designation: Executive - HR

Address for Communication:

At. Umra Atalipost Kinhi Mahadeo, Khamgaon,

Buldhana, Maharashtra – 444303

DocuSign Envelope ID: 13650555-CCA0-41B1-978D-C96EE4CD51A4

RankUno
Crafting Success Stories. Digitally.

RankUno Interactive Technologies Pvt. Ltd.
201, Shopping Arcade, Parmar Park Phase II,
Wanowrie, Pune – 411040, Maharashtra, India
+91 20 67273900
info@rankuno.com www.rankuno.com

RU: HR: 2022.
February 14, 2022

Kalyani Ramesh Bhise,

Umra Atali,
Post Kinhi Mahadeo,
Khamgaon,
Buldhana,
Maharashtra – 444303

Sub: - Offer Letter

Dear Kalyani,

Congratulations and Welcome to RankUno!

Apropos your interaction with us, we are pleased to inform that you have been selected at RankUno as 'Executive - HR'. Your gross annual Cost to the Company (CTC) would be Rs. 3,00,000/-. Find the Salary Structure in Annexure1. We would like you to join us from February 14th 2022.

You will be undergoing six months probation, after which Employment will be confirmed. Your appointment is contingent upon your signing one detailed Employment and Confidentiality Agreement.

We will need the following documents to confirm your employment.

1. Photocopy of academic credentials.
2. 4 photographs (2 for the office records and 2 for opening Salary Account).
3. Photo copy of your address proof.
4. Photo copy of your Identity proof.
5. Appointment and Relieving letter from previous organization.
6. Last three months salary slips from previous organization.
7. Photocopy of Pan Card.
8. Medical Certificate.
9. Photocopy of Adhar Card.

We look forward to a perfectly symbiotic relationship and wish you a rewarding career with us for years to come.

Please feel free to contact us for any clarifications regarding the above.

Yours sincerely,

For RankUno Interactive Technologies Pvt Ltd.

DocuSigned by:
AE2FECC4927E4EE...

Nevil Agrawal
Director

I accept this offer

DocuSigned by:
A5E2B44C8068474...

Kalyani Bhise

DocuSign Envelope ID: 13650555-CCA0-41B1-978D-C96EE4CD51A4

RankUno
Crafting Success Stories. Digitally.

RankUno Interactive Technologies Pvt. Ltd.
201, Shopping Arcade, Parmar Park Phase II,
Wanowrie, Pune – 411040, Maharashtra, India
+91 20 67273900
info@rankuno.com www.rankuno.com

Annexure 1: Salary Break-up for Kalyani Ramesh Bhise

Annual CTC – Rs. 3,00,000

	Monthly	Per Annum
Basic	7,230	86,760
HRA	2,892	34,704
Special Allowance	13,078	156,936
Total Earnings	23,200	278,400
PF Employer	1,800	21,600
Gross Salary	25,000	300,000
Deductions		
PF Employee	1,800	
Profession Tax	200	
Net Salary (pre tax)	21,200	

Other Benefits:
Mediclaim Policy of Rs. 50,000/- for the tenure of your employment with the company.
Accidental Death Policy of Rs.1,00,000/- for the tenure of your employment with the company.

Date: 07/02/2020

OFFER LETTER

To,

Amar Chilwant,
Business Development Executive

Sub: Offer Letter.

Dear **Amar Chilwant,**

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).

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

Aas Innovation's
Sarathi Learning App
(Educational& Career App)
www.sarathi.guru|aasinnovation18@gmail.com

Date: 07/02/2020

OFFER LETTER

To,

Arvind Rawat,
Business Development Executive

Sub: Offer Letter.

Dear **Arvind Rawat,**

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).

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

Date: 07/02/2020

OFFER LETTER

To,

Chandrakant Paraskar,
Business Development Executive

Sub: Offer Letter.

Dear **Chandrakant Paraskar,**

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).

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

Aas Innovation's
Sarathi Learning App
(Educational& Career App)
www.sarathi.guru|aasinnovation18@gmail.com

Date: 07/02/2020

OFFER LETTER

To,

Devdatta Nimbalkar,
Business Development Executive

Sub: Offer Letter.

Dear **Devdatta Nimbalkar,**

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).

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

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).

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

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 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).

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

Date: 07/02/2020

OFFER LETTER

To,

Yogesh Kshirsagar,
Business Development Executive

Sub: Offer Letter.

Dear **Yogesh Kshirsagar,**

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).

Aas Innovation's
Sarathi Learning App
(Educational& Career App)

www.sarathi.guru|aasinnovation18@gmail.com

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

To

Date: 16th AUG 2021

Mr. Yogesh Kshirsagar

Sub: Offer Letter

Dear Mr/Miss/Mrs. Yogesh,

Further to the interview you had with us, we are pleased to offer you as , **Management Trainee HR** in our estimated client WELMADE LOCKING SYSTEMS PRIVATE LIMITED. based at **Bhosari Pune.**

Offer the terms and conditions are given below.

1. **Date of Employment:** Your employment with us will commence from **17th Aug. 2021.**

2. **Designation:** You will be joining us for the position of **Management Trainee HR**

3. **Salary:** We would like to make you an offer of annual compensation of **INR 2,31,775/- (Rupees Two Lakh Thirty One Thousand Seven Hundred Seventy Five Only)** Please note that the income Tax liability of this offer is to be considered in the light of the tax laws prevailing during the time. You will not be entitled to any other benefits, apart from the attached CTC Annexure.

   a] Your Appointment Letter with Annual compensation Annexure will be issued on the date of joining.
   b] This offer letter is valid till 17th Aug. 2021.
   c] Pre-employment medical check-up fitness and Valid Educational and Experience letter condition for this employment.

Please return the duplicate copy of this letter duly signed by you as a token of your acceptance of the above terms & conditions.

Please submit the following documents to HR at the time of your joining:

1. Photocopies of your degree certificates,
2. Experience/ relieving letters
3. Two colour passport-size photos,
4. Latest salary slip from your previous organization
5. Proof of address.

We welcome you to our organization and look forward for a fruitful association. Sincerely,

SMP FACILITY SERVICES PVT. LTD. Bhosari, PUNE-39.

For SMP Facility Services Pvt.Ltd.

SMP Facility Services Pvt. Ltd.
2nd floor, Ramratan Galeria, Near HP Petrol Pump, Alandi Road, Bhosari, Pune- 411 039
+91 9158092828 | +91 9881797178 smpjobpune@gmail.com | hr@smpfacility.com
www.smpfacility.com

Scanned with CamScanner

CTC Annexure

Name	Yogesh Kshirsagar	Date of Joining	17-Aug-2021
Designation	Management Trainee HR		
S.No.	Description	Amount Per Month	Amount Per Annam
1	Basic Wages	7,800	93,600
2	Special Allowance	5,264	63,168
A	Sub (A)	13,064	1,56,768
3	H R A @ 25% on (A)	2,936	35,232
B	TOTAL =====>	16,000	1,92,000
4	Conveyance Allowance	-	-
5	Other Allowance		-
Sub (B) Gross Wages		16,000	1,92,000
	OVER HEADS:		
6	PF @13 %	1,698.32	20,380
7	Bonus @ 8.33 %	-	13,058.77
8	ESIC 3.25% on	520	6,240
9	MLWF Contribution	-	96
10	Uniform Saftey Shoe	-	-
Total CTC		18,218	2,31,775
	Take Home SALARY		
11	PF @ 12 %	1,567.68	18,812
12	P T	200	2,400
13	ESIC 0.75% on	120	1,440
14	Total Deduction	1,888	22,652
Take Home Salary		14,112	1,69,348

NOTE :- Leave applicable after 90 days (Factory Act rule),
Give 1 leave for 20 days

SMP FACILITY SERVICES PVT. LTD. Bhosari, PUNE-39.

For SMP Facility Services Pvt.Ltd.

Scanned with CamScanner

Fwd: Offer letter of AAS Innovation "Sarathi" app Nashik

Pavan Kuchar <pmkuchar@gmail.com>
Wed 2/12/2020 3:24 PM

To:devnimbalkar96@gmail.com <devnimbalkar96@gmail.com>;yogeshskshirsagar212@gmail.com <yogeshskshirsagar212@gmail.com>;amarchilwant36@gmail.com <amarchilwant36@gmail.com>;paraskarc@gmail.com <paraskarc@gmail.com>;arvindjaaryavi@gmail.com <arvindjaaryavi@gmail.com>;charthadm@gmail.com <charthadm@gmail.com>;rajwalekanath@gmail.com <rajwalekanath@gmail.com>

Cc:satyamohanmishra <satyamohanmishra@live.com>;hod_mba <hod_mba@ssgmce.ac.in>;Dr. Hari Mohan Jha "Bidyarthi" <hmjhabidyarthi@rediffmail.com>

7 attachments (3 MB)

Amar Chilwant.pdf; Arvind Rawat.pdf; Chandrakant Paraskar.pdf; Devdatta Nimbalkar.pdf; Minal Charthad.pdf; Rajwal Ingle.pdf; Yogesh Kshirsagar.pdf;

---------- Forwarded message ---------
From: **TPO SSGMCE Shegaon** <tpossgmce@gmail.com>
Date: Tue, Feb 11, 2020, 3:24 PM
Subject: Offer letter of AAS Innovation "Sarathi" app Nashik
To: pmkuchar <pmkuchar@gmail.com>, Satya Mohan Mishra <satyamohan84@gmail.com>

Dear Sir,

Please distribute this mail to the MBA students selected in AAS Innovation for Sarathi app.

Amar Chilwant	MBA
Arvind Rawat	MBA
Chandrakant Paraskar	MBA
Devdatta Nimbalkar	MBA
Minal Charthad	MBA
Rajwal Ingle	MBA
Yogesh Kshirsagar	MBA

Thanks with regards,

Dr. Vinay Thute
Training and Placement Officer,
Shri Sant Gajanan Maharaj College of Engineering,
Shegaon-444203
Dist: Buldana(M.S.)India
Cell : +91 94229 26420

महाराष्ट्र दुकाने व आस्थापना (नोकरीचे व सेवाशर्तीचे विनियमन) नियम, २०१८

नमुना "ग"

(नियम ९ पहा)

सूचना दिल्याबाबत पावती

अर्जदाराने नमूना फ द्वारा व्यवसाय सुरु केल्याबाबतची सूचना खाली नमूद केलेल्या तपशीलासह या कार्यालयास दिलेली आहे. त्याचा तपशील पुढीलप्रमाणे:

१.	पावती क्रमांक	:	१८५३२००३१२२८१८५१
२.	अर्जाचा (सूचनापत्राचा) आयडी क्रमांक	:	१०४२१५९२१८०३
३.	आस्थापनेचे नाव	:	श्रीराम एजंसी SHRIRAM AGENCY
४.	कामगारांची एकूण संख्या	:	४

पुरुष	स्त्री	इतर	एकूण
४	०	०	४

५.	अ) मालकाचे नाव	:	राजेश वासुदेव टिबडेवाल RAJESH VASUDEO TIBDEWAL
	ब) आस्थापनेचा पत्ता	:	रेल्वे स्टेशन रोड, अग्रसेन चौक शेगांव, शेगांव, -, शेगांव (एम क्ल), शेगाव, बुलडाणा, ४४४२०३
६	सदरची पावती ही केवळ अर्जदाराने त्याचा व्यवसाय सुरु केल्याबद्दल कार्यालयास पाठविलेल्या सूचना पत्राची पोच पावती असून व्यवसाय अथवा व्यवसायाची जागा अस्तित्त्वात असल्याबद्दलचा पुरावा नाही. व्यवसायासाठी व व्यवसायाच्या जागेसाठी आवश्यक असणारी संबंधित सक्षम प्राधिकारी यांच्याकडील पूर्व / पश्चात परवानगी, अनुज्ञप्ती, परवाना धारण करण्याची सर्वस्वी जबाबदारी मालकाची राहिल. ही पोच पावती व्यवसायाच्या जागेचा मालकी हक्क किंवा मालमत्तेचा मालकी हक्क किंवा ताबा या प्रयोजनार्थ कोणत्याही कायद्यांतर्गत ग्राह्य धरता येणार नाही.		
७.	व्यवसायाचे स्वरुप	:	एजन्सी
८.	पूर्वीचा नोंदणी प्रमाणपत्राचा क्रमांक व दिनांक, लागू असल्यास	:	२२३६ ०६/०७/२००५

टीप : सदरची पोच पावती संगणकीय प्रणालीद्वारे तयार करण्यात आलेली असल्याने त्यावर स्वाक्षरीची आवश्यकता नाही.

दिनांक : ०३-०८-२०१८

ठिकाण : Buldana

कार्यालयाचा पत्ता : Shop Inspector Office, Shegaon, Address- Aathavda Bajar,Shetaki Kharedi-Vikry Kendra, Shegaon, District-Buldhana

Here's the Offer Letter for you to sign. Please read it over.

SitusAMC™
Realizing Opportunities in Real Estate

06-June-2021

Devdatta Nimbalkar

C/o Supada Suradkar) Room No 1669, Vasai road, near, Post Valiv, Vasai East
Palghar 401208
IN

devnimbhalkar96@gmail.com

Dear Devdatta,

String Information Services Private Limited ("String") is pleased to offer you the position of **Credit and Income Analyst** pursuant to our recent discussions.

We request you to meet our HR team on **17-June-2021**.

At String along with continuous learning and fun, you will be provided with adequate training, equal opportunities for growth and personal enhancement. We assure you of our support for your professional development and growth.

You will receive your welcome kit and appointment letter on your date of joining.

Your appointment with us will be governed by the Terms & Conditions as detailed below. Kindly confirm your acceptance of this offer by signing the Terms & Conditions:

1. You are offered this position based on the particulars provided in your application and in case the details are found incorrect, the offer/ appointment with the company shall stand cancelled/ terminated without any further notice.

2. This offer and your continuance in this title/ job is subjected to successful clearance of your pre-employment background verification checks by third party agencies. These verifications include but aren't limited to criminal antecedents, educational qualification, prior work experience, medical, drug screening and other tests and verifications. This offer can be revoked (or where your employment has already commenced, your employment can be terminated) with immediate effect in case of an unsatisfactory background verification/screening result, without any claim against or liability to String. You further acknowledge that String may, at any point during your employment with the company, repeat any such verifications, and in particular, require you to submit to drug screening tests with or without prior warning, since such tests are an essential requirement of String's business with its customers and also an essential condition of continued employment with String. Any abuse of prescription medication is also prohibited. Should you fail to cooperate, or if the outcome of any such test is unsatisfactory in String's opinion, String reserves the right to take disciplinary action, up to and including termination of your employment with immediate effect (without notice or payment in lieu thereof).

3. This appointment is effective from your actual date of joining **17-June-2021**.

4. You shall be on probation for a period of **6 months** from the date of your joining of String. Permanent employment with String shall be considered based on periodic reviews made on your performance and conduct during the probation period. You shall, therefore, have no legal right to continue in the employment on the expiry of your period of probation unless your services have been confirmed or your probation period has been extended by a specific order of the management in writing. During your probation period, either party can terminate the employment by giving **30 days** of written notice or by paying to the other, salary in lieu thereof for the shortfall in notice. In case of non-confirmation, no notice will be given, or payment in lieu thereof will be made by the Company.

5. On successful completion of your probationary period, your services will be confirmed. A letter to this effect will be issued to you. Post confirmation of service, your employment may be terminated / is terminable by either party by giving to the other **60 days** written notice in advance or by paying the other, salary in lieu thereof for the shortfall in notice period

6. During your tenure in the organization, if your services are terminated for breach of Company policies and / or loss of confidence or any misconduct, no notice will be given, or payment in lieu thereof will be made by the Company.

7. You shall not divulge, communicate or pass on any information, which you may come to possess as a result of your employment with String to any outsider or to anyone not employed by String. At all times you shall maintain absolute integrity. You shall not communicate, in any manner, any information regarding your remuneration/ terms of employment to any other employee of String except your immediate superior. Indulgence in such activities or any violation of this norm shall lead to termination of your employment immediately.



8. During your employment with String, you will not work anywhere else, directly or indirectly, or conduct any business, part-time or otherwise.

9. **Before accepting String's offer of employment, you must fully disclose all contractual and other restrictions or obligations with other parties, including any non-competition or non-solicitation agreements with prior employers, that may or will impose limitations on your professional activities with String. Failure to disclose contractual and other restrictions or obligations may lead to recission of your offer of employment. String expects you to abide by all such restrictions or obligations and to avoid involvement, while employed by String, in any matter that could pose or appears to pose a conflict with any contractual or other duty to which you are subject, including as a result of confidential, proprietary or trade secret information obtained by you prior to your employment with String. By agreeing to become employed by String, you represent that none of these restrictions or obligations is inconsistent with your acceptance of this offer of employment or your becoming, and serving as, an employee of String as contemplated under this offer of employment.**

10. During the probation period you are not eligible for leave. In case you absent yourself from duty for 3 days or more or extend leave on your own without the consent of management beyond originally granted leaves, you shall be deemed to have relinquished your service and repudiated your right to serve in our employment any further.

11. Shift timings would vary basis business requirement i.e. Day (Shift Window IST 6AM to IST 8PM) – Mid (Shift Window IST 12PM to IST 11PM) – Night (Shift Window IST 5PM to IST 8AM)

12. You would be required to be present within the specified city limits for which you have been hired on or prior to your date of joining and throughout your tenure.

13. You would be required to report to office basis business requirement or after the Covid pandemic situation normalizes, whichever is earlier.

You would be required to provide the following documents on the date of joining:

1. Photocopy of Degree certificate (Ex. Consolidate, Provisional & Course completed certificate) of highest qualification. (Please bring originals too which will be returned to you on the same day after verification)
2. Photocopy of HSC & SSLC mark sheet. (Please bring originals too which will be returned to you on the same day after verification)
3. 6 copies of passport size and 1 copy of stamp size colour photographs
4. Blood Group certificate
5. Aadhaar card – 2 nos. (Colour)
6. PAN copy – 2 nos. (Colour)
7. Address/ ID proof – Photocopy of any one (Passport/ Voter's id/ Driver's License)



8. Last 3 month's pay slip & relieving letter (if applicable) from previous employer.
9. Names of 2 professional references

Annexure – A

Name – Devdatta Nimbalkar **Designation –** Credit and Income Analyst

Fixed Salary Components

Basic (per month) - Rs. 11,750

HRA (per month) - Rs. 8,800

Special Allowance (per month) - Rs. 8,900

Gross (per month) - Rs. 29,450

Statutory Components

Employer PF (per month) - Rs. 1,800

Cost to Company (per month) - Rs. 31,250

Cost to Company (per annum) - Rs. 3,75,000

Performance Based Incentive* - Rs.10000

Shift Allowance* - Rs.3000

Final Cost to Company (per month) - Rs. 44,250

Final Cost to Company (per annum) - Rs. 5,31,000

* Read the policy document to understand the payment modalities.

Joining Bonus – You will be eligible for a Joining Bonus payment of Rs.50,000. This joining bonus will be offered to you if you are able to join us on or before **17-June-2021**. This amount will be forfeited if you join us after **17-June-2021**. This will be paid in two (2) parts as follows: INR 25,000 to be paid within 45 days from your date of joining and the remaining INR 25,000 after Permanent employment at the end of your probation period.

Notice Period Reimbursement – You will be eligible to reimburse your notice period shortage amount on submission of payment receipt/notification that you have received from your current employment. The document has to be submitted within 45 days from your date of joining for us to process the

reimbursement. Kindly note that your last date of working with your current organisation and the joining date with us should not exceed a gap of 5 days to be eligible for the reimbursement.

If you voluntarily decide to leave the organization or get terminated from Services within one year of your joining us, you will be liable to pay back the notice period reimbursement and joining bonus in full. String will have the right to set-off against any other amounts owed to you in your final settlement if the notice period reimbursement and joining bonus has not been repaid in full.

By accepting this offer of employment you permit String Information Services Private Limited or its appointment agency to conduct background checks on you.

Kindly confirm your acceptance of the aforesaid employment terms and conditions by signing and returning the duplicate copy of this letter.

We are pleased to have you at String and we sincerely hope that your close collaboration with String will be beneficial to both of us.

Wish you all the best and welcoming you in our pursuit of excellence.

Yours Sincerely,

For **String Information Services Private Limited, on behalf of SitusAMC Holdings Corporation**

Kevin Rodricks

Senior Manager, HR Talent Acquisition

This is an electronically generated offer letter and does not require a signature or a stamp.

AGREED AND ACKNOWLEDGED:

Devdatta Nimbalkar

-Devdatta Nimbalkar's signature-

Sign the document and click accept to accept or click decline to decline.

☐ I understand that I am signing this document electronically and have read and agree with the Consumer Disclosures.

ADD SIGNATURE DECLINE OFFER LETTER

If you have questions about this document, please contact:

Hiring Manager: Pankaj Kalwani pankaj.kalwani@stringinfo.com (mailto:pankaj.kalwani@stringinfo.com)
Recruiter: Deepak Sharma deepak.sharma@situsamc.com (mailto:deepak.sharma@situsamc.com)

Ref: TCSL/DT20218967945/1779809/Pune
Date: 09 March 2022

MS. NIKITA SHYAM BHOPALE
Gajanan Krupa New Khetan Nagar,
Kaulkhed, Akola,
Maharashtra-444001.

Sub: Joining Letter

Dear Ms. Nikita Shyam Bhopale,

We would like to take this opportunity to extend you 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 **24th March 2022** , your joining location is **Pune** and work location is **Pune** .This has been provided considering your preference and business requirements.

TCS Onboarding Team will reach out to you over email in the next few days to guide you further on the onboarding process and steps to be taken to prepare yourself for onboarding

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

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 training is based on your performance in the Program and the 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.

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 must also 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 better opportunities.

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

We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

Janardhan S
Global Head - Talent Development

Click here or use a QR code scanner from your mobile to validate the joining letter

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

Offer: Computer Consultancy
Ref: TCSL/CT20192650548/Ahmedabad
Date: 03/05/2021

Ms. Anuradha Digambar Mahalle
Lane No 05,Karve Nagar PunePune,
Pune,
Pune-411052,
Maharashtra.
Tel# -9890217060

Dear Anuradha Digambar Mahalle,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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
5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India
Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹14,784/-** per month.

BOUQUET OF BENEFITS (BoB)
Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India
Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India
Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India
Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India
Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India
Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India
Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India
Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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)

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India
Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

*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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India
Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India
Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India
Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

GROSS SALARY SHEET **Annexure 1**

Name	**Anuradha Digambar Mahalle**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Shri Sant Gajanan Maharaj Coe - Shegaon**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore / Xperience Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India
Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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	

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India
Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India
Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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
5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India
Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India
Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India
Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



(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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India
Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

SHRI SHANKARLAL HEDA EDUCATION & MULTIPURPOSE SOCIETY, WASHIM
(Reg. No.MAH/451/04 AKL)

Happy Faces
The Concept School

Happy Faces
The Concept School

Dilip Heda (Director)
B.E.(Prod.), B.A.(English)
M. 9822452067

Kavita Heda (Director)
B.Com, B.Ed.
M. 9422160917

- Shelu Road, **Washim** 444505 Ph. 235057
- Tirupati Park, Hingoli Road, **Washim** - 444505 Ph.235600
- Nagardas Road, **Malegaon** - 444503
- website : www.happyfaces.edu.in - e-mail : dilipheda007@yahoo.co.in

Office: Yash Shree Investments, Yash Shree Commercial Complex, Patni Chowk, **WASHIM**-444505 Ph.07252-233207,232207 R.

Date: 01.06.2022
Date :

O/W No.

Name of the employee: **Miss Anushree Gattani**
Address: Shukarwar peth,Baheti Galli,Tq : Washim
Pin: 444505

Dear
Miss Anushree Gattani

Re: Appointment Order for the post of Teacher.

With reference to your application and subsequent interview, we are pleased to appoint you in our institution as Teacher and you may join duty on or before 01.06.2022. Our terms and conditions are given below:

1. You will receive a monthly Gross salary of **Rs 10000** (Rupees Ten Thousand Only), & **Profession Tax** will be deducted from your Gross Salary.

2. You will be on a probation period for one year from the date of your joining and he management reserves the right to extend the probation period, if find necessary. On the successful completion of the probation period, your services may be confirmed.

3. Management shall issue a confirmation letter to this effect. Notice period from either side will be 30 days or salary in lieu of.

4. Notice period from either side after confirmation of the job will be 45 days or salary in lieu of.

5. You are being posted at our primary section of Washim. If fond necessary, at the sole discretion of the management, you may be transferred to other branches anywhere within the state, with a minimum joining period.

6. You are bound to adhere with the existing rules of the school management and the management reserves the right to amend or modify it as and when necessary.

7. During the pendency of your service with Happy Faces, you shall not engage directly or indirectly, with or without remuneration, for any other employment without the written consent of the management.

8. You are not supposed to share any matters related to our school/management to anyone outside the school and in case the management notice any such activities, your services will be somberly terminated without any notice.

9. Once you resign from services or remove from services, you are bound to return all books and other items which you hold, to the management and obtain a clearance certificate from the in charge concerned.

10. During the tenure of your service, the management has the right to call you to attend school on holidays in case of any urgency.

The duplicate copy of this order may be returned to this office duly signed as a token of your acceptance.

Wish you all the best.

Yours faithfully,

Director

I hereby accept the appointment order.

.....Anushree..... Signature....Anushree....Gatlani.....Name

Date: 24-Nov-2020

Offer Letter

To,
Manali Gujarathi,
Near Hartalkar Hospital Road,
Chopada, Dist. Jalgoan, Maharashtra.

Welcome to Casepoint Pvt. Ltd.

In connection to your application date: **17-Nov-2020** and subsequent personal interview held on date: **21-Nov-2020**, we are pleased to offer you a position of **Associate Software Engineer [B101]** in our company Casepoint Pvt. Ltd.; where the environment is charged with enthusiasm, and offers unlimited growth for individuals who live the company vision with a passion. This offer takes effect from your date of joining **14-Dec-2020**.

We would request you report at the following address: 208-Shivalik Western, L.P. Savani Road, Adajan, Surat. You would be posted at the above address. However as and when required, you may be transferred to any of the offices in India or abroad.

Your package of compensation would be as per the agreed mutual terms of our meeting, the bifurcation of which will be allotted to you once we formalize your appointment. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

As per organization policy, the probation period / assessment period applicable to you shall be 03 months. During probation / assessment period, your services are liable to be terminated at the discretion of management without any notice or wages. The period of notice required for resignation from employee side during probation / assessment period shall be 03 month(s). Unless confirmed in writing, you will be demand as probationer even after the probation period is extended.

As an employee of our company, it is likely that you will work on confidential and or proprietary information, and thus to protect the mutual interests, your appointment will be effective only after you read, sign and unconditionally accept the terms and conditions as will be mentioned in the Employment Agreement / Appointment Letter prior to beginning of employment.

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.

Your appointment is subject to satisfactory reference checks and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us. This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

Any disputes arising out of this letter shall be governed by and construed in accordance with the courts of Surat (Gujarat).

This offer is valid till date: **16-Dec-2020**. If you do not confirm the acceptance or do not comply with the stipulations as mentioned in this offer letter, Casepoint Pvt. Ltd., has the right to withdraw the offer.

We are looking forward for your dedication and commitment as we work together and wish you fruitful future at Casepoint Pvt. Ltd.

You are required to bring your certificate(s) in original as well as their photocopies along with below listed applicable documents:

- Original and photocopies of educational certificates and mark sheets.
- Professional Qualifications – Degree, Diploma, Certificate
- Appointment Letters and Services Certificate of your past employment(s).
- Relieving letter & experience certificate from previous employer[s].
- Full & Final Settlement Sheet / Form 16 from the previous employer(s). This is a mandatory requirement for the computation of TDS in current employment in a situation where the candidate is unable to produce the Full & Final Settlement Sheet / Form 16, the income certificate from his / her employer(s) has to be submitted, without which, tax will be computed on the gross salary offered assuming no deductions.
- Salary Slips from the date of joining ill the month the salary was last drawn by the candidate
- 03 Color Passport Size Photographs
- Permanent Account Number (PAN) (If not allotted, attach photocopy of Applied FOR Acknowledgment Receipt)
- Aadhar Card (Updated with the latest changes made, if any)
- Any one photo identity proof for applying Bank Savings Salary Account (Passport, Voter ID, Driving License, Bankers Verification, etc.)
- Other (If any)

Your signature at the end of this letter confirms that the conditions of your employment.
Kindly sign and return to us the duplicate copy of this letter as a token of your Acceptance.
Wish you all the best!

Sincerely,

Accepted By,

Manali Gujarathi

_____
Mr. Rahul Dholaria
Director of Technology
Casepoint Pvt. Ltd.

Gmail mayur rathod <rathodmayura56@gmail.com>

Offer of Employment - Mayur Rathod

Rashmi Vaidya <Rashmi.Vaidya@yardi.com> Fri, 24 Feb 2023 at 4:48 PM
To: Rathodmayura56@gmail.com <Rathodmayura56@gmail.com>
Cc: PuneHR <PuneHR@yardi.com>

Dear Mayur,

Congratulations!

We are pleased to offer you full time employment with Yardi Software India Private Limited. The terms of your employment are as discussed and decided with you. You will be given an appointment letter after joining.

Designation : Software Engineer - QA

CTC : As discussed

Joining Date : 03-Apr-2023 at 9:30AM

The benefits offered to you include the following (which are part of your CTC):

1. Medical Insurance coverage of Rs.3 lakh (Free for you, spouse and 2 children)
2. Term Life Insurance coverage of Rs.25 lakh for you.
3. Personal Accident Insurance Coverage of Rs.3 lakh for you.

Variable components - Bonus and profit share are subject to declaration.

Actions needed from you:

1. Reply to this email within two working days and confirm your joining date.
2. Forward your resignation email and its acceptance from your present employer.
3. If you have an account with ICICI bank (any branch in Pune), please get copy of the bank statement or cancelled cheque. Else, please open an account with ICICI bank, Senapati Bapat Road Branch.
(can be done once you join the office)

Documents needed from you on the day of joining: please come to our Corporate office is at 2nd floor, Sigma House, Senapati Bapat Road, Pune 411016.

a. Original plus copy of proof of Date of Birth (Passport, Class X Certificate)
b. Original plus copies of 10th, 12th, Degree/Diploma Marks sheet + certificate and other professional certificates.
c. Original plus copies of Relieving letter from last two employers/Resignation acceptance letter.
d. Original plus copies of the latest salary certificate from the last employer.
e. Original plus copies of Marriage certificate, if applicable.
f. Original plus copies of Proof of photo identity (Passport/Aadhar Card/Voters ID).
g. Copy of proof of address Permanent and Current (Passport, Bank Statement, Aadhar card, electricity bill, phone bill, Rent agreement, Index II).
h. Passport size photographs with formal wear(6 no's).
i. Original plus copies of PAN card (mandatory - 3 copies).
j. Existing PF number and UAN Number (If applicable).

k. Original plus copy of Aadhar Card if you have one. If applied then application number

Your employment is subject to the documents being found in order.

We are excited about having you work with us and we look forward to a mutually rewarding long-term relationship. Do let us know if you have any questions.

YARDI

Rashmi Vaidya | HR, Human Resources
tel 91.20.67239000 x26274 | fax 91.20.25651914
Yardi Software India Pvt Ltd. | Second Floor, Sigma House, Senapati Bapat Road | Pune, MH 411016, India
rashmi.vaidya@yardi.com | www.yardi.com
United States | Canada | Europe | Asia-Pacific

NOTICE: This email message, including any attachments, may contain information that is confidential and/or proprietary. If you are not an intended recipient, please be advised that any review, use, reproduction or distribution of this message is prohibited. If you have received this message in error, please completely destroy all electronic and hard copies, and contact the sender at or rashmi.vaidya@yardi.com.

Offer: Computer Consultancy
Ref: TCSL/DT20195191760/Mumbai
Date: 13/09/2019

Mr. Rajat Ravindra Ninawe
1054/1, Ghaz Bazaar, RampethTelephone Excahnge,
Lakadganj,
Nagpur-440008,
Maharashtra.
Tel# -

Dear Rajat Ravindra Ninawe,

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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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

amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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

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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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



3. **Training Period**
You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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

said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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

background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  *There is no criminal offence registered/pending against you
  *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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

documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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

GROSS SALARY SHEET **Annexure 1**

Name	**Rajat Ravindra Ninawe**
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
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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

Annexure 2

Ahmedabad **Lead – ILP** Tata Consultancy Services Limited, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** **Lead - ILP** Tata Consultancy Services Limited, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR **Lead – ILP** Tata Consultancy Services Limited, Barabati, IRC Block, Ground Floor, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** **Lead – ILP** Tata Consultancy Services Limited, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan **Lead - ILP** Tata Consultancy Services Limited, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** **Lead - ILP** Tata Consultancy Services Limited, Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati **Lead – ILP** Tata Consultancy Services Limited, 5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati - 781006,Assam	**Hyderabad** **Lead - ILP** Tata Consultancy Services Limited, Q City, Nanakramguda, Hyderabad,
INDORE **Lead - ILP** Tata Consultancy Services Limited, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** **Lead - ILP** 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 **Lead - ILP** Tata Consultancy Services Limited, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** **Lead - ILP** Tata Consultancy Services Limited, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra - 400606
NAGPUR **Lead - ILP** Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** **Lead - ILP** Tata Consultancy Services Limited, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum **Lead – ILP** Tata Consultancy Services Limited, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581	

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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

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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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



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
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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

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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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

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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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

(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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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

April 22, 2022

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 Shrikant Nandkishor Thakre

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 System 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.



April 22, 2022

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 Shrikant Nandkishor Thakre

We are pleased to offer you the position of Associate System 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 May 2, 2022. 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 Embassy Tech Zone, Plot No 3, 1.1 building, Wing B, Rajiv Gandhi Infotech Park, Phase 2, Hinjewadi, Pune - 411057. You will meet with your Onboarding Specialist who will assist you with your joining formalities. If you have any questions about your first day start paperwork, please send an email to pronboar@in.ibm.com.

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. 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.
- You may be required to undergo certain training and assessments from time to time. You are expected to successfully complete the training and pass the assessment(s) to the satisfaction of IBM. Failure to pass these assessments, as determined solely by the company will be deemed as a failure to comply with the standards of performance required by the company.
- 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.
- This offer is contingent upon you being fully COVID-19 vaccinated prior to your start date, and submitting proof of your vaccination status before the start date. During the Onboarding process you will be asked to confirm your vaccination status, and onboarding / start of employment with IBM is contingent on your satisfactorily providing proof of vaccination status. However, if you are unable to be vaccinated due to a valid medical or religious reason, please indicate the same when asked. IBM will consider such requests on a case by case basis subject to submission of required proof satisfactory to IBM, and may either exempt you from vaccination requirements, or may permit you to defer submission of proof of vaccination to an alternate date. IBM's decision in this respect shall be final. The specific procedure for you to submit proof of vaccination status, or requests for exemption, will be separately communicated to you.
- 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 10th 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) provided your current location in India is more than 100 kms from your offered work location. 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.

IBM CONFIDENTIAL

ANNEXURE A

DATE	April 22, 2022		
NAME	Shrikant Nandkishor Thakre	BAND	06G
DESIGNATION	Associate System Engineer	LOCATION	Pune
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.*

IBM CONFIDENTIAL

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.*

Important Letter on Transfer / Relocation / Type of Work Assigned

Date - April 22, 2022

Dear Shrikant Thakre,
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.



IBM CONFIDENTIAL

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

COVID-19: IBM Initiatives for Employees and Communities

As we navigate the COVID-19 pandemic, IBM has taken a series of initiatives to help and support our employees and their family members in this challenging environment. The health and safety of IBMers, partners, and clients is our top priority.

We have put together a comprehensive support plan for our employees and their families to tide through this pandemic.

Employee Well-being and Safety

- **Vaccination for all IBMers:** Vaccination camps will be opened (in line with Government regulations and availability of vaccines) in all major cities with IBMer populations. IBMers and their family members will have the option of getting vaccinated at hospital centers or camps at selected IBM locations. We are working closely with the concerned authorities on this
- **Dedicated 24X7 Medical Helpline with Portea:** IBM has launched a dedicated helpline through Portea Health Care Services - for a variety of services including doctor consultation, medical/home care services, and testing services. This helpline is the first point of contact for support for any medical help.
- **Access to Oxygen Concentrators**
  IBM has procured oxygen concentrators to support IBMers and their family members. We have partnered with Portea Health Care Service to deploy these oxygen concentrators across Bangalore, NCR (Delhi, Gurgaon, Noida), Kolkata, Chennai, and Hyderabad.
- **Eldercare Support with Samarth:** IBM has partnered with Samarth, one of India's leading organizations supporting the elderly by creating a COVID care system. Samarth will help the elders deal with the pandemic by providing 24/7 emergency assistance, home care resources, medicines, doctor tele-consultations, food services, oxygen, and requirement for other equipment as needed.
- **COVID Care Center:** We have worked with Apollo Hospital to offer medically supervised "step down" facilities at designated hotels in every major city where IBMers and immediate family members can quarantine in case it's not feasible at home.
- **Emergency Transport for Medical Needs:** We are offering an emergency transport facility 24x7 for medical requirements for both employees and their immediate family members who are COVID-19 positive (for transport to a medical facility) and those who are COVID-19 negative (for procuring medical supplies or attend to impacted family members).
- **Additional Insurance Coverage:** IBM is providing additional insurance coverage for each insured employee and their covered dependents (spouse and children) for up to Rs. 5 Lakhs per member covered.

- **Meal Delivery Service**
  We have tied up with HungerBox for the delivery of freshly prepared meals, ensuring the highest levels of hygiene and safety measures. The service is currently available in Bangalore, NCR, Hyderabad, Chennai, Kolkata, Mumbai, Pune, and Vishakhapatnam.

Leverage the Power of Tech for good

- **COVID Assist:** We have launched COVID Assist, a Watson Assistant powered AI bot, to channelize the requests around critical resources such as ambulance, oxygen, medicine, hospital beds, in an efficient manner. It will also help you connect with the IBM Squad volunteers on ground.

Mobilizing the collective power of the IBMers

- **IBMer volunteer COVID squads :** We have organized squad groups staffed by IBMer volunteers to take service requests and match them to verified sources of available resources - Hospital Beds, ICUs, Oxygen requirements, ambulances, medicines, and more. With over 2000 volunteers already signed up, this is really making a difference to quickly triage requests and ensure that needs are matched to resources available nationally.
- While we do this, employee health and well-being remain a key priority for us. We have set up several **employee support groups across cities** to provide employees with a platform to discuss issues, challenges, concerns and coping mechanisms such as managing stress, staying active and promoting self-care. Covid Warrior stories to energise teams.
- IBM has partnered with United Way of India to drive an employee giving campaign. Employees can donate financially to the NGO and they in turn are working with several partners at the ground level to provide critical and emergency care for the community.
- IBMers are volunteering to become first responders on Covid-19 helplines through a collaboration with StepOne. StepOne is an NGO having an interface with 18 state governments and is helping to train & deploy volunteers to respond to queries on the government helpline.

Leveraging our voice and influence to rally global support

- IBM is playing a key role in **Global Task Force on Pandemic Response** launched by the US Chamber of Commerce to aid India and other Covid-19 Hot-Spots. This includes Sourcing, shipping and delivering 1,000 ventilators; 25,000 oxygen concentrators and working with local partners to fund emergency hospital beds in communities where our teams live and work.

In addition, we are also closely engaged with the government and government agencies in India to offer our support and we are ready to do more.

Given the dynamic pandemic situation, IBM is constantly revising and updating any initiatives it has put in place to respond to the pandemic, And any of these programs and policies may be changed or withdrawn by IBM at its sole discretion. Please reach out to your HR contact to understand the current measures in place at IBM.

Offer: Computer Consultancy
Ref: TCSL/DT20195637193/Chennai
Date: 15/11/2021

Mr. Sourabh Namdeo
B 162Kaveri Vihar,
Kaveri Vihar,
Khandwa-450001,
Madhya Pradesh.
Tel# 91-8103139055

Dear Sourabh Namdeo,

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
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹14,784/-** per month.

BOUQUET OF BENEFITS (BoB)
Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related 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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,
  address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training.The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

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

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

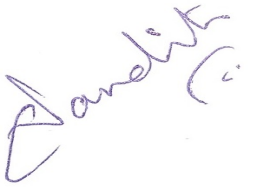
Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

GROSS SALARY SHEET **Annexure 1**

Name	**Sourabh Namdeo**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Shri Sant Gajanan Maharaj Coe - Shegaon**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore / Xperience Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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	

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

(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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Strictly Private and Confidential

Date:14-Jun-2021

Sumit Anilrao Asutkar
C9632759
RAVI NAGAR NEAR AGRASEN BHAWAN NANDEPERA ROAD, WANI - 445304, MAHARASHTRA
9175362627

Dear **Sumit Anilrao Asutkar,**

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company") in our Advanced Technology Center, India as per the below terms and conditions:

Job Profile - Application Development Associate
Management Level - 12
Job Family Group- Software Engineering

Please refer to:

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

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

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

Pre-Onboard Learning Module: To provide our new joiners with a unique learning experience, Accenture has designed a special online learning module called - Technology Fundamentals Online Learning Program (Hereinafter referred to as "program"). This program further provide details about the training opportunities and terms of training/assessments that were shared with you in your Letter of Intent. To ensure that you have ample time to learn at your own pace, and prepare for the ensuing assessments, you will have complete access to the program for 45 days from the date you receive the training link.

Details of the program and assessment are as below:

- The program is hosted on a virtual platform that you can access from anywhere and it will provide you with all the information and trainings that you need to begin your career at Accenture.
- After going through all the learning modules, you will be required to go through Technology Fundamentals Assessments based on what you have learned in the program.
- On successfully completing the program within 45 days and clearing the program assessments in your first attempt, you will be eligible to receive a learning Incentive of INR 10,000.
- In case you fail to clear the assessments in your first attempt, or do not complete the program within 45 days from the receipt of the training link, you will not be eligible for any learning incentive.
- To clear the assessments, you will need to score a minimum of 60% marks in each assessment test. In case are not able to score the required 60% in your first attempt, you will get two additional attempts where you will need to score a minimum of 65% marks to successfully clear the assessments.
- During each re-attempt, reasonable help, guidance and appropriate refresher training sessions will be provided to you.

Your employment with Accenture is subject to you successfully completing the program assessments mentioned above. In case you are not able to clear the program assessments in three attempts, your offer will stand revoked.

After successful completion of the aforementioned assessments, and after joining the Company, you will need to undergo further training program(s), with specified timeframes, for the specific skill-set assigned to you. Periodic tests will be conducted throughout this training program and you are expected to clear all of them. You will need to score a minimum of 60% marks in each of these tests to clear the Accenture-specific training program. If you are unable to score 60% in your first attempt, you will get two more opportunities to take the test and score the required passing percentage. Your employment with Accenture is subject to you successfully completing the Accenture-specific training program. If you are unable to clear the Accenture-specific training program tests in three attempts, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

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

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

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

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

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

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

Yours sincerely,



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

ACKNOWLEDGED AND AGREED:

[*Insert full legal name*]

ANNEXURE 1

COMPENSATION & BENEFITS

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

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	383000
(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)	32500
Maximum Annual Total earning potential (A+B)	415500
Joining Bonus (Refer to the Section C)	25,000
(D) Additional Benefits	
Gratuity as per law#	9500
Insurance Premium(notional value)	
Total Cash Compensation + Total Additional Benefits (A+B+C+D)	450000

(A) Annual Fixed Compensation

• Your annual fixed compensation is INR 383000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your income.

(B) Local Variable Bonus (LVB)

•As part of your annual total cash compensation, you will be eligible to participate in the FY21 Local Variable Bonus programme (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the LVB programme guidelines The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

(C) Joining Bonus

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

• Joining Bonus: of INR 25,000 payable upon joining the organization and will be paid out along with salary of the month of joining or succeeding pay month. In case you leave, or your services are separated from the Company (except for ramp down or redundancies by the Company) before completion of 1 year from the date of joining, then this whole amount shall be recovered from you.

Note: For International Worker Only*

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

* As defined by applicable law from time to time.

Benefits applicable for current Company financial year:

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

1. Effective your date of joining, Medical Insurance for self, spouse and 2 dependent children up to INR 300,000 per annum. Premium for this will be paid by the Company.
    a. You have the option of availing Accenture negotiated rates to cover your parents, parent's in-law & any additional child under a separate Insurance plan up to INR 500,000 per annum. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.
    b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
        • 10% of such claims for self, spouse and 2 dependent children
        • 20% of such claims for parents, parent''s in-law and additional children under the separate Insurance plan
2. Personal Accident coverage for self, up to three times your gross annual fixed compensation
3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000

In addition to the above, you will also be eligible for the following benefits:

1. Gratuity amount is an approximation of your eligibility and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company policy.
2. One time relocation allowance subject to a maximum of INR 2,500 on submission of actual supporting as per policy.
3. Transport facility, as per Company guidelines, can be availed at no cost.

Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of 1 year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your final settlement to the extent possible.

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

From the date of your joining, the compensation and benefits mentioned in this annexure will be applicable to you until any further communication from the Company.

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

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

ANNEXURE II

Mandatory documentation at the time of onboarding:

1. Two copies of your recent passport size photographs.
2. Original marksheet of all semester (PG/UG).
3. Original provisional degree certificate or convocation degree certificate.
4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
5. Copy of Degree/PG/Diploma (as applicable) certificates.
6. Passport copy, if available (if not please apply immediately).
7. Pan Card
8. Copy of Aadhaar Card or copy of receipt of Aadhaar enrolment number which we request you to voluntarily provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications.

HRD/2021-22/1001924544 May 11, 2021

Mr. Mohammad Uzair Mohammad Amin
Near Kacchi Masjid,
Shivaji Chowk,
Shegaon - 444203
India

Ph: (91) 9404553786

Dear Mohammad Uzair,

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

Company Confidential - This communication is confidential between you and Infosys Limited.

HRD/2021-22/1001924544 May 11, 2021

Mr. Mohammad Uzair Mohammad Amin
Near Kacchi Masjid,
Shivaji Chowk,
Shegaon - 444203
India

Ph: (91) 9404553786

Dear Mohammad Uzair,

Congratulations! We are delighted to make you an offer as **Digital Specialist Engineer** and your role is **Digital Specialist Engineer**.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **May 17, 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 Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom 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 six 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 - III.



Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for **15** working days of leave annually, during probation. On confirmation, you will be eligible for **20** working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the financial year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Agreement:

Our offer to you as **Digital Specialist 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 Fixed Gross Salary will be **INR 41,668** per month. The break-up of your salary has been provided in the Compensation Details sheet at Annexure – I.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year **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 - III for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 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 months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.



When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Digital Specialist 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, at least till the penultimate semester. 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 - II).



This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This 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 name Location

ANNEXURE –I

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	**Mr. Mohammad Uzair Mohammad Amin**
ROLE	**Digital Specialist Engineer**
ROLE DESIGNATION	**Digital Specialist Engineer**

1. MONTHLY COMPONENTS	
BASIC SALARY	20,840
BASKET OF ALLOWANCES	13,157
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	3,960
MONTHLY GROSS SALARY	**37,957**

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)	208

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	2,501
GRATUITY - 4.81% of Basic Salary *	1,002
FIXED GROSS SALARY (1+2+3)	**41,668**

TOTAL GROSS SALARY	**41,668**

OTHER BENEFITS

Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	Fifty Thousand (With Security) Twenty-five Thousand (Without Security)	@ 5%	24	Nil
SALARY LOAN	One Month's Gross Salary	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

NON COMPETE AGREEMENT

I, _____ do hereby acknowledge and confirm the following: -

(1) I am accepting employment with Infosys Limited ("Infosys"). Now, as per the presents below, I agree to the following terms herein, and acknowledge that this is a material condition of my employment with Infosys Limited.

(2) I am required, on behalf of Infosys, to provide services to, or solicit business from, various clients of Infosys for whom I performed services as a Company employee (each such client hereinafter referred to as a "Customer").

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys for any reason, I will not:

a. accept any offer of employment from any Customer, where I had worked in a professional capacity with that Customer in the twelve (12) months immediately preceding the termination of my employment with Infosys;

b. accept any offer of employment from a Named Competitor of Infosys, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys.

For the purpose of this Non-Compete Agreement, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:-

i. Tata Consultancy Services Limited
ii. Accenture Limited
iii. International Business Machines Corporation
iv. Cognizant Technology Solutions Corporation
v. Wipro Limited

Place: Employee Signature:

Date: Employee Name : Mr. Mohammad Uzair Mohammad Amin

Acknowledged by Infosys Limited:



TRISTHA

OFFER LETTER

Date: 6th October 2021

Dear Ms. Yogita Mahadeo Katare,

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 Pvt Ltd, company as an **Associate Test Engineer, Grade 1 Level 1.**

Your cost to company (CTC) will be **INR 3,40,000/- (Rupees Three lakhs forty 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 (two) qualified references to be furnished by you. The details of references need to be furnished by 10th October 2021.
- 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.
- You agree and undertake to continue to be in employment of the Company for a period of 2 (Two) years from the date of appointment ("**Initial Commitment Period**").
- The Company shall provide training to you for development skillset and such other technical know-how, same shall include instructive and technology training sessions for your benefit for such periods as decided by the Company, from the date of you joining the Company ("**Training**").
- Post the Training and upon acquiring the niche skills, you acknowledge and undertake that you will be remain in the employment of the Company for a further period of 1 (one) year from the date of completion of the Training ("**Renewed Commitment Period**").

TAP/2020/5/53

Teleperformance
each interaction matters

teleperformance.in

linkedin.com/company/teleperformance
twitter.com//TPIndiaOfficial
facebook.com//TPIndiaOfficial

Date: May 24, 2022

Emp Temp Code: 7321422705
Asmita Milind Manwar
Milind Colony Behind Vmv College Near Pathyapustak Office Amravati - 444604,
Maharashtra, India

Letter of Appointment

Dear Asmita,

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. Your Grade will be **Grade I** and you will be designated as **Customer Service Associate- Voice**. You are required to report for duties on **May 24, 2022** ("**Joining Date**") at **9:30 AM** or as per the agreed time during work hours.

Your employment will be as per the following terms and conditions:

1. Your remuneration is detailed in the enclosed **Annexure I**. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.

2. Your duties and responsibilities will be as assigned by your immediate manager or other superior officer of the Company and the same will also include the jobs assigned by the Management from time to time.

3. The Company's business operates on a **24x7** basis and you may therefore be required to work in shifts including periodic night shifts. The work exigencies and the role may require you to extend your work-timings in accordance with the *Working Hour & Attendance Policy*. By accepting and signing this letter you affirm your willingness to abide by this requirement.

4. While your initial place of posting will be at an agreed place/Company's Office/Site at **Hyderabad**, you are liable to be transferred to any department/office anywhere in India/Overseas, or a company/entity formed by the promoters or transferred/assigned responsibility in any associate company or be recalled to your original location. Accordingly, your working hours/shift timings could be changed periodically depending on the work/process requirements. All such transfers shall be governed by the *Transfer Policy* of the company. In the event of you being deputed overseas for training and operations you will be require to and shall sign all required documentation as per the rules, regulation and policies of the Company.

5. Your appointment will be on probation for a period of **six months** from the date of your joining the Company or for an extended period of time (**"Probation Period"**) if found necessary. Your employment with the Company will be confirmed on the expiry of your Probation Period unless you are specifically advised otherwise in writing.

6. Your appointment shall continue, during your Probation Period or thereafter upon confirmation, unless your employment is discontinued by the Company, by providing not less than **30 Days** (**"Notice Period"**) prior written notice. In the event you decide to leave the employment of the Company, you will be required to provide **30 Days** prior written notice to the Company, and the Company may at its sole discretion relieve you of your duties anytime during the notice period. You will be paid salary up to the last working day.

The Company at its discretion, during probation or on confirmation of your services thereof, without assigning any reason, can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).

Incase of violation of any policies, procedures or rules of the Company or any other act of misconduct including but not limited to improper behaviour, theft or fraud, your services are liable to be discontinued without Notice Period or without payment in lieu of Notice Period.

7. You agree that this employment is conditional upon you successfully clearing the training as required. In the event of your in-ability to clear the training, the Company may relieve you of your duties with immediate effect without Notice Period or without payment in lieu of Notice Period.

8. You are employed as a permanent employee of the Company and are therefore not permitted to undertake any other employment or engage in any commercial activities, outside the Company, either honorary or otherwise, without prior written approval of the Company.

9. You are required to maintain the highest order of discipline and secrecy about the work of the Company and/or its subsidiaries or associate companies and in case of any breach of trust/discipline, your services may be discontinued by the Company with immediate effect without notice period or without payment in lieu of notice period.

   You are required to always maintain the highest standard of confidentiality towards Company information which includes but not limited to documents, files, records, customer details, project plans, strategies, developments, execution process, contracts, billing information, quality metrics, financial information about the Company etc. relating to business of the Company, which is proprietary to the Company and / or its clients and other information relating to the business of the Company which may be known, provided or confided to you **("Confidential Information")**. You will not divulge or use such Confidential Information other than to fulfil your duties as an employee of the Company and while ensuring the best interests of the Company. Under no circumstances will you disseminate information regarding the affairs or business matters of the company or information regarding its customers without proper authorization and / or prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be Confidential Information. Upon ceasing to be an employee of the Company, you shall immediately return any records, documents and other information of the Company which are in your possession and shall not retain or transmit any copies (electronic or otherwise) of the same. You will be required to sign a separate confidentiality agreement along with this letter and may be required to sign further confidentiality agreements as may be required by the Company. The Company acknowledges that individual marketing packages, Web sites, and other communications that have been developed for a client and have been placed in the "public domain", once distributed to the public may be no longer subject to client confidentiality provisions.

10. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all the Company's current rules, regulations, policies and procedures, including **Global Essential Compliance & Security Policies and Social Media Policy** as may be in force from time to time and as may be notified and displayed. You will be bound by the existing and new security rules, regulations and policies of the Company, including physical frisking (pat down) process wherein, a search would be conducted of outer clothing to detect any concealed prohibited articles. All policies mentioned in this letter, as well as others, are available on the Company Intranet and may be changed/modified, at the Company's discretion. You are required to keep yourself updated with the Company's policies.

11. The Company shall have the right to vary, delete, and modify these terms and conditions of employment.

12. You will automatically retire from the services of the Company on the last day of the calendar month in which you attain the age of Fifty-Eight years. Your date of birth as per official records is **August 01, 1998**.

13. You are required to make a full and complete disclosure of any issues in past employment records, any relationships or dealings you have or propose to have/ enter into directly or through any of your relatives or family members, with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like by whatever name called.

14 This appointment is subject to satisfactory verification of your credentials, character, antecedents and testimonials as provided in your application to the Company and your curriculum vitae. All cost incurred for such verification will be borne by the Company. If it is found at any time that you have made any false statements or suppressed any material information, it shall lead to immediate discontinuation of your employment with the Company without any notice or compensation.

15. You agree to undergo a drug test or any other medical/fitness test including breath analyzer, as asked for and at such a place and location as advised by the Company during the course of your employment. In the event you become unfit for performance of your assigned duties; you shall be liable to be discharged from the services without any notice.

16. You hereby consent to share your payroll, personal and employment related data for processing and review outside of the country, subject to adherence to applicable law.

17. Your address as provided by you in the employment forms shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been sufficiently served upon you.

18. You are required to return the duplicate copy of this letter and report to work on or before the date of joining specified above. In the event you do not do so, it shall be deemed that you are not interested in this offer/appointment and this letter shall stand automatically withdrawn with effect from the Joining Date.

If the above terms and conditions are acceptable to you, please sign on each page and return the duplicate copy of this letter as a token of your acceptance of this Letter of Employment.

Welcome to Teleperformance and here's wishing you a rewarding career.

Yours Truly,
For Teleperformance Global Service Private Limited,

Preeti Amit Shirke
Senior Vice President - Talent Acquisition

I, **Asmita Milind Manwar**,residing at **Milind Colony Behind Vmv College Near Pathyapustak Office Amravati - 444604, Maharashtra, India** do hereby accept the terms and conditions in this

Employee Signature	
Employee Name	**Asmita Milind Manwar**

Enclosures:

1. Compensation/ Salary details **(Annexure I)**
2. Non-Disclosure- Declaration and Undertaking **(Annexure II)**
3. Personal Data- Declaration **(Annexure III)**
4. Work from Home- Declaration, **applicable under WAHA-[Work at Home] (Annexure IV)**

NOTE: For purposes of brevity and ease of reading, the term "the Company" or the term "Teleperformance" (wherever it appears in this letter) means Teleperformance.

Teleperformance
each interaction matters

Emp Temp Code : 7321422705

Annexure I
Compensation Details

Employee Name:	Asmita Milind Manwar	
Designation:	Customer Service Associate- Voice	
Grade:	Grade I	
Date Of Joining:	May 24, 2022	
City:	Hyderabad	
Pay Components	**Amount in Indian (INR)**	
Basic Pay	9,453.00	
Housing Rent Allowance (HRA)	₹ 5,672.00	
Transport Allowance	0.00	
Flexible Benefit Plan	0.00	
Statutory Bonus#	787.00	
Gross Fixed Salary (1)	**15,912.00**	
Provident Fund (Employee) (2)	1,134.00	
ESIC (Employee) (3)	119.00	
Net Take Home [1-(2+3)]	**14,659.00**	
Provident Fund (Employer) (4)	1,134.00	
ESIC (Employer) (5)	517.00	
Gratuity* (6)	455.00	
Total Fixed Cost (1+4+5+6)	**18,018.00**	
Annual Fixed CTC	216,216.00	
Annual Performance Pay**	**0 % of Annual Fixed CTC**	
Annual Performance Linked Incentive (PLI)	0.00	

For Teleperformance Global Service Private Limited,

Preeti Amit Shirke
Senior Vice President - Talent Acquisition

*Gratuity shall be payable as per **"The Payment of Gratuity Act"**.
Performance Pay will be payable subject to assessed performance achievement level, the pay-out criteria and the frequency, as per the **"Performance Pay policy/ note.
#Statutory Bonus is paid monthly as per **"The Payment of Bonus Act"**.

- All Reimbursements will be paid as per prevailing Income Tax rules and company policies in effect
- The above compensation will be subject to Income Tax regulations in force from time to time.
- The above compensation is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax, labour
- Any Incentive payable, as part of the compensation structure or otherwise, shall have a **"Minimum Attendance Threshold/Performance"** as qualifying criteria for such payout.

Employee Signature	
Employee Name	**Asmita Milind Manwar**

Teleperformance
each interaction matters

ANNEXURE II
DECLARATION AND UNDERTAKING REGARDING NON-DISCLOSURE

Asmita Milind Manwar residing at **Milind Colony Behind Vmv College Near Pathyapustak Office Amravati - 444604, Maharashtra, India**, and working as **Customer Service Associate- Voice**, do hereby solemnly state, undertake and declare that:

1. I will faithfully, truly and to the best of my skills and ability, execute and perform the duties required of me as an employee of **Teleperformance Global Service Private Limited**, a Company having its registered office at Teleperformance Towers, Plot CST No. 1406-A/28 Mindspace, Malad (West), Mumbai- 400090, Maharashtra, India.

2. I shall comply with all Teleperformance policies.

3. I will maintain the highest standard of confidentiality towards **Confidential Information**, by not, directly or indirectly, making known, or permitting such Confidential Information to be disclosed or made known to any person or entity, either inside or outside the Company. I acknowledge that such information is valuable, sensitive and a unique asset of the Company and/or of the Company's clients. I shall faithfully and diligently hold such Confidential Information from being disclosed to unauthorized persons, which may include, but are not limited to, employees of the Company that do not need to know the Confidential Information, persons not employed by the Company, persons that are not bound by a written confidentiality agreement with the Company, with regard to the specific Confidential Information, persons not directly aware of the proprietary and trade secret nature of the Confidential Information.

4. All documents, files, records, project plans, software tools as well as methods and techniques of doing business, including patents, trade secrets and other proprietary rights associated therewith, Strategies, Customer details and items of information or equipment relating to Company's business are and shall remain the property of the Company, including notes, documents, and files created in the performance of my duties of employment. I shall not under any circumstances remove such property from the Company premises without prior written consent. I further agree that all information relating to existing customers and potential customers of the Products, whether recorded in Company's database or otherwise is confidential to the company and that any ownership in respect thereof resides in the company and that it cannot be used by employee for any purpose not specifically referred to in this employment

5. I understand and acknowledge that as set forth under the **Login Provisioning and De-provisioning Policy (GECSP 11)**, my employee ID and password used to access Company or its Clients' systems are personal and confidential, are **Proprietary Information**, and shall not be disclosed to anyone. Non-compliance with this Policy may lead to disciplinary sanctions upto and including discontinuation of services, consistent with applicable law.

6. Notwithstanding the separation of my employment with the company for any reason whatsoever I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the Confidential Information and affairs of Teleperformance.

7. I will immediately report to the Company, any violation or breach of the commitments made in this declaration, whether the breach or violation is intentional or inadvertent and I agree that:
   (i) In the event of a breach or threatened breach of the provisions of this declaration, the Company shall be entitled to an injunction restraining from using or disclosing, in whole or in part, such Confidential Information, or from rendering any services, to any person, firm, corporation, association or other entity to whom any such information has been disclosed or is threatened to be disclosed, which injunction shall be available without the posting of any bond or other security and the issuance of which is hereby consented to by Employee,
   (ii) Any such breach would cause injury to the Company, and

8. The rights to any invention, discovery or creation of any system or method related to the Company's operations and arising out of any work done in the course of my employment will automatically vest with the Company. In this connection, the Company may obtain patent rights in its name (or jointly with others) based on the fact of my invention, discovery, improvement or other creative effort. I acknowledge that I will not be liable for any compensation for such invention, discovery, improvement or other creative effort made by me, and that any reward that the Company may, in its sole discretion, bestow on me will not be deemed to confer any rights towards that invention, discovery or improvement in system or method. I further acknowledge that I may be required to execute further documentation in connection with such inventions, discoveries, improvements or other creative efforts and will execute the same without delay.

9. In the event of my leaving services of the Company, for any reason, during the 12-months period from the separation date, I shall NOT directly or indirectly either on my own account or otherwise:
   i. engage or attempt to engage in providing services to any customer or prospective customer where such services or products are competitive with the services offered by the Company or any affiliate to the Customer
   ii. canvass solicit or endeavour to entice away from the Company any client or customer(s) of the Company, or any person(s), who at any time during my employment, were or are clients or customers of the Company, or were in the habit of dealing with the Company;
   iii. solicit, interfere with, or endeavour to entice away any employee of the Company; or
   iv. counsel, or otherwise assist any person to do any of the acts referred to in para (i), (ii) & (iii) of this clause.

10. I shall NOT offer, promise, give, accept, condone, approve or knowingly benefit from an improper business gratuity, a bribe, 'kickback' or other improper advantage, benefit or reward, or otherwise apply inappropriate influence.

11. I shall NOT make a 'facilitation payment'. Facilitation payment refers to the practice of paying a small sum of money to (usually) an official as a way of ensuring that they perform their duty.

12. None of my relatives are employed or associated with the Company or any of its affiliate companies or its customers/clients/suppliers in any form; and I undertake that I shall immediately notify the Company in case-
   (a) any person who is so employed / associated becomes a relative, and/or
   (b) a relative, in future, is so employed / associated with the Company.

I understand and acknowledge that:

1. the restraints contained herein are reasonable in all the circumstances of employment and agree that they are necessary for the protection and maintenance of the Company and its business.
2. my services can be suspended pending disciplinary action/enquiry/investigation as per Company policy and I shall abide by decision of investigation/enquiry Committee constituted for such purposes.
3. the Company shall be entitled to seek an order for specific performance or injunctive relief or other equitable relief in case I fail to observe or breach any of the restraints herein.

I shall indemnify and keep indemnified the company for any loss, damages or injury suffered by the company for any breach of above conditions or any other clause or term of employment.

I understand and acknowledge that my failure to comply with this declaration and undertaking may lead to disciplinary sanctions which may include discontinuation of services, as well as civil liability and/or criminal prosecution under applicable laws.

Executed this _____. day of _____20___

Employee Signature	
Employee Name	Asmita Milind Manwar

Teleperformance
each interaction matters

Annexure III

Personal Data - Declaration

Article I.

I Asmita Milind Manwar hereby certify that all statements made on the Employment Application Form, my Curriculum Vitae or during my interviews with the Company are true and complete. I understand that any omission or misrepresentation of any fact may result in refusal of employment or immediate dismissal.

I further understand that I shall be bound by the existing and new rules, regulations and policies of the Company including those related to Frisking (Pat Down) process wherein, a search would be conducted of outer clothing to detect any unauthorized / prohibited articles.

I confirm that I have voluntarily furnished my personal information to the Company and the Company shall be free to use such information and all other information that I may provide at any time hereinafter. The Company may share such information in connection with my employment and other related matters, as deemed fit and necessary by the Company.

I recognize that in connection with employment with Teleperformance, I may be the subject of a background enquiry and drug test by the company or its representative, and I hereby authorize the same. I also authorize the Company to take action including penal action against me in case any fact is found contrary to what has been stated by me in the application form mentioned herein above.

I do hereby declare that I will immediately report to my Line Manager or HR team in case of "**Change to Circumstances**", within 48 hours of me becoming aware of such "**Change to Circumstances**" which may arise due to the following:

a) I am found guilty of a criminal offence / is under police caution or investigation;
b) There is a change in my legal right to work / work status; and
c) There are any adverse credit judgments against me.
d) Change in personal status like name change / marital status / permanent or current address change etc.

Executed this _____ day of _____ 20____

Temp Emp Code	**7321422705**
Employee Signature	
Employee Name	**Asmita Milind Manwar**

Teleperformance
each interaction matters

ANNEXURE IV

DECLARATION AND UNDERTAKING - Work From Home

I, **Asmita Milind Manwar**, do here-by confirm and declare that while I Work From Home, I will adhere to all company and Client confidentiality and security policies, not limited to the below:

- I understand and agree that 'Working From Home' is an extension of my workplace and all policies as applicable while Working From Office shall continue to apply, including Confidentiality Agreement, Code of Conduct, Data Security and WAHA Security Policy amongst others;
- I understand that I will not use pen, paper, mobile phone, camera, or any other electronic devices while Working from Home;
- I will not have unauthorised people including family and friends to access or take a look at my device while I am working, however I also understand that their movement around or behind my device might be captured in any monitoring tool;
- I understand and agree that recording of conversations or other Teleperformance /Client/consumer information, outside of standard business processes is prohibited;
- I understand that the use of speakerphone is prohibited while Working From Home;
- I understand that the key privacy considerations around accessing personal data (for example customer, client and employee information), read in conjunction with Teleperformance polices, standards and procedures, while Working From Home is strictly prohibited;
- I shall take particular care to reduce the risk of inappropriate or unauthorised disclosure of personal data while Working From Home; and
- I have a functional internet connection at home and shall ensure that it is operational with enough data availability at all the time. I understand that this is a pre-requisite for Work From Home and I shall maintain good internet bandwidth. I shall be fully responsible for upkeep and usage of this connection.
- I agree to return company or client's systems, assets, records and materials within 36 hours from the date of intimation received by the company in the same condition as it was provided to me.
- In case, I delay in returning or fail to return or returned in damaged condition, the company's or client's systems, assets, records and materials within such stipulated time then company has the undisputed right to recover penalties /amount as per the case may be.
- I agree to the use webcam for video calls /collaboration with supervisors and colleagues.
- I agree to the use of cameras available on the Teleperformance Cloud Campus by Teleperformance and the terms and conditions related to it as appended below, which is subject to update, as per the applicable law. This is regardless of whether the camera was provided by Teleperformance, if it is built-in or bundled with the equipment provided to the employee, or in a Bring Your Own Device (BYOD) scenario.
- I understand, that I have the option to raise a helpline ticket to the BHR team over the email Id (HR.TPCCIndia@teleperformancedibs.com), if I will have any concern whatsoever, post deployment of Teleperformance Cloud Campus.
- I understand, that in the event, I desire to opt-out as Working-from-Home-Agent in the Teleperformance Cloud Campus, I will reach out to my immediate supervisor with a written notice stating the reason for it and [HR.TPCCIndia@teleperformancedibs.com].
- I hereby give my consent to Teleperformance's use of a Camera as part of the computer sign-on process to authenticate my identity. I further agree to allow Teleperformance to visually monitor me during work

hours via a camera to ensure that my work-at-home environment meets the expectations of Teleperformance and its clients.

- I specifically understand and agree to Teleperformance's use of camera video and audio for security measures assessment, proper and lawful execution of all employment and client related contractual provisions, safety verification and any other business-related purpose. I agree to turn on the camera when requested and/or conduct verification via phone or video call pursuant to random clean desk audits.

For this purpose, I hereby understand that Teleperformance reserves the right to inspect my work area in my Work From Home site or the system virtually with or without advance notice to me. I also understand that at random intervals during your shift, Teleperformance may take snapshots of your workspace to analyze and detect any violations of existing security protocols including, but not limited to, clean desk policy, GECSP and TISPS standards. I hereby provide my consent and agree to such inspection and waive-off any claim for invasion of privacy in connection with such inspection. There are a number of situations in which I will activate the camera. These include: for my identification to be confirmed (in particular every time I login to Teleperformance systems); during regular security procedures; during 1-to-1 meetings, coaching sessions, and team meetings to achieve the most effective communication, collaboration and provision of the services. As I am providing services remotely, Teleperformance also recommend camera use during the rest of the time that I am providing services as a way to more effectively engage with my colleagues. When I activate my camera, it will be livestreaming and not recording. Every time recording is required (for Teleperformance business purposes, in a chatroom where you are present, for instance recording informational sessions delivered by TP Representatives), the 'recording icon' will show and I will be able to turn off my own individual camera during the recorded session.

For above purpose, Teleperformance, in its sole discretion, reserves the right to install any system monitoring technology on the work machine including EDR, Webcams or any other software/file that allows for supervision at work-at-home site which includes, but is not limited to:

- Capturing 'facial confirmation', 'ID scan' and 'Geo Tagging';
- Tracking 'multiple people violation'. 'unknown user violation', 'not at desk violation', 'auto idle user detection'; Mobile phone detection and usage;
- Clean desk environment (use of pen/paper or other objects not permitted);
- Capturing Desk-top random image and click pictures when above violations are detected via random scan which could be used as evidence in case of any breach as per the security policy

I understand that failure to comply with the above will lead to appropriate action in accordance with Teleperformance HR policies and manual.

Temp Emp Code	7321422705
Employee Signature	
Employee Name	Asmita Milind Manwar

TNP/2020/5729

Infosys
Navigate your next

HRD/3T/10031111388/21-22

January 21, 2022

Ms. Harsha Janjal
Maruti Complex,
AKURDI PUNE
Akurdi pune-411034
India

Ph: +91-7276929394

Dear Harsha,

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

Authar Signature by Richard Lobo, Validity Unknown
Digitally Signed by Richard Lobo
Date: 2022.01.19 14:18:15 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

Infosys
Navigate your next

HRD/1003111388/21-22

January 21, 2022

Ms. Harsha Janjal
Maruti Complex,
AKURDI PUNE
Akurdi pune-411034
India

Ph: +91-7276929394

Dear Harsha,

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 **14-Feb-2022.**

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Agreement

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month** . The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**

Infosys
Navigate your next

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.

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 full Name Location

Author Signature by Richard Lobo, Validity Unknown
Digitally signed by Richard Lobo
Date: 2022.01.[illegible] 19:34:16 IST
Reason: Digitally Signed
Location: Bangalore

Infosys
Navigate your next

ANNEXURE - I
(Compensation during the Training)

COMPENSATION DETAILS
(All figures in INR per month)

NAME	Ms. Harsha Janjal
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 advance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan advance 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

Infosys
Navigate your next

ANNEXURE - II
(Compensation post Unit allocation)

COMPENSATION DETAILS
(All figures in INR per month)

NAME	Ms. Harsha Janjal
GRADE	Systems Engineer
DESIGNATION	Systems Engineer Trainee

MONTHLY COMPONENTS	
BASIC SALARY	15,000
OFFSET 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
ANNUAL COMPONENT	
BONUS/EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting advance (95%) paid out on a monthly basis)	150
RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
TOTAL GROSS SALARY (1+2+3)	25,000

INCENTIVE COMPONENTS	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
ONGOING 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

	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
CAR LOAN (Prior to submission of Lease Agreement)	12000 (without security)	Nil	12	Nil

The above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan amount is subject to the fulfillment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan scheme 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 accordance with the provisions of the Payment of Gratuity Act.

TAP/2020/3/47

HCL TRAINING & STAFFING SERVICES PVT. LTD.
Corporate Identity Number: U74140DL2015PTC281555
Registered Office: 836, 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/1221/021

Dear Nikita Santosh Chandurkar,

Address: At Karla bk, Post Saundala, Tq Telhara,MAHARASHTRA,444103

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

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

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

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

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

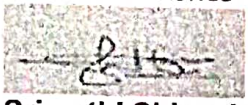
The detailed terms and condition of admission to this Training Program is outlined in **Annexure 1.**

Welcome to HCL TSS!

HCL

HCL TRAINING & STAFFING SERVICES PVT. LTD.
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: U74140DL2015PTC281319
Registered Office: 806, Siddharth, 96, Nehru Place, New Delhi 110019, India
T +91 11 26441812, 26481739
www.hcltss.com, www.hcltsscareers.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.

HCL TRAINING & STAFFING SERVICES PVT. LTD.
Corporate Identity Number: U74140DL2015PTC281355
Registered Office: 806, Siddharth, 96, Nehru Place, New Delhi-110019, India
T +91 11 26441812, 26482779
www.hcltechbee.com, www.hclfirstcareers.com

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.

HCL TRAINING & STAFFING SERVICES PVT. LTD.
Corporate Identity Number: U74140DL2015PTC281555
Registered Office: B06, Siddharth, 96, Nehru Place, New Delhi-110019, India
T +91 11 26444812, 26282779
www.hcltechbee.com, www.hcltrainfocareers.com

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.

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

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.

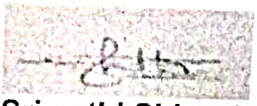
11. Alteration, Modification of program and Force Majeure events

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

HCL TRAINING & STAFFING SERVICES PVT. LTD.
Corporate Identity Number: U74140DL2015PTC281555
Registered Office: 80b, Siddharth, 96, Nehru Place, New Delhi-110019, India
T +91 11 26442812, 26262779
www.hcltechbee.com, www.hclfirstcareers.com

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: _____

HCL TRAINING & STAFFING SERVICES PVT. LTD.
Corporate Identity Number: U74140DL2015PTC283595
Registered Office: 806, Siddharth, 96, Nehru Place, New Delhi-110019, India.
T +91 11 26441812, 26282779
www.hcltss.com, www.hclfirstcareers.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.

TPP/2020/3/32

MARKETYSERS
Turning Insights Into Action

Marketysers Global Consulting,
Office No 401 & 402, Kapil Classic, Baner Rd,
Riviera Society, Baner, Pune, Maharashtra 411045
Email : sales@marketysers.com

April 19, 2021

Employee ID - 1172

Pooja Vilas Dutande
Purushottam Nagar, Khamgaon Road,
Shegaon- 444203

Subject: Appointment for post of Associate- Web Marketing

Dear Ms. Pooja Vilas Dutande,

With reference to our employment offer letter dated **April 16, 2021** we are pleased to offer you an appointment in our organization as **Associate- Web Marketing** with Marketysers Global Consulting LLP (the Firm'). We strongly believe that the association would be mutually beneficial.

Your annual salary along with the break-up of salary is attached herewith in Schedule I.

You are required to join on **April 19, 2021** and the offer stands withdrawn thereafter, unless the date is extended by us and communicated to you in writing.

In token of your acceptance of this appointment, kindly sign this letter and the employment agreement attached hereto at the bottom of the right corner of each page, and return the duplicate copy of the same to the HR department.

Your employment shall at all times be governed by the employment agreement and the policies of the Firm as amended from time to time.

In case you require any further clarification, please contact HR Department.

We welcome you to Marketysers Global Consulting LLP, and wish you a rewarding career over the years to come.

Employment Agreement

This agreement made effective on April 19, 2021 between:

Marketysers Global Consulting LLP having its office at 401, 402, Fourth Floor, Kapil Classic, Opposite Pantaloons, Baner Road, Pune 411045. (hereinafter referred to as the "Firm" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors in interest and assigns) of the ONE PART;

AND

Pooja Vilas Dutande residing at Purushottam Nagar, Khamgaon Road, Shegaon- 444203 (hereinafter referred to as the "Employee" which expression shall, unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART

The Firm and the Employee are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as a "Party".

RECITALS

WHEREAS the Firm is in the business of Research and Consulting-, in accordance with the needs of its Clients (as defined hereinafter).

AND, WHEREAS the Employee desires to be employed with the Firm and the Firm has made an Offer to the Employee and in pursuant thereof Employee has accepted the Offer on the terms and conditions as set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto agree as follows:

1. DEFINITIONS AND CONSTRUCTIONS

1.1 For the purpose of this Agreement, the following terms shall have the meaning set forth in this paragraph:

- "Agreement" shall mean this agreement including the Annexures attached hereto.
- "Associated / Affiliate Company" shall mean:
  - (i) which is directly or indirectly controlled by the Firm; or
  - (ii) which directly or indirectly controls the Firm; or
  - (iii) which is directly or indirectly controlled by a third party who also directly or indirectly controls the Firm; or
  - (iv) Which are under common ownership or control
- "Client(s)" shall mean any Person, which does business with the Firm or has requested or received a proposal to do business with the Firm.
- "Confidential Information" shall mean all non-public information including but not limited to specifications, designs, drawings, algorithms, processes, systems and procedures, computer programs, methods, ideas, "know how" and, business information such as sales and marketing materials, plans, accounting and financial information, credit information on Clients, list containing the names, addresses and business needs of Clients, sales reports, price list, personal records including the names and addresses of Firm's Employees, contractors and sub-contractors and any other information relating to the Firm and/or the Affiliate Company which Employee learns, discovers, conceives, or originates or prepares during his/her employment with the Firm whether designated as confidential expressly or by the circumstances in which it provided, is to be kept confidential or which the Employee might reasonably expect the Firm would regard as confidential. Confidential information shall not include information which, now or in the future, is available to the public (other than through improper disclosure by Employee or by another person) or information rightfully acquired by a third party.
- "Intellectual Property" shall mean all forms of intellectual property subsisting under the laws of India and all analogous rights subsisting under the laws of other jurisdictions and shall include any product or process of the human intellect whether registerable as patents, trademarks, copyrights, designs or otherwise such as an invention, expression or literary creation, unique name, trade secret, business method, database, industrial process, computer program, source code, process and presentation.
- "Intellectual Property Rights" shall mean all rights, benefits, title or interest in or to any Intellectual Property, anywhere in the world (whether registered or not and including all applications for the same);
- "Person" shall mean and include an individual, an association, a corporation, a partnership, a joint venture, a trust, an unincorporated organisation, a joint stock company or other entity or organisation, including a government or political sub-division, or agency or instrumentality thereof and/or any other legal entity.

1.2 CONSTRUCTION

- Any reference in this Agreement to any Statute or statutory provision shall be construed as including a reference to that statute or statutory provision as from time to time amended modified extended or re-enacted whether before or after the date of this Agreement and to all statutory instruments orders and regulations for the time being made pursuant to it or deriving validity from it.

- The words "hereof," "herein" and "hereunder" and words of similar import when used in this Agreement shall refer to this Agreement as a whole and not to any particular provision of this Agreement. The words "include", "including" and "among other things" shall be deemed to be followed by "without limitation" or "but not limited to" whether or not they are followed by such phrases or words of like import.
- Unless the context otherwise requires words denoting the singular shall include the plural and vice versa and words denoting any gender shall include all genders and the words denoting persons shall include bodies corporate unincorporated associations and partnerships.
- Unless otherwise stated, time will be the essence of contract for the purpose of the obligations under this Agreement.
- Unless otherwise stated references to sections, sub section, sub-paragraph relate to this Agreement.

2. COMMENCEMENT OF EMPLOYMENT

Your employment as **Associate- Web Marketing resource** with the Firm will commence from **April 19, 2021** ("the Commencement Date.") and shall continue till termination of such employment in accordance with this Agreement.

3. DUTIES

3.1 Employee agrees and acknowledges that the employment of the Employee shall at all times be governed by the terms and conditions set forth in this Agreement and other conditions outlined in the Offer Letter and the policies and procedures of the Firm as amended and introduced from time to time.

3.2 Employee shall devote full and exclusive time, efforts and attention to the success of the Firm and shall not undertake any direct / indirect business or any other assignment whether honorary or remunerative or accept any reward except with the prior written permission of the Firm.

3.3 Employee shall not engage in activities which are, or could be, construed being illegal, unethical, a conflict of interest with or in competition with the activities and interests of the Firm and its affiliates, or otherwise without approval from the Employer.

3.4 The Employee shall under no circumstances copy, download or extract any licensed, unlicensed, paid or unpaid programs, software's, data, information or applications, during the course of employment whether working onsite or offsite, using Firm's or Clients Internet or Email or any other related IT resources. Non-compliance of any provision of said policy may result in disciplinary action, including immediate termination from service.

3.5 Employee shall perform the duties and responsibilities of the **Associate- Web Marketing resource** of the Firm under the supervision and control of the Employer. Employee shall perform all services, acts or functions necessary or advisable to manage and conduct the business of the Firm, The Employee shall be permitted to provide the address of the Firm only to valid business contacts and shall be individually responsible for it. The Firm does not take any responsibility for any of Employee's personal mails received at the Firm's address.

4. TERM

Subject to the Employee's acceptance of the Offer Letter and signing this Agreement, Employee's employment with the Firm shall commence from the Commencement Date and shall continue unless terminated as per Section 7 below.

5. COMPENSATION & BENEFITS

5.1 The Employee's annual salary for all services rendered shall be as specified in Schedule I (less applicable withholdings), payable in accordance with the Firm's policies, procedures and practices, as they may exist from time to time. The Employee confirms that the compensation includes amount payable for assignment of Intellectual Property as envisaged below and adhering to all rights and restrictions contained in this Agreement.

5.2 The Employee's benefit package shall be as specified in Schedule I, as per the Firm's policies, procedures and practices, as they may exist from time to time.

5.3 Employee acknowledges and agrees that the Compensation structure may be altered/ modified by the Firm at any time without any prior notice to Employee.

5.4 Employee further agrees that the Salary, allowances and all other payments/ benefits shall be governed by the Firm's rules as well as statutory provisions in force and subject to deduction of appropriate taxes at source. All incentive payments are provided to Employee by the Firm at its own discretion and may be changed or cancelled at any time.

5.5 The onus to satisfy the Employee's Assessing Officer regarding the Employee's tax liability shall lie exclusively on the Employee.

6. TRADE SECRETS AND CONFIDENTIAL INFORMATION OF FIRM AND ITS AFFILIATES

6.1 Employee represents that he/she has not brought to the Firm or its affiliates any confidential or proprietary information of any previous employer or other third party and that during the course of employment shall not infringe or misappropriate the intellectual property of any third party.

6.2 During the course of his/ her employment, Employee will come into the possession of or acquire Confidential, Proprietary and Trade Secret Information (as defined below) of the Firm, and of its affiliates and third parties. Employee hereby covenants and agrees that he/she will not, either during the term of his/her employment or at any time thereafter, disclose any such Confidential, Proprietary and Trade Secret Information to any third parties (other than those in the Firm's affiliates who are qualified to receive such information or as may be required under law, with prior notification to the Employer of the Firm) for any purpose or reason whatsoever. Such "Confidential, Proprietary and Trade Secret Information" shall be deemed to include, but not be limited to:

a) The nature and terms of the Firm and its affiliate's contractual relationships, product specifications, product roadmap, data, technology, know-how, formulae, processes, designs, techniques, inventions (whether patentable or not), ideas, works of authorship and all forms of intellectual property, research and development, consulting methods and processes, customer lists and pricing information, marketing plans and strategies, market share, business plans, acquisition strategies, computer software, information and databases, computer systems, hardware and software codes, algorithms, structures, domain names, and

architectures and any other information, however documented or stored, that is confidential, proprietary or trade secret;

b) Information, however documented or stored, concerning the business and affairs of the Firm and its affiliates (which includes but is not limited to financial statements, sales, capital spending, profit margins, projections, plan and budgets regarding any of the preceding, and the names, compensations and back grounds of personnel and any data related to them, whether or not protected by privacy laws);

c) Notes, analysis, compilations, studies, summaries, and other material prepared, produced or developed by Employee or for the Firm or its subsidiaries and affiliates containing or based, in whole or in part, on any information included in the foregoing;

d) Inventions and discoveries (whether or not patentable, designs, works or authorship, improvements, business processes and methods, computer programs and software (hereinafter called "Inventions") that are conceived or made by the Firm and its affiliates and/or the Employee, whole or in part, during the course of his/her employment with the Firm, and

e) The terms and conditions of this Agreement and all negotiations leading to its conclusion

6.3 Any information which is available in the public domain, however, will not be construed as Confidential, Proprietary or Trade Secret Information provided the Employee or others in the Firm had not inappropriately disclosed it such that the information became available in the public domain.

6.4 Employee specifically agrees that he/she will not make use of any such Confidential, Proprietary Information and Trade Secret Information for his/her own purpose, and/or for the benefit of any person, firm, corporation or other entity except the Firm and its affiliates.

6.5 The Employee acknowledges that in order to protect the Confidentiality, Proprietary Information and Trade Secret Information and/or other information and/or intellectual property rights of the Firm, the Firm shall require Employee to sign additional documents/agreements. The Employee hereby agrees and undertakes to sign any such documents/agreements to protect the interests of the Firm. Notwithstanding anything contained in this clause, upon execution of such agreement/documents, the specific terms thereof will prevail to the exclusion of this clause. The Firm reserves the right to initiate legal action against the Employee in case of breach of the any specific documents/agreements signed by the Employee in this regard.

6.6 You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Firm which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Firm. For the purposes of this clause 'Confidential Information' means information about the Firm's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Firm's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

6.7 At no time, will you remove any Confidential Information from the office without permission.

6.8 Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Firm.

6.9 Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Firm may have against you in law.

7. TERMINATION OF EMPLOYMENT AND CONSEQUENCES OF TERMINATION

7.1 Termination by the Firm without Cause: The Firm shall have the right to terminate this Agreement without cause by furnishing two (2) month's prior written notice to Employee.

7.2 Termination by the Firm with Cause: The Firm shall have the right to immediately terminate this Agreement for Cause upon notice. Cause shall include but not be limited to the following:

a) Breach by Employee of any term of this Agreement, or of any of the Employer's instructions, the Firm's or its affiliates' policies, Employee's fiduciary duties to the Firm and its affiliates, or Employee's violation of any law, statute or regulation;
b) The failure or inability of Employee to perform his/her duties or responsibilities as (Designation) of the Firm, or such other duties or responsibilities as set forth herein or as he/she is assigned by the Employer;
c) Misconduct which is injurious to the Firm or any of its affiliates, either monetarily or otherwise;
d) The habitual or repeated neglect of duties or responsibilities;
e) The appropriation (or attempted appropriation) of a business opportunity of the Firm or any of its affiliates, including attempting to secure or securing any personal profit in connection with any transaction by the Firm or any of its affiliates;
f) The commission of, or conviction for (or its procedural equivalent), or the entering of a guilty plea or plea of no contest with respect to, a crime, misdemeanor or any conduct of the Employee which in the Employer's reasonable judgment involves immoral behavior: or
g) The failure to achieve Firm's profit, revenue or other objectives or goals as determined by the Employer which failure is related to or arise out of Employee's performance of his/her duties or responsibilities as set forth herein or as he/she is assigned by the Employer.

7.3 Voluntary Resignation: Employee may terminate this Agreement and his/her employment at any time by giving TWO (2) months advance written notice to the Firm. Provided Employee has complied with the TWO (2) months notice requirement, the Firm shall be obliged to pay Employee his/ her Gross salary in accordance with the Firm's regular payroll schedule, prorated to the effective date of termination only. The Firm may however have the option to relieve the Employee of his/her duties prior to completing the notice period by paying the Employee's base salary for any remainder of the notice period.

7.4 In the event that the Employee is terminated for Cause, the Firm shall be obliged to pay Employee his/her base salary in accordance with the Firm's regular payroll

schedule, prorated to the effective date of termination only. Any termination under Section 7.2 shall be without prejudice as to any other remedy to which the Firm may be entitled either under this Agreement or at law or equity. In connection with such termination, the Firm shall have no further obligation to make payments of any kind to the Employee, except as required by law.

7.5 Return of Firm's Property and/or any amounts/advance received: Upon the termination of Employee's employment for whatever reason, or whenever requested by the Firm, Employee shall immediately deliver to the Firm all property in Employee's possession or under his/her control belonging to the Firm or its affiliates, including but not limited to all confidential or proprietary information and trade secrets, and all equipment in good condition (ordinary wear and tear excepted). The payment of Severance Payout and other sums payable by the Firm upon Employee's termination to the Employee shall be subject to the return of the Firm's property by the Employee in good condition, failing which the Firm shall have the right to deduct the same from the amounts paid/received by the Employee from the Firm and not repaid from the amounts due and payable to the Employee upon termination.

7.6 Further Conditions of Severance: The receipt by the Employee of any severance or other post-termination compensation or benefits beyond the termination date or Expiration Date shall be conditioned upon the Employee complying with all the terms of this Agreement, including Section 6, 7.5 and 8, and the execution of the no-dues letter and a general release in favor of the Firm, attached hereto as Exhibit B.

7.7 Death or Disability: Upon Employee's death or disability during the term hereof, the employment relationship created pursuant to this Agreement shall immediately terminate, and no further compensation shall become payable to Employee pursuant to Section 5. In connection with such termination the Firm shall only be required to pay Employee or the estate (i) any unpaid gross salary earned for services rendered through the date of termination; (ii) recent level of gross salary and (iii) any other sums as may be payable under applicable laws. For purpose of this Section, Disability shall mean the Employee's inability, by reason of any physical or mental injury, impairment or illness, to substantially perform the services required by Employee hereunder for a period in excess of sixty (60) days in any consecutive six (6) months period. In such event the Firm shall have the right to terminate Employee's employment by reason of Disability by giving a prior notice of One (1) month in writing, any time after the last day of the applicable sixty (60) days period.

7.8 Resignation upon termination: Upon termination of the Employee's employment for whatever reason, Employee shall immediately tender a resignation to the Firm from the position(s) held by the Employee in the Firm

8. NON-COMPETE AND NON-SOLICITATION

8.1 The Employee acknowledges that the services to be performed by him/her under this Agreement are of a special, unique, unusual, extraordinary and intellectual character; the Firm's business in international in scope and its services are marketed and sold around the world; the Firm competes with other businesses that are or could be located in any part of India or the rest of the world; and in connection with the fulfillment of his/her duties and responsibilities hereunder, the Firm will provide the Employee with confidential, proprietary and trade secret information necessitating the execution of the covenants contained in this section 8; the provision of this section 8 are reasonable and necessary to protect Firm's business and/or Confidential,

Proprietary Information and Trade Secret Information and/ or other information and/or intellectual property rights of the Firm

8.2 During Employees employment and for the period of twelve (12) months immediately following the termination of his/her employment for any reason whether by Employee's resignation, the agreement's expiration, or by the Firm's termination for cause or without cause, Employee shall ensure that the new assignment does not conflict directly or indirectly with the interest of the Firm, its affiliates or customers with whom Employee was engaged during the course of employment with the Firm. Further, Employee agrees that he/she will not do any of the following without the written consent of the Employer:

a) Engage or invest in, own, manage, operate, finance, control, or participate in the ownership, management, operation, financing, or control of, be employed by, associated with, serving on the Board of Directors or in any manner connected with, lend the Employee's name or any similar name to, lend Employee's credit to or render services or advice in any role or position, whether as an employee, independent contractor, consultant or otherwise, to any competitor that would involve Conflicting Activities, provided, however, that the Employee may purchase or otherwise acquire up to (but not more than) five percent of any class of securities of any enterprise for the purpose of self-employment that is not contrary to the terms of this Section 8 (but without otherwise participating in the activities of such enterprise) if such securities are listed on national or regional securities Exchange;

b) Solicit, contact, communicate with, or do business with any customer or prospective customer of the Firm, where Employee either had business-related contacts with that customer or received confidential information about that customer during twelve (12) months immediately prior to the termination of employment with the Firm or its Expiration Date, as the case may be, for the purpose of selling, or marketing products, services or other activities that of the Firm or its subsidiaries and affiliates in the geographical area whether the Firm or its affiliates engage in such business; or

c) Make known to any person, firm or corporation (other than the Firm or its affiliates) the name, address, compensation or contacts of any current employees, customers, or suppliers of the Firm or its subsidiaries and affiliates, or any information pertaining to them: or

d) Solicit, other than on behalf of the Firm or its affiliates, for employment or other engagement as an independent contractor, consultant, or as the member of Board of Directors, any person who is or was an employee of the Firm or its affiliates (within twelve(12) months of the date in question) or in any manner induce or attempt to induce any such employee of the Firm or affiliates to terminate their employment with the Firm or its affiliates; or interfere with the Firm's or its affiliate's relationship with any person, including any person at any time during the term of this agreement was an employee, or contractor, or supplier, or customer of the Firm or its affiliates.

.3 The term "Competitor" means any business whose products, services or activities compete in whole or in part with the products, services or activities of the Firm or its affiliates in the geographical area where the Firm or its affiliates are engaged in such business. The term "Conflicting Activities" means job duties or other business-related activities, if such jobs duties or business related activities are the same or similar to the job duties or business-related activities performed by the Employee.

managed or supervised by the Employee or as to which Employee received Confidential Information during employment with the Firm.

8.4 Employee agrees that he/she will not at any time during or after the termination of employment disparage the Firm or its affiliates or any of their respective shareholders, directors, officers, employees or agents. Likewise the Firm agrees not to disparage the Employee in any media or press release(s) whether nationally or internationally.

8.5 If any covenant in this Section 8 is held to be unreasonable, arbitrary, or against public policy, such covenant will be considered to be divisible with respect to scope, time, and geographic area and such lesser scope, time, or geographic area, or all of them, as a court of competent jurisdiction may determine to be reasonable will be binding and enforceable against the Firm and the Employee.

8.6 The period of time available to any covenant in this Section 8 will be extended by the duration of any violation by the Employee of such covenant.

8.7 The Employee will, while the Covenants under this Section 8 are in effect, give choice to the Firm, within Five (5) days after interviewing for any other employment or receiving any offer to serve on a Board of Directors, the identity of Employee's new employer or of the Board of Directors. The Firm may notify such new employer or the Board of Directors that the Employee is bound by this Agreement and, at the Firm's election, furnish such employer with a copy of this Agreement or relevant portions thereof.

8.8 The covenants by the Employee in Section 8 are essential elements of this Agreement, are designed among other reasons to prevent the inevitable disclosure of Confidential, Proprietary and Trade Secret Information and to protect the Firm's and its affiliates' businesses. Without the Employee's agreement to comply with such covenants, the Firm would not have entered into this Agreement or continued the employment of the Employee. The Firm and Employee have independently consulted their respective counsel and have been advised in all respects concerning the reasonableness and propriety of such covenants, with specific regard to the nature of the business conducted by the Firm and its affiliates.

8.9 The obligation of the Firm hereunder, including its obligation to pay or provide the compensation and benefits set forth herein, are contingent upon the Employee's performance of the Employee's obligations hereunder. The Firm shall not delay unnecessarily the fulfillment of its obligations hereunder.

9. HOURS OF WORK

The normal working days are Monday through Friday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Firm. The normal working hours are from 9:30 am to 6:30 pm and you are expected to work not less than 9 hours a day, and if necessary for additional hours depending on your responsibilities.

10. LEAVE POLICY

In addition to Firm's annual holidays, you will receive 22 leaves per year. The leaves will be accrued on a monthly/ quarterly basis. 1 Earned leave per month and 2.5 casual leave per quarter. It is necessary that leave(s) are scheduled in advance and in a manner that balances both the individual's desires and Firm needs. You must schedule leave(s) with prior approval of -your Manager because it is not a certainty that all your leave requests will be granted, it is strongly recommended that you obtain approval for leave plans prior to making travel bookings. You are urged to use your Earned Leave time in the year it has accrued. However,

if you are unable to use all of your accrued Earned Leave during a calendar year, you may elect to carry forward any accrued but unused vacation time into the next calendar year, subject to the maximum accrual level of 45 working days. Hence you can accumulate/ carry forward your earned leaves up to a maximum of 45 days only.

11. PERSONAL SERVICES OF EMPLOYEE

Employee must personally perform the work as directed by the Firm. Employee agrees not to hire, supervise or pay assistance to other individuals to perform any portion of work, except as specifically directed in writing by the Firm.

12. DIRECTIONS, SUPERVISION AND COOPERATION:

Employee agrees to adhere to all applicable policies, procedures and rules of the Firm as mentioned in the various employee policy document (the "Policy Documents") and as may be amended and revised from time to time. The Employee Handbook shall inter alia include provisions relating to conduct of employees including conduct of employees on Client's site, holidays, sickness, behavior towards women employees etc. and the Employee is required to abide by the same. In case of being posted at client site, the employee agrees to abide and adhere to all applicable policies, procedures and rules of the client.

13. INTELLECTUAL PROPERTY

a. The Employee acknowledges that all Intellectual Property which the Employee solely or jointly conceives or develops or reduces to practice or causes to be conceived or developed or reduced to practice, during his/her employment with the Firm, shall belong to the Firm absolutely and the Firm alone, at its sole discretion, shall have the right to exploit any and all of the said Intellectual Property rights by any means throughout the world. The Employee shall not have nor claim any right in any of the aforementioned Intellectual Property in any manner whatsoever. The Employee further understands and agrees that the decision whether or not to commercialize or market the Intellectual Property is within the Firm's sole discretion.

b. The Employee hereby irrevocably and unconditionally waives any and all moral rights or any rights of similar nature under any law in any jurisdiction in and to any and all material written, created or devised by him/her whether solely or jointly and pertaining specifically to the operation or business of the Firm or resulting from or suggested by anything which the Employee shall have done pursuant to his/her appointment with the Firm.

c. The Employee hereby irrevocably appoints the Firm as its constituted attorney for the purpose of executing in the name of the Employee and on his/her behalf all such deeds and documents as may be required pursuant to this Section 12 which relate to Firm's ownership of Intellectual Property Rights.

d. The Employee acknowledges that his/her remuneration includes compensation for the confirmation and the assignment to the Firm of all Intellectual Property created by him/her.

14. REPRESENTATIONS:

The Employee represents and warrants that all information provided by the Employee (including resume, interviews, degree documentations and references) for the purposes of employment with the Firm is true and accurate. Employee further warrants that he/she is not restricted by any agreement, arrangement, contract, understanding, Court Order or otherwise and has no conflict of interest derived from an employment or other agreement made with any third party. Employee understands

that any misstatement made by Employee concerning his/her qualification or agreements made with other parties may be grounds for immediate termination by the Firm and the Employee shall

be responsible for any damages that may have been caused to the Firm.

GENERAL PROVISIONS

a. MORAL RESPONSIBILITY & HONESTY

The employee is expected to deal with Firm's money, material and documents with utmost honesty and professional ethics. The employee service may be dispensed at any time without any notice if the employee is found guilty of gross indiscipline, fraud, falsification of documents, misappropriation of any Firm assets or opportunities or acting against the interest of the Firm.

b. SECRECY

a) The employee shall not give anyone, by word of mouth writing, facsimile any particulars or details, which he or she acquires during the course of this employment with the Firm of its working system, technical know-how, security arrangements, administrative and/or Organization matters and of its clients whether confidential, secret, either during the employment with Firm or afterwards
b) Employee acknowledges that the terms and conditions of this contract, as stipulated here or to be intimated hereafter are to be treated as strictly confidential and he/ she will not divulge its contents to any employee of the Firm/person connected with the Firm

c. EDUCATION

In case the employee intends to appear in some examinations or wishes to attend some classes while working with the Firm, then he/ she is required to obtain prior permission in writing from the HR Head of the Firm by giving full details of course including time frame involved.

d. Disclosure of Criminal offence

Employee is required to make a full disclosure in the event of having been accused, charged and/ or convicted for any criminal offence, at any time whether prior or subsequent to joining the Firm.

e. Borrowing/accepting gifts:

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

14 MISCELLANEOUS

14.1 INDEMNITY

Without prejudice to any other right available to the Firm in law or under equity, the Employee hereby indemnifies and agrees to defend and hold harmless the Firm, their Partners, Designated Partners, directors, officers and employees, from and against any and all losses, liabilities, damages, deficiencies, demands, claims, actions, judgments

or causes of action, assessments, interest, penalties and other costs or expenses (including, without limitation, reasonable attorneys' fees and expenses) (the "Losses") based upon, arising out of, or in relation to or otherwise in respect of:

(i) any act of neglect or willful misconduct in respect of any matter arising out of carrying out the duties assigned to the Employee; or
(ii) breach of representation or warranty ; or
(iii) any breach in respect of any matter arising out of carrying out the duties assigned to the Employee resulting in any successful claim by any third party against the Firm

14.2 NOTICES

Any notice or other communication required to be sent under this Agreement by the Firm shall be sent or delivered to the address as noted in the Firm records.

14.3 ENTIRE AGREEMENT

This Agreement embodies the entire Agreement between the Parties hereto and supersedes all prior or contemporaneous, oral or written understandings, negotiations, or communications on behalf of such Parties.

14.4 SEVERABILITY

If any provision of this Agreement is invalid, unenforceable or prohibited by law, this Agreement shall be considered divisible as to such provision and such provision shall be imperative and shall not be part of the consideration moving from either Party hereto the other, and the remainder of this Agreement shall be valid, binding and of like effect as though such provision was not included herein.

14.5 MODIFICATION AND WAIVER

No modification or amendment of this Agreement shall be valid or binding unless made in writing and, in the case of an amendment, executed by both the Parties and in the case of a waiver, by the Party against whom the waiver is to be effective. No failure or delay on the part of any of the Parties in the exercise of any right, power, privilege or remedy provided in this Agreement shall operate as a waiver of such right, power, privilege or remedy, or as a waiver of any preceding or succeeding breach by the other Party to this Agreement. Any single or partial exercise of any right, power, privilege or remedy shall not preclude any other or further exercise of such or any other right, power, privilege or remedy provided in this Agreement all of which are several and cumulative and are not exclusive of each other or of any other rights or remedies otherwise available to a party at law or in equity.

14.6 FORCE MAJEURE

Neither Party will be liable to the other for failure to perform its obligations hereunder if and to the extent that such failure to perform results from causes beyond its control, including, without limitation, strikes, lockouts, or other industrial disturbances; civil disturbances; fires; acts of God; acts of a public enemy; compliance with any regulations, order, or requirement of any governmental body or agency; or inability to obtain transportation or necessary materials in the open market.

14.7 CONTRADICTION

In case of any contradiction between this contract and Firm general policies, Firm policies shall prevail but only to extent of contradiction

14.8 GOVERNING LAW AND JURISDICTION

This Agreement is made under and will be construed in accordance with the laws of India. Both Parties irrevocably agree that any legal action, suit or proceeding brought by it in any way arising out of this Agreement must be brought solely and exclusively in the courts of Pune and with that end and intent in mind the Parties submit to the exclusive jurisdiction of courts of Pune only.

For Marketysers Global Consulting LLP,
401, 402, Fourth Floor, Kapil Classic,
Opposite Pantaloons, Baner Road,
Pune 411045

I HAVE CAREFULLY READ AND UNDERSTOOD ALL THE TERMS OF THIS AGREEMENT. I CONVEY MY ACCEPTANCE BY SIGNING A COPY OF THIS AGREEMENT AND RETURNING THE SAME TO THE FIRM.

Name in Full _____ Place: _____

Signature _____ Date: _____

Address _____

_____

15. Acceptance of our offer

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you, and look forward to receiving your acceptance and to working with you.

Yours Sincerely,
For Marketysers Global Consulting LLP



Mrinalini Bhadauria
Human Resources
April 19, 2021

Schedule I -- Compensation Details

Employee Name: Pooja Vilas Dutande
Date of joining: April 19, 2021
Designation: Associate- Web Marketing

ANNEXURE B			
Sr.	Monthly Cash Components	Marketysers Global Consulting LLP	
	Fixed Components	Salary Per Month	Salary Per Year
A*	Basic Salary	6,046	72,552
A*	House Rent Allowance	2,418	29,016
A*	Special Allowance	1,033	12,396
A*	Leave Travel Allowance	907	10,884
A*	Education Allowance	302	3,624
A*	Telephone Allowance	302	3,624
Gross	Total (A) p.m.	11,008	1,32,096
B*	Variable Pay	-	-
	Retention Bonus	-	-
	Total (A+B) p.m.	11,008	1,32,096
	Direct Annual Benefits		-
C*	Provident Fund	726	8,706
C*	ESIC	358	4,296
	Total C p.m	1,084	13,002
CTC	Total (A+B+C) p.m	12,092	1,45,098

- The above will be subject to tax as per the Income Tax laws of the country.
- Gratuity will be paid as per 'Payment of Gratuity Act 1972'

Thanking You,
Marketysers Global Consulting LLP
Human Resources

TAP/2020/1/53

MARKETYSERS

Date: April 15, 2021

OFFER LETTER AS "Associate- Web Marketing"

Dear **Pooja Vilas Dutande,**

With reference to your application and subsequent interviews, we are pleased to inform you that you have been selected for the position of **Associate- Web Marketing** in **Marketysers Global Consulting LLP** effective from **April 19, 2021**

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure – A.

You would be paid a compensation of a total of **Rs. 145098 Per annum** as set out in Annexure B attached to this agreement.

Please sign and return duplicate copy of this letter in token of your acceptance. We congratulate you on your appointment and wish you a long and successful career with us. We assure you of our support for your professional development and growth.

Thanking You,

Human Resource
Marketysers Global Consulting LLP,
Office No. 401 & 402, Kapil Classic,
Opposite Pantaloons, Baner Road,
Riviresa Society, Baner,
Pune, India
411 045

Annexure A

Terms and Conditions:

1. Emoluments: Your salary plan is as detailed in Annexure B. All payments made pursuant to this agreement will be subject to the deduction of tax at source as applicable.

2. Work Location: Your place of work will be Pune. You may be required to travel for work purposes from time to time within and outside the city.

3. Date of Joining: Your expected date of joining should be **April 19, 2021.** If you are unable to join by this date, please contact HR immediately.

4. Working Hours and Attendance: The Company follows a 5-day working 9:30 am to 06.30 pm or in Shifts Monday to Friday. Weekends are observed as closed days, however in case of work requirements you may need to come in on a Saturday/ Sunday to work.

5. Probation Period: You will be on probation for a period of 3 months. Only upon satisfactory completion of probation period, depending on performance assessments by your Reporting Authority your services may be confirmed via a confirmation letter. The assessments will be done as per the pre-defined parameters related to your job role.

6. Notice of termination: You will be required to give at least 60 days written notice of resignation to the Company.

a. The Company reserves the right to relieve you only at the end of the 60 days' notice period. If you are relieved of your duties before the expiration of your notice period the Company will be entitled to recover from you as 'salary in lieu of notice', an amount equivalent to the shortfall in notice period and/or to deduct such amount from any amounts which may be payable to you by the Company.

b. The Company, at its sole discretion shall be entitled to terminate your employment by giving you either 1 months' notice in writing or 1months' salary in lieu thereof. The Company reserves the right to terminate your contract without notice, or pay in lieu of notice, if, after a reasonable investigation, it has reasonable grounds to believe you are guilty of serious misconduct.

7. Leave Policy:

a. You are entitled to 22 leaves in a calendar year which is categorized as 'Earned Leave' of 12 days and 'Casual Leave' of 10 days.

b. One Earned Leave/month at the end of the month and 2.5 days of Casual Leave/quarter will be credited on a pro rata basis.

c. In addition to the above, 10 Calendar holidays as decided by the company is applicable.

8. Before joining the company, you are requested to produce the following documents:

- Photocopies of education qualifications along with the originals.
- Date of Birth certificate
- Relieving letter from the last employer.
- Experience certificates from the past employers.
- Two references (professional), preferably your supervisors in last two organizations.
- Salary slips of previous employer.
- Proof of Identity (Pan Card / Driving License/approved KYC of bank)
- Proof of Address (Present & permanent) (Aadhar card/ Voter ID/ Passport).
- One UK Visa size photographs – (35mm * 45mm) (colour with White background).
- Form 16 (if applicable)

The appointment letter would be issued to you on successful compliance of all incoming formalities after joining.

9. Validity of this Letter: Please communicate your acceptance of this appointment and the associated terms and conditions on or before **April 17, 2021** after which this offer will lapse.

All other terms of employment not specifically covered herein will be in accordance with Company Policy as available in the Policy Manual.

MARKETYSERS
Turning Insights Into Action

Annexure B

Your compensation w.e.f. Joining will be as follows: -

Employee Name: Pooja Vilas Dutande
Date of joining: April 19, 2021
Designation: Associate- Web Marketing

ANNEXURE B			
Sr.	Monthly Cash Components	Marketysers Global Consulting LLP	
	Fixed Components	Salary Per Month	Salary Per Year
A*	Basic Salary	6,046	72,552
A*	House Rent Allowance	2,418	29,016
A*	Special Allowance	1,033	12,396
A*	Leave Travel Allowance	907	10,884
A*	Education Allowance	302	3,624
A*	Telephone Allowance	302	3,624
Gross	Total (A) p.m.	11,008	1,32,096
B*	Variable Pay	-	-
	Retention Bonus	-	-
	Total (A+B) p.m.	11,008	1,32,096
	Direct Annual Benefits		-
C*	Provident Fund	726	8,706
C*	ESIC	358	4,296
	Total C p.m	1,084	13,002
CTC	Total (A+B+C) p.m	12,092	1,45,098

TAP/2020/5/50



Strictly Private and Confidential

Date:04-Nov-2021

Sadiya Firdos Abul Muntazar Khan
C10305070

PLOT N-258 NEAR KHEL KA MAIDANSAMANVAY NAGAR 2 ZIA COLONYKHAMGAON

9890470089

Dear **Sadiya Firdos Abul Muntazar Khan,**

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company") in our Advanced Technology Center, India as per the below terms and conditions.

Job Profile - Application Development Associate

Management Level - 12

Job Family Group- Software Engineering

Please refer to:

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

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

Reference Id: f5bc713e-46ec-4023-82b7-d07f21a76801_1
Signed By: Mahesh Vasudeo Zurale

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding doc ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

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

Pre-Onboard Learning Module: To provide our new joiners with a unique learning experience, Accenture has designed a special online learning module called - Technology Fundamentals Online Learning Program (Hereinafter referred to as "program"). This program further provide details about the training opportunities and terms of training/assessments that were shared with you in your Letter of Intent. To ensure that you have ample time to learn at your own pace, and prepare for the ensuing assessments, you will have complete access to the program for 45 days from the date you receive the training link.

Details of the program and assessment are as below:

- The program is hosted on a virtual platform that you can access from anywhere and it will provide you with all the information and trainings that you need to begin your career at Accenture.
- After going through all the learning modules, you will be required to go through Technology Fundamentals Assessments based on what you have learned in the program.
- On successfully completing the program within 45 days and clearing the program assessments in your first attempt, you will be eligible to receive a learning incentive of INR 10,000.
- In case you fail to clear the assessments in your first attempt, or do not complete the program within 45 days from the receipt of the training link, you will not be eligible for any learning incentive.
- To clear the assessments, you will need to score a minimum of 60% marks in each assessment test. In case are not able to score the required 60% in your first attempt, you will get two additional attempts where you will need to score a minimum of 60% marks to successfully clear the assessments.

- During each re-attempt, reasonable help, guidance and appropriate refresher training sessions will be provided to you. Your employment with Accenture is subject to you successfully completing the program assessments mentioned above. In case you are not able to clear the program assessments in three attempts, your offer will stand revoked.

After successful completion of the aforementioned assessments, and after joining the Company, you will need to undergo further training program(s), with specified timeframes, for the specific skill-set assigned to you. Periodic tests will be conducted throughout this training program and you are expected to clear all of them. You will need to score a minimum of 60% marks in each of these tests to clear the Accenture-specific training program. If you are unable to score 60% in your first attempt, you will get two more opportunities to take the test and score the required passing percentage. Your employment with Accenture is subject to you successfully completing the Accenture-specific training program. If you are unable to clear the Accenture-specific training program tests in three attempts, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

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

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

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

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

In case you have a query, please raise them on https://indiacampus accenture com/candidate

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

Yours sincerely,

ACKNOWLEDGED AND AGREED

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

[*Insert full legal name*]

ANNEXURE 1

COMPENSATION & BENEFITS

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

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	383000
(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)	32500
Maximum Annual Total earning potential (A+B)	415500
Joining Bonus (Refer to the Section C)	25,000
(D) Additional Benefits	
Gratuity as per law#	9,500
Insurance Premium(notional value)	
Total Cash Compensation + Total Additional Benefits (A+B+C+D)	450000

(A) Annual Fixed Compensation

• Your annual fixed compensation is INR 383000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your income.

(B) Local Variable Bonus (LVB)

•As part of your annual total cash compensation, you will be eligible to participate in the FY22 Local Variable Bonus programme (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the LVB programme guidelines The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

(C) Joining Bonus

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

- Joining Bonus of INR 25,000 payable upon joining the organization and will be paid out along with salary of the month of joining or succeeding pay month. In case you leave or your services are separated from the Company (except for ramp down or redundancies by the Company) before completion of 1 year from the date of joining, then this whole amount shall be recovered from you

Note: For International Worker Only*

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

* As defined by applicable law from time to time

Benefits applicable for current Company financial year

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

1. Effective your date of joining, Medical Insurance for self, spouse and 2 dependent children up to INR 300,000 per annum. Premium for this will be paid by the Company.
   a. You have the option of availing Accenture negotiated rates to cover your parents, parent's in-law & any additional child under a separate Insurance plan up to INR 500,000 per annum. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments
   b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under
      - 10% of such claims for self, spouse and 2 dependent children
      - 20% of such claims for parents, parent's in-law and additional children under the separate Insurance plan
2. Personal Accident coverage for self, up to three times your gross annual fixed compensation
3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000

In addition to the above, you will also be eligible for the following benefits:

1. Gratuity amount is an approximation of your eligibility and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company policy.
2. One time relocation allowance subject to a maximum of INR 2,500 on submission of actual supporting as per policy.
3. Transport facility, as per Company guidelines, can be availed at no cost.

Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of 1 year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your final settlement to the extent possible.

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

From the date of your joining, the compensation and benefits mentioned in this annexure will be applicable to you until any further communication from the Company.

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

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

ANNEXURE II

Mandatory documentation at the time of onboarding:

1. Two copies of your recent passport size photographs.
2. Original marksheet of all semester (PG/UG)
3. Original provisional degree certificate or convocation degree certificate.
4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
5. Copy of Degree/PG/Diploma (as applicable) certificates.
6. Passport copy, if available (if not please apply immediately).
7. Pan Card
8. Copy of Aadhaar Card- 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.

TAP/2020/5/48

HCL TRAINING & STAFFING SERVICES PVT. LTD.

DECLARATION

I, Miss Sejal S. Jadhav, 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.

HCL

HCL TRAINING & STAFFING SERVICES PVT. LTD.
Corporate Identity Number: [illegible]
Registered Office: 806, Siddharth, 96, Nehru Place, New Delhi-110019, India
T +91-11 [illegible]
www.hcltrainingservices.com, www.hcltrainingservices.com

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 Ku. Sejal S. Jadhav Signature Jadhav Date 03-12-2021

Permanent Address C/O. Shankar D. Bhagat, Shirbhate layout, Bangar nagar Yavatmal

Email ID: jsejal712@gmail.com

Phone No.: (Landline) - (Mobile) 8308781840

HCL TRAINING & STAFFING SERVICES PVT. LTD.

Corporate Identity Number: [illegible]

Registered Office: [illegible]

T: [illegible]

[illegible]

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 - HCL/NGP-NFM/1221/002

Signature Jadhav

Name of the Candidate Mr. Sejal S. Jadhav

Name of the parent(s) Arun Madhukar Kale.

Permanent Address c/o. Shankar D. Bhagat, Shirbhate layout, Bangar nagar, Yavatmal.

Email ID: jsejal712@gmail.com

Land Phone: -

Mobile: 8308781840

HCL

TSP/2020/5/44

SASKEN

Warm Welcome

30/07/2021

Ms Vaishnavi Yashvant Vairagade
Applicant ID : 283545
Pune, Maharastra - 411018

Sub: Letter of Appointment

Dear Ms Vaishnavi Yashvant Vairagade

We are pleased to make an offer of employment on behalf of Sasken Technologies Limited (formerly known as Sasken Communication Technologies Ltd) (hereinafter referred to as **'Sasken'** or the **'Company'** as the context may require), on the following terms and conditions:

Designation: ASSOCIATE SOFTWARE ENGINEER

Band: Graduate Trainee

Date of Joining :02 Aug 2021

Location: Bangalore

You will be reporting to **Mr V Madhusudana D Rao , Program Manager**

Total Compensation: Your Total Compensation will be **Rs. 370258.00** per annum. The salary structure is described in the Salary Stack Up Sheet **(Annexure-1)**.For the relocation benefits you are entitled to refer Annexure-2.

Your individual remuneration is a confidential matter purely between yourself and the company and has been arrived at based on the role/job, skill specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.

Other Benefits: You will be eligible for the following:

1. Leave, holidays and working hours as applicable to your category of employees and location of posting.
2. Perquisites, if any, as applicable to your category of employees and/ or based on functional requirements as determined by the company
3. Group Medical Insurance coverage, Group Personal Accident and Life Insurance coverage. Sasken encourages all employees to opt for Sasken Mediclaim Policy mandatorily. We also encourage employees to ensure that they have their immediate family covered under the policy. Employees may be allowed to opt out of the insurance cover for themselves, if they provide proof of their coverage

under other Mediclaim Insurance Policy. The Insurance premium may vary each year and will be communicated to the employees during the renewal of the policy.

4. Participate in the company Provident Fund Scheme as per the rules and policies applicable to your category of employees.

Terms of Employment

Working Hours: Being a result oriented company, we believe in flexible timings. The working hours is as per Company policies. However the company expects every employee to put in minimum of 8.5 work hours per day(excluding lunch break). In case you are at customer location, you are expected to follow the customer work schedule and you may be required to work for 6 days a week or more than 42.5 hours a week, which will not be additionally compensated. You may be required to work on shifts based on customer requirements.

Place of Work: At Sasken, the execution of the project can be at any of the Sasken facilities or at Client location. You will be required to work at any location as determined by the Company from time to time and you consent for the same.

Increment and Promotions: Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are ordinarily given as per the Company Salary Revision cycle.

Retirement Age: You shall retire in the normal course from your services of the company on attaining the age of superannuation that is on the last working day of the financial year following your 60th birthday or earlier if you are found to be medically unfit.

Termination / Notice Period: We hope your association with us will be a very long one. However, this association may be terminated by either party by giving two months' notice. However, in the event of willful neglect of your duties, breach of trust, gross indiscipline, any other serious dereliction of duties or other misconduct that may be prejudicial to the interests of the company, the company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever. Sasken reserves the right to pay or recover salary in lieu of notice period from your full and final settlement amount and you consent for the same. Unauthorized absence or absence without permission from duty for a continuous period of 5 working days, shall result in the loss of your lien on employment. In such case, the Company shall be entitled to terminate your employment forthwith. Without prejudice to the generality of the foregoing the Company reserves the right to demand a "No Claim statement" at the time of separation as a condition precedent to close your full and final settlement.

Travel: You are liable to undertake travel on company work for which you will be reimbursed travel expenses as per prevailing Company policy applicable to you.

Assignment/Transfer: You are liable to be assigned/transferred in such capacity as the company may from time to time determine to any other location within or outside India, department, function, establishment, or branch of the company or subsidiary, associate or Affiliate Company, either in existence or which may come into existence. In such cases you will be governed by the terms and conditions of service applicable to the new

assignment.Notwithstanding any assignment/transfer to any branch, subsidiary or affiliate, the Company shall have the right to recover any of its dues from the salary payable to you by any of its branch, subsidiary or affiliate and you consent for the same.In cases where the assignments are made to customer projects, you consent to honor the commitment made to the customer project for a minimum period of six months unless otherwise specified by Sasken.

Pursuant to any business arrangement, including but not limited to, a sale of assets, merger, takeover, acquisition, or hive-off, the Company may also transfer you onto the rolls of another entity and you consent for such transfer.

Medical Fitness: By accepting this offer there is an implicit confirmation by you that you are medically fit to effectively perform the job for which you are employed or for any other assignment that may be given to you from time to time. You may be called upon, to undergo medical examinations, as the management may deem necessary. In the event the examination reveals any ailment including any physical or mental impairment that (i) prevents or hinders you from performing your assignment effectively or (ii) could put the health of the other employees at risk, the same shall be a reasonable ground to discharge your services with immediate effect, without any compensation or notice.

Conflict Of Interests: You are required to engage yourself exclusively in the work assigned by Sasken and shall not undertake any independent or individual assignments (whether the same is Part time or full time, in an advisory capacity or otherwise) directly or indirectly, with or without compensation, without the express written consent of the Sasken Management. 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.

Confidentiality: Upon reporting to work, you will be required to execute a Confidentiality Agreement in favour of the Company and/or its customers (the 'Confidentiality Agreement').You hereby unconditionally undertake not to use the confidential information of the Company and /or its customers, at any time and your confidentiality obligations shall survive termination/cessation of your employment with the Company. In the event of breach by you of this confidentiality provision and/or the provisions of the Confidentiality Agreement, while in the services of the Company or thereafter, the Company will be at liberty to initiate appropriate legal proceedings against you.

Further you shall not, during the employment, improperly use or disclose any proprietary information or trade secrets of any former employer or other person or entity and shall not bring onto the premises of Company, its affiliates or parent company or utilize for any purpose in connection with their respective business, any unpublished document or proprietary information belonging to any such employer, person or entity unless consented to in writing by such employer, person or entity.In the event of breach, you shall be solely responsible for any claims from your previous or former employer and further undertakes to defend, fully indemnify and hold harmless the Company its affiliates and subsidiaries from all or any claims demands, proceedings, suits and actions, including any related liabilities, obligations, losses, damages, penalties, fines, judgments, settlements, expenses (including attorneys' fees) and costs (collectively, **"Claims"**), that may be asserted against or incurred by the Company its affiliates and subsidiaries.

SASKEN

As an employee you will have access to the confidential information of the Company and to the valuable trade and business connections belonging to the Company, which are essential to the continued success of the Company. The disclosure of any such confidential information or exploitation of such trade or business connection otherwise than to the benefit of the Company would do serious damage, financial and otherwise to its business. Therefore you shall not without the prior written consent of the Company during your period of employment and for a period of two years after the exit, whether alone or jointly with, or as principal, partner, agent, director, employee, or as consultant, directly or indirectly be engaged in any executive or technical capacity in any business concern which shall be in competition with any of the businesses carried on by the Company as on the date of exit, for whatever reason.

Compliance with Data Protection Laws: As an employee you must ensure compliance with the Data Protection Laws when handling personal data in the course of employment including personal data relating to any employee, consultant, customer, client, supplier or agent of Sasken. As an employee you will also comply with the IT corporate policy and other communication policies while handling personal data.

In case of failure to comply with the Data Protection Laws or any of the policies listed above the same may be dealt with under our disciplinary procedure of Sasken and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

"Data Protection Laws" means data protection and privacy laws, regulations, regulatory requirements and codes of practice and code of data protection and privacy policy of Sasken in connection with its data processing obligations or which may otherwise apply, including laws applicable in the country or countries where personal data is collected, held or processed, including the Data Protection Directive and Directive 2002/58/EC and 95/46/ EC (and respective local implementing laws) and the Privacy and Electronic Communications Directive 2002/58/EC, regulations issued by the USA Department of Health and Human Services, and any applicable guidelines and codes issued by a competent data protection authority, or other competent governmental body or agency, in respect of such laws, or any subsequent directives.

Non - Solicitation: During the period of employment and for a period of two (2) years after the date of termination of your employment with the Company, you shall not either directly or indirectly, either alone or in association with others (i) Solicit, or encourage any organization and/or any third party to Solicit, any customers and suppliers of the Company or its affiliates and subsidiaries, (ii) Hire for employment, or engage as an independent contractor or permit any organization to Hire for employment, any person who is in employment of the Company or its affiliates and subsidiaries.

The term **"Solicit"** shall mean, but is not limited to any request or appeal made directly or indirectly, either oral or written, or any endeavour to obtain, seek or plead for business or securing a promise of business or an attempt to advertise, promote, sell, distribute products or services or issuance of an offer for products or services, submission of a quotation or request for any favours of commercial value addressed to any customers and suppliers of Sasken, which may directly or indirectly result in interfering with the business relationship of the Company or its affiliates and subsidiaries with its customer and suppliers.

The term **"Hire"** shall mean, but is not limited to a request or appeal or an attempt to offer or to offer an opportunity for employment or contractual work directly or indirectly, with or without wages to any employees of the Company or its affiliates and subsidiaries.

Non Disparagement: You undertake to refrain from making any negative or disparaging statements (orally or in writing) about Sasken or its stockholders, directors, officers, employees, products, services or business practices, at any point of time for any publication in the print media, internet, blog or in any other media and shall further refrain from urging or influencing any person to make any such statement or engage in any conduct, which goes against the interest of Sasken, in any manner. This covenant shall survive & continue in perpetuity and shall be binding on the Employee, at all times.

Intellectual Property Ownership: You hereby agree that any idea, invention, design or discovery, and any intellectual property rights arising there from, whether conceived or made by you alone or with others, during the employment (whether during the course of your normal duties or other duties specifically assigned to you and whether during normal working hours or using the facilities of the Company or otherwise) which relate to the business of the Company or not, are the property of the Company and you hereby assign any such rights which original vest in you to the Company and unconditionally and irrevocably waive all moral rights in the same.

If you conceive or make or are involved in developing any such idea, invention, design or discovery and any intellectual property rights arising there from, you will immediately disclose all information concerning the same to the Company (but otherwise keep the same confidential) and at the Company's request assign (and do everything necessary to assist in the assignment of) your intellectual property rights in the same in any jurisdiction worldwide to the Company without receiving payment. You hereby agree to enter into a detailed intellectual property assignment agreement, with Company and/or its Customers, when requested by Company.

Company Property: You are expected to use the Company property including tools, software, hardware, laptops office and other equipment with due care and diligence. You may be liable to compensate the Company for any loss or damage the Company may incur as a result of damage or destruction to the Company property arising out of your negligence or misconduct.

Upon termination of the employment for any reason, you shall immediately return to the Company all property, including, but not limited to, laptops, documents, papers, records, accounts, specifications, catalogues, drawings, lists, correspondence, keys, visiting cards, security passes or the like relating to the Company's business which is in your possession or under control and you must not take copies of the same without the Company's express written authority.

Personal Data: You will keep us informed of any change in your residential address,your e-mail address for correspondence,your civil status, and educational professional qualification. In the event of any change in the data or information provided by you at the time of joining the company, you will immediately update all such information in the online employee information sheet so as to keep all records updated and accurate at all

nes. Any notice required to be given to you shall be deemed to have been duly and properly served if delivered to you personally or sent by registered post to you at your address, as recorded with the Company.

Sasken takes all reasonable security measures to protect the Personal Information of their employees against loss, misuse or unauthorized access, disclosure, alteration or destruction.

Statement of Facts: It must be specifically understood that this offer is made based on your proficiency on the 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, any information furnished by you in your application or during the selection process is found to be incorrect/false/ misleading, and/or if it is found that you have suppressed any material information in respect of your qualification or past experience, or your performance is not up to the mark or falls short of the minimum standards set by the Company, the Company reserves the right to terminate your services anytime without notice or compensation in lieu thereof.

You covenant that as at the date of joining Company you will not be under any obligation, restriction or duty, whether express or implied, to any third party which might or will adversely affect your ability to enter into this employment or which might or will prevent or restrict you wholly or in part, from performing the duties herein.

Recovery: The Company shall be entitled to require you to execute a Service Agreement undertaking to serve the Company for a minimum stipulated period, in the event that the Company is desirous of imparting to you any specialized training relevant to your employment with the Company and you consent for the same. In such a case, you shall be entitled to terminate your employment with the Company only on the completion of the stipulated service period agreed to and provided therein or you shall repay to the Company, a pre determined amount covering all the costs paid to you or on your behalf on this training. Refusal of attending or receiving such training shall be a misconduct In the event of failure to pay the pre- determined amount, the Company shall be entitled to adjust the same from your full & final settlement and you consent for the same. If the full & final settlement amount is not sufficient to recover the pre- determined amount, the Company may at its sole discretion initiate appropriate legal proceedings for recovery of the balance amount.

Communication on Salary Revision: Any communication on salary and benefits, present or future, will be valid only if communicated by the designated persons from HR. In this regard, no other communication made by reporting manager, functional head or any other managers will be considered valid and binding on the Company.

Background verification: This offer is valid subject to Background verification clearance. However, in the event of discrepancy in the information provided, the company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.

Equal Opportunity Employer: Sasken is committed to being an equal opportunity employer that will provide equitable access to all in terms of employment opportunities, career advancement and compensation and benefits without any discrimination based on factors such as gender, sexual orientation, nationality, religion, and disability among others. Equity, justice and fairness will be the guiding principles governing every decision

lated to the Company policies. You are responsible for upholding the spirit of the policies, embracing commitment to our foundational values IRISE, and business values LEAP. You pledge to act in a manner that ensures compliance and avoids violations.

Policies and Practices: The employment terms contained in this letter are not exhaustive and are subject to Company policies including Sasken Code of Conduct and Sasken NDA. The employee agrees to abide by all the Company rules, regulations, instructions, policies, practices and procedures that the Company may amend/abrogate/modify/rescind from time to time and to identify the Company for any loss suffered as a consequence of a breach by you of the Company's rules, regulations, instructions, policies, practices and procedures. All Company policies, practices and procedures are available on Company's intranet and the same shall override any oral or written communication made by any employee. You acknowledge and agree that any written communication made by any employee that deviates from policies practices and procedures published on Company's intranet shall not be binding on the Company, unless such written communication is counter signed by HR Head or any members of the Governing Council. You are advised and instructed to go through the policies and strictly adhere to them. Violation, Noncompliance or breach of any of the Company policies and regulations shall be considered as serious misconduct and dereliction of duty, which can call for immediate termination of employment.

Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provision of this agreement shall continue in full force and effect.

Order of precedence: This employment / offer letter represents the entire agreement between you and the Company and supersedes and replaces any prior representations, promises, understandings, communications or agreements, whether oral or written, between you and the Company regarding the subject matter described in this offer letter, including any offer letter earlier issued by the Company to you. This letter agreement may only be changed, altered, modified or amended in a written document signed by you and a duly authorized signatory of the Company.

To indicate your acceptance of the company's offer please sign and date the duplicate of this Offer letter and send to offers@sasken.com of Talent Acquisition-Team at the earliest.

You are required to report to the Sasken office address at 9.00 am on the date of your joining, and the offer stands withdrawn thereafter, unless the reporting date is extended and communicated to you in writing. Please ensure that you reach the office at the designated time for the joining formalities. At the time of joining, you are requested to submit the documents as per Annexure 3.

SASKEN

We hope that our association will be a long, fruitful and mutually satisfactory one.

Yours sincerely,
For **Sasken Technologies Limited.**

Digitally signed by EE211476
Date: 2021.07.30 15:14:41 IST
Location: BANGALORE

Anu Zachariah
Chief People Officer

I acknowledge that I have carefully read and fully understood and accept all the contents of this Offer letter and that I am voluntarily & unconditionally accepting the same. I understand that I am required to sign this Offer letter as a condition of my employment with Sasken.

Mailing address : Pune, Maharastra - 411018,

Permanent address : Yavatmal, Maharastra - 445001,

DOB : 08 May 1998

Father's / Husband's Name : Yashvant Vairagade

My joining date will be: .....

Signature: Date:

SASKEN

Enclosures:

Annexure 1- Salary Stack Up Sheet; Annexure 2 – Relocation Benefits; Annexure 3 – Joining Formalities

SASKEN

Annexure 1

SALARY STACK UP SHEET

Ms Vaishnavi Yashvant Vairagade	
Salary Stack Up Sheet For Graduate Trainee	
Compensation Structure	**Amount in INR**
A.Fixed Pay	324551.00
A1. Basic	200628
A2. Flexible Benefits Pay	99848.00
A3. Statutory Bonus	0.00
A4. Employer Contribution of PF	24075.00
B. Variable Pay	36061.00
C. Gratuity	9646.00
D. CTC (= A+B+C)	370258.00

Note: Variable Payout will be based on the Company Variable Pay Plan policy.

SASKEN

Compensation Structure (Take home)

Ms Vaishnavi Yashvant Vairagade

Components of Salary	Value in INR	
	Earnings	
	Monthly	Annum
BAND		Graduate Trainee
VPP %		10
Gross	27046.00	324551.00
I. EARNINGS		
A. Basic	16719	200628
B. Flexible Benefit Pay i. House Rent Allowance ii. Conveyance Allowance iii. Medical Expenses Reimbursement iv. Leave Travel Allowance v. Children Education Allowance vi. Children Hostel Allowance vii. Refreshment Allowance viii. Hospitalization Reimbursement ix. Other Allowance x. Superannuation employer (Max 15% of monthly gross)	8321.00	99848.00
C. Statutory Bonus	0.00	0.00
D. Company Contribution of PF	2006.00	24075.00
F. Fixed pay (A+B+C+D)	27046.00	324551.00
G. Variable pay	3005.00	36061.00
H. Total Salary (F+G)	30051.00	360612.00
I. Gratuity	804.00	9646.00
K. CTC (H+I)	**30855.00**	**370258.00**
II. STANDARD DEDUCTION		
L. Employee contribution of PF	2006.00	24075.00
M. Professional Tax	200.00	2400.00
N.Total deduction (L+M)	2206.00	26475.00
O. Net Pay before Tax((A+B+C) - N))	22833.00	274000.00

Note:
Net pay before tax mentioned subject to:
1. Income Tax deduction.
2. Professional tax varies from State to State
3. Any other statutory deduction which is not mentioned above

SASKEN

Annexure 2

DOMESTIC RELOCATION BENEFITS

30/07/2021

Dear Ms Vaishnavi Yashvant Vairagade

Welcome to the Sasken Family.

In order to make your transit smooth, we offer the following benefits to help you and your family relocate from the current place of stay to Bangalore. You must claim reimbursement of these expenses within one month of your joining Sasken.

Shifting of personal effects in case of intercity movements: In case you are moving personal effects, the company will pay for its moving, on actuals subject to limits as per the Sasken Domestic Relocation Policy. This includes charges of Insurance, Packing, Loading, Unloading, and Unpacking. All bills in original have to be submitted for claiming the same.

Reimbursement of Relocation expenses in case of intercity movements: All the relocation expenses are one-time reimbursements. Hence once you have joined you can get these expenses reimbursed. You can do this by attaching a relocation reimbursement form to all the documents supporting your expenses, and getting it approved by your manager. You could then forward it to Finance through HR, to get a reimbursement.

Assistance in Housing: Brokerage charges up to fifteen days rent will be paid subject to the limits defined as per Sasken Domestic Relocation Policy. Sasken also provides an interest free housing security deposit loan. The loan will be recovered from your salary in 18 equal monthly instalments starting from the following month of the loan sanction.

Notice Pay: If Sasken has agreed 'at the time of selection' to reimburse the notice pay, the same will be reimbursed on production of a receipt from the previous employer.

Please note that all relocation reimbursement expenses will be considered as taxable income. This tax liability would be borne by the employee.

If you leave the Company within one year of joining, you will have to refund the entire amount spent by the company in relocating you and your family as per the Domestic Relocation Policy of the company.

For any further clarifications / doubts in this regard, please contact offers@sasken.com.

Yours cordially,
For Sasken Technologies Limited

SASKEN

nu Zachariah
Chief People Officer

SASKEN

Annexure 3

JOINING FORMALITIES

30/07/2021

Dear Ms Vaishnavi Yashvant Vairagade

Thanking you in anticipation for opting to join us and welcome to the Sasken family.

Pre-joining Process : We would require the following information from you fifteen days prior to your joining, to make your joining process as smooth as possible

- Your actual date of joining
- If you are relocating and you need initial assistance for accommodation
- PAN details

At Sasken we encourage joining preferably on Monday's but offer flexibility to join on all working days at 9:30 A.M.

Please use the checklist below, for all **MANDATORY** documents, which need to be produced on the day of your joining. **If you are without all your documents on the day of joining, we would be unable to continue with your joining formalities for that day.** You would need to return on the following joining schedule.We request you to inform us ahead of time of any issues pertaining to your joining or with respect to producing any of the required documents on the joining date. This will help us to plan accordingly.

Note: Please carry the original copies of all mandatory documents. The originals are required only for verification purpose and will be handed over back to you post verification.

1. **Experience certificate from all the previous organizations**
2. **Last three month pay slip (Most recent employment)**
3. **Highest qualification degree certificate + All Semester marks sheet**
4. **Copy of Passport (if you have)**
5. **Copy of all visas including the expired ones (if you have)**
6. **2 Copies of Adhaar**
7. **2 Copies of PAN Card**
8. **Four passport size photo with white background ONLY**
9. **Your blood group details**
10. **Date of Birth of dependants (for medical policy)**
11. **PF details**
    - **Old PF account number**
    - **Address of the current organization with whom it is retained (if you intend to get your PF transferred).**

SASKEN

- **PF account of the previous establishment (Is it with the Regional Provident Fund Commissioner or with a private trust. In case of private trust, please carry the name of the trust)**

Looking forward to meeting you.

For any clarifications do get in touch with Anu Zachariah HR-Team.

Thanking You,

Yours Cordially,

For Sasken Technologies Limited ,

Anu Zachariah

Chief People Officer

TATA MOTORS LIMITED

Passenger Vehicle Business Unit - Pune

TATA

Vijaya Ravindra Podey

P. No. : 591779

2

Blood Group : A +ve



PAYMENT ADVICE

TATA MOTORS LIMITED

ADDRESS

PUNE

PUNE

Beneficiary's Name :Vijaya Ravindra Koley

Beneficiary's Code :00591779

Beneficiary's Address :00591779

Client Ref No :TML Salary/Pen/Oth

Date :30/11/2021

Bank Reference No :N334211730314169

We have initiated a credit to the Account Number 34074430333 for the amount of Rs 18995 through NEFT for the below mentioned details

IFC Code :SBIN0017574

Micr Code :

Beneficiary Bank Name :

Beneficiary Brn Name :

Payment Details 1 :2008844647

Payment Details 2 :TM522911.003

Payment Details 3 :34074430333

Payment Details 4 :

Payment Details 5 :PP0000069464

Payment Details 6 :TML Salary/Pen/Oth

Payment Details 7 :

TAP/2020/3/47

Aas Innovation's

Date: 07/02/2020

OFFER LETTER

To,

Akshay tumane,
Business Development Executive

Sub: Offer Letter.

Dear **Akshay tumane,**

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 [illegible] 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).

Aas Innovation's

We welcome you to our organization and trust that we will form a healthy, satisfactor, and mutuall, 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

TAP/2020/5/52

Infosys
Navigate your next

HRD/1001891726/21-22

January 7, 2022

Mr. Bhushan Bhadekar
Near Old Nagar Parishad Road,Beside Hanuman Temple
Civil Line daryapur
Daryapur-444803
India

Ph: +91-7447316805

Dear Bhushan,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **13-Jan-2022.**

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.

Infosys
Navigate your next

HRD/3T/10018917726/21-22

January 7, 2022

Mr. Bhushan Bhadekar
Near Old Nagar Parishad Road,Beside Hanuman Temple
Civil Line daryapur
Daryapur-444803
India

Ph: +91-7447316805

Dear Bhushan,

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

Author Signature by Richard Lobo, Validity Unknown
Digitally signed by Richard Lobo
Date: 2022.01.07 21:12:19 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

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250** .

The details of the Scheme would be available to you when you join the Company.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Agreement

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month** . The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

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.

any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be eated as severable from the rest of the terms and conditions of this offer and the remaining terms and nditions shall continue in force.

is agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of courts in Bangalore, India.

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.

Infosys
Navigate your next

ANNEXURE - I
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)	
AME	Mr. Bhushan Bhadekar
LE	Systems Engineer
LE DESIGNATION	Systems Engineer Trainee
MONTHLY COMPONENTS	
ASIC SALARY	15,000
ASKET OF ALLOWANCES	4,478
ONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a onthly basis)	2,850
ONTHLY GROSS SALARY	22,328
ANNUAL COMPONENT	
ONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting e advance (95%) paid out on a monthly basis)	150
RETIRAL BENEFITS	
ROVIDENT FUND - 12% of Basic Salary	1,800
RATUITY - 4.81% of Basic Salary*	722
XED GROSS SALARY (1+2+3)	25,000
OTAL GROSS SALARY	25,000

OTHER BENEFITS

heme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
LARY LOAN ubject to submission of ainee Agreement)	12000 (without security)	Nil	12	Nil

l the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan owance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan owance policy at that time

he gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be ermined in strict accordance with the provisions of the Payment of Gratuity Act

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 full 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

Infosys®
Navigate your next

ANNEXURE - II
(Compensation post Unit allocation)

COMPENSATION DETAILS
(All figures in INR per month)

NAME	Mr. Bhushan Bhadekar
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,473
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,323

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 Retainer 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 fulfillment 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

Infosys Infosys Limited, Bangalore

Salary Slip for the month of April 2022

Name : Bhushan Bhadekar
Designation : Systems Engineer

Employee No	1212956	PF No	PY/BOM/10088/556496
Location	ILPUNSEZUNT6	UAN	101778643796
Personal Level	3	Bank A/C No	760101000487

Total Payable Work days	India	Overseas	LOP	Secondment
30.00	30.00	0.00	0.00	0.00

(Amount in ₹)

Earnings			Deductions		
Particulars	Current Period	Year to Date	Particulars	Current Period	Year to Date
Basic Salary	15,000.00	15,000.00	PF Contribution	1,800.00	1,800.00
House Rent Allowance	1,791.00	1,791.00	Professional Tax	200.00	200.00
Medical Allowance	1,120.00	1,120.00	Infosys Welfare Trust	250.00	250.00
Transport Allowance	447.00	447.00			
Leave Travel Allowance	1,120.00	1,120.00			
BonusExgratia-AdvancePmt	2,850.00	2,850.00			
TPI Incentive	2,500.00	2,500.00			
Total	24,828.00	24,828.00	Total	2,250.00	2,250.00
			Net Pay for the month	22,578.00	22,578.00

EPS No.PY/BOM/10088/2006766

Infosys Limited, Bangalore

Projected Annual Tax Statement - April 2022

Name : Bhushan Bhadekar
Designation : Systems Engineer

(Amount in ₹)

Projected Annual Taxable Income

Particulars	Year to Date	Projected Amount
Gross Salary	24,828.00	270,436.00
Net Total Salary		270,436.00
Deductions		52,400.00
Income under the head Salaries		218,036.00
Gross Taxable Income		218,036.00
Chapter VI-A Deductions		21,600.00
Total Taxable Income		196,440.00
Tax to be deducted/(Refund)		0.00

Details of Tax Benefits

Deductions u/s 16	Maximum	Considered
Standard Deduction	50,000.00	50,000.00
Professional tax		2,400.00
Total		52,4

Exemptions u/s 10		Considered
HRA Exemption		0.00
LTA Exemption		0.00
CEA Exemption		0.00
CHA Exemption		0.00
Transport Exemption		0.00
Total		0.00

Chapter VI-A Deductions	Maximum	Considered
80C, 80CCC Deductions [PF, VPF, PPF, LIC, Tuition Fees, Tax Saving MF, Tax Saving FDs, SSY, Housing Loan Principal etc]	150,000.00	21,600.00
80D HIP for self, Spouse, Children	25,000.00	0.00
80D HIP for Parents [INR 25000 in case of Non senior Citizen]	50,000.00	0.00
80CCD (1B) NPS self contribution	50,000.00	0.00
80CCD (2) NPS Employer Contribution	10% of Basic+DA	0.00
80E Interest on higher education Loan	NA	0.00
80U Person with disability [40% INR 75000, 80% INR 125000]	125,000.00	0.00
80DD Person with disability dependent [40% INR 75000, 80% INR 125000]	125,000.00	0.00
80DDB Treatment of Specified disease self/ dependent [INR 40000 in case of Non senior Citizen]	100,000.00	
80TTA interest on savings bank account & others	NA	0.00
Total		21,600.00

Tax on all one time components is deducted on the actual payout at the highest tax slab rate applicable for your taxable income. Applicable Slab rate is determined as per Last month's taxable income + Current month additional/one time Payout.

TAP/2020/5154

BOARD OF APPRENTICESHIP TRAINING (NORTHERN REGION)

(An Autonomous Body Under Ministry of Human Resource Development,Department of Higher Education, Government of India)
16,Block 1-A , Lakhanpur , Kanpur - 208024
Phone No: 0512-2584056 / 2584057 Fax No: 0512-258 1504 Email: info@boatnr.org
Website: http://www.mhrdnats.gov.in/

APPRENTICESHIP CONTRACT REGISTRATION FORM

APPRENTICE INFORMATION

Name	Gender	Date of Birth	Age
Nagesh Gajanan Surushe	Male	08-Aug-1997	24



Father / Mother Name	Enrollment Number	Caste	PWD
Sunita Surushe	WMHG834200600315	OBC	NO

Address for Communication	Mobile Number	Email Address
At- Risod, Ghonsarwadi Risod, WASHIM MAHARASHTRA - 444506	7350525079	nageshsurushe97@gmail.com

EDUCATIONAL QUALIFICATION

Name of the Institution / College / University	Univ. Regn. Number / DOTE / DTE Regn. Number / +2 Regn	Month & Year of passing	Educational Qualification
SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING,SHEGAON	163129131165	Jun-2020	Graduate in ELECTRICAL ENGINEERING (ELECTRONICS & POWER)

TRAINING DETAILS

Training start date	Period of Training	Stipend Rs. per month	
14-Dec-2021	12 Months	15000.0	The apprentice would be undergoing training under section 22 (1)

Contract Regn. No.	Approved On	Approved By
NHRGC21834000007	03-Jan-2022	hrgofficer2

NAME AND ADDRESS OF THE EMPLOYER

POWER GRID CORPORATION OF INDIA LIMITED - NHRGUC000008
Sector 29, Iffco Chowk, Gurgaon
GURGAON, HARYANA - 122001

The Employer, Apprentice hereby declare that we have read the contents of the Apprenticeship Contracts as per the Apprenticeship Rules, 1962, as amended from time to time and agree to abide by all the provisions made thereunder. We also declare that all the provisions of the Apprentices Act, 1961, as amended from time to time including those relating to Registration and Termination of Contract are binding on us. According to the apprentice, it is inferred, that the apprentice has not undergone apprenticeship training elsewhere or had work. We will impart Apprenticeship training according to the approved training module/programme.

It is requested that the Registration Number may kindly be noted in your records and the claims for the reimbursement of Government share of stipend if any, may please be sent to this office once in a quarter along with Progress Report of the apprentices in the prescribed Form Apprenticeship -3.

NOTE

This is system generated ACRF document. Agreeing to the terms and conditions in the workflow is as good as signing of physical contract form on mutual agreement between Student and Establishment. It has all legal binding as per the law if mutual trust is breached.
IP address of Establishment submitting this request: 103.7.129.79 IP address of student accepting this request: NA

TERMS AND CONDITIONS OF THE CONTRACT OF APPRENTICESHIP FOR GRADUATE AND TECHNICIAN APPRENTICES

1. The period of training shall be one year (In the case of Sandwich students the period of the training shall be as stipulated in curriculum)

2. It shall not be obligatory on part of the employer to offer any employment to the apprentice on successfully completing the apprenticeship training in their establishment nor shall it be obligatory on part of the apprentice to accept an employment under the employer

NOTE: If, however, there is a condition in the contract of apprenticeship that the apprentice shall after the successful completion of training serve the employer, the employer shall, on such completion be bound to offer suitable employment to the apprentice and the apprentice shall be bound to serve the employer in that capacity for such period and for such remuneration as may be specified in the contract subject to the approval of the Central Apprenticeship Adviser.

3. Every apprentice undergoing apprenticeship training in an establishment shall be a trainee and not a worker and as such the provisions of any law with respect to labor shall not apply to or in relation to such apprentice

4. (i) The apprentice shall abide by the rules and regulations of the establishment in all matters of conduct and discipline and safety and carry all lawful order of the employer and superiors in the establishment

ii) The apprentice shall learn his subject field conscientiously and diligently and attend to practical and instructional classes regularly

iii) The apprentice shall maintain a record of his work during the period of apprenticeship training in a proforma approved by the apprenticeship advisor

iv) Where the contract of apprenticeship is terminated for failure on the part of the apprentice of carry out terms of contract, the apprentice shall refund to the employer as cost of training such as amount as may be determined by the apprenticeship adviser. In such event, the apprentice shall not be entitled to enter into another contract of apprenticeship under the act with any other employer

(v) The contract of apprentice can be terminated without compensation payable by the apprentice (a) If he/she secures gainful employment (on production of copy of the appointment order) and (b) If he/she is unable to continue training on medical grounds (on production of a certificate to this effect from a medical officer not below the rank of civil surgeon)

(vi) For breach of contract by the employer, the employer shall pay compensation to the apprentice an amount equivalent to his three months last drawn stipend

(vii) Continuance of payment of stipend shall depend on the satisfactory performance of the apprentice during the period

5. (i) The employer shall make a suitable arrangement in his establishment for imparting a course of apprenticeship training to the apprentice in accordance with the provisions for the Act and Rules made there under and with the approval of the respective Regional Central Apprentice Adviser

(ii) Every employer is required to formulate a "Training Programme" for the training of Graduate/Technician apprentices and get it approved by the respective Regional Central Apprentice Adviser

(iii) The employer will arrange for suitable person to be placed in charge of training of apprentices as laid down

6. (i) A Graduate/Technician Apprentice shall work according to the normal hours of work of the department in the establishment to which they are attached for training. Leaves for apprentices will be guided by the training establishments leave policy.

(ii) The stipend of a particular month shall be paid on or before the 10th of the following month

7. Please preserve copy of the ACRF and Certificate submitted by the candidate for future reference

TAP/2020/S/51

RECRUITMENT IN CLERICAL CADRE IN SBI

AGMHR LHOMAH <agmhr.lhomah@sbi.co.in> Wed, 29 Dec, 2021 at 5:33 pm
To: prasadbadhe6@gmail.com <prasadbadhe6@gmail.com>

(PROFORMA LETTER OF OFFER)

REGISTERED POST

HR/RECT/GB/4343

Date: 29.12.2021

PRASAD DAMODAR BADHE,

ROLL NO: 4111009029,

SHRI RAM NAGAR BALAPUR ROAD SHEGAON,

BULDHANA 444203

Madam / Dear Sir,

RECRUITMENT IN CLERICAL CADRE

We are pleased to inform you that based on your performance in the Main online examination held on **01.10.2021** 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),** Admin. Office Aurangabad on 05.01.2022, 10:00 am for official language test and completion of joining formalities. 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. 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 medical fitness in joining the Bank should be undertaken 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:

a) Birth Certificate/School Leaving Certificate (for verification of date of birth)

b) Income Tax PAN Card (mandatory)

c) AADHAR Card

d) Certificate(s) regarding educational qualification

e) Military Discharge Certificate (in case appointment of ex-servicemen)

f) 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 Headmaster/Principal of the School/College last attended.

g) Certificate for handicapped category issued by CMO/competent authority stating therein the nature and extent of handicap

h) SC/ST/OBC category certificate.

i) EWS Income and Asset Certificate

j) 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 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 at least 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. Prescribed number of e-lessons are required to be successfully completed by you during the probation period. You will be confirmed in Bank's service after successful completion of probation period and prescribed number of e-lessons.

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)**, Admin. Office Aurangabad for his/her scrutiny.

Yours faithfully,

ASSTT. GENERAL MANAGER (HR).

Addresses of administrative offices for pre joining formalities

ADMINISTRATIVE OFFICES ADDRESS	ADDRESS	CONTACT PERSON NAME & TELEPHONE NUMBERS
Nagpur	State Bank of India, Administrative Office, S V Patel Marg, Nagpur – 440001.	Shri Omkar Revankar Chief Manager (HR) 8378966997
Kolhapur	State Bank of India Administrative Office, Kolhapur Sharda Chamber, 7th Floor, 386/2, Shankar Seth Road, Pune – 411037.	Shri. Surendra Gumasthe Chief Manager (HR) 020 26404701
Aurangabad	State Bank of India Administrative Office, Plot No 79, N-5, Cidco, Aurangabad – 431003	Shri Uday Korlahalli Chief Manager (HR) 0240 2480662
Pune	State Bank of India Administrative Office, Pune Sharda Chamber, 3rd Floor, 386/2, Shankar Seth Road, Pune – 411037.	Shri. Rishi Kumar Chief Manager (HR) 020 26404361

e 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 yond 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.

TAP/2020/3/26

TATA

Ref: TCSL/CT20203396114/1480767/Pune
Date: 29 March 2021

MR. **SHUBHAM MADHUKAR RAUT**
Anand Nagar Wadi Khurd Jalgaon Jamod null,
Anand Nagar Wadi Khurd, Jalgaon Jamod,
Maharashtra-443402.
Tel# 918087753239

Sub: Joining Letter

Dear Mr. Shubham Madhukar Raut,

We would like to take this opportunity to extend a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **08th April 2021** , your joining location is **Pune** , work location is **Pune** 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.

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.

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.

We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

Janardhan S
Global Head - Talent Development

Click here or use a QR code scanner from your mobile to validate the joining letter

TAP/2020/8/55

Omnicell

PRIVATE AND CONFIDENTIAL

16-Mar-22

Subject: Offer of Employment

Vinay Ramesh Makade

Dear Vinay Ramesh ,

Congratulations!

Omnicell India Private Limited (the "**Company**") is pleased to offer you the role of Engineer I-Software Application. You will be part of the Engineering department of the Company and located at Bangalore, though you may be required to undertake work-related travel or be transferred, as per the requirements of the Company. Your employment with the Company commences on 21-Mar-22 or such other date as may be communicated to you by the Company.

The detailed terms and conditions of your employment with the Company are as provided in an employment agreement (the "**Employment Agreement**"), which will be issued to you separately.

Your total compensation will be 8,78,560 INR per annum or 73,213.33 INR per month.

You will also be eligible to receive a discretionary bonus of up to 7% of the base salary paid to you during the quarter, to be evaluated based on individual and company performance and paid on a quarterly basis. Any bonuses are earned and paid at the discretion of Omnicell. As a new hire, you are eligible to participate in this bonus program if you are hired by the 15th of the 2nd month of the calendar quarter and have approved goals established with your manager.

You shall initially report to Ved Singh. However, your reporting manager may change depending on the business requirements of the Company.

You will initially be on probation for a period of 3 months, further details of which are provided in the Employment Agreement. If your performance and conduct is found to be satisfactory during the probation period, your employment will be confirmed in writing.

Your appointment with the Company is subject to you signing this letter, the Employment Agreement, and any other documents/policies that are provided to you by the Company, including but not limited to the Employee Handbook, Policy and Procedures regarding the Treatment of Confidential Information and the Employee Proprietary Information and Inventions Employment Agreement (as may be amended from time to time).

Please also note that your employment, including your continued employment, with the Company is subject to the successful completion of your background check. This will include criminal, identity, education, employment, social media and reference checks and medical testing (including but not limited

to drug testing) in accordance with applicable laws, further details of which are provided in the Employment Agreement. The background check is generally to be completed within a period of 90 (ninety) days of the commencement of your employment and you agree to provide the requisite cooperation needed to successfully complete the same. By accepting this offer of employment, you consent to the conduct of the abovementioned background checks. If the results of the background checks are not to the satisfaction of the Company, your offer of employment will be considered to have been withdrawn, and if it has already been accepted, the Company will have the right to terminate your employment with immediate effect, without providing any further notice or reasons.

If you have any questions regarding this letter or on any aspect of your employment, please contact Human Resources. Please note that this offer letter is good for three (3) days from the date of issue.

We wish you a satisfying and fulfilling career and look forward to your joining the Company.

Sincerely,

_____

Wendy Sun
Director of Talent Acquisition

By signing this letter, I understand and agree to the terms of this letter and agree to abide by all prevailing policies and procedures of the Company, as may be updated by the Company from time to time.

Accepted,

_____

Candidate

Filling in the following information will constitute your eSignature and will have the same legal impact as signing a printed version of this document

Password Verified

Name Vinay Mahade
Date 3/17/22 (m/d/yy)
Signature ID: 5H2L1VHHJHX 1VB5LNCLQ

Taleo

Omnicell India Private Limited

No 31, Third Floor, Old No 21/1,
West Anjaneya Temple Street,
Basavanagudi,Bangalore, KARNATAKA

Omnicell

INCOME TAX WORKSHEET FROM 01-APR-2022 TO 31-MAR-2023

(CALCULATION BASED ON MAY 2022)

EMPLOYEE CODE	18746	BANK NAME	BANK OF INDIA
PAN	DAYPM4764A	BANK ACCOUNT	963510110005853
EMPLOYEE NAME	VINAY RAMESH MAKADE	IFSC	BKID0009635
PAYDAYS	31	COSTCENTRE	340805
PAYROLL MONTH DAYS	31	LOCATION	BANGALORE
		DEPARTMENT	ENGINEERING (GRADUATE)
		DESIGNATION	ENGINEER I-SOFTWARE APPLICATION
JOINING DATE	21-MAR-2022	TAX OPTION	OLD TAX REGIME
BIRTH DATE	26-MAR-1988		

EARNINGS

DESCRIPTION	YTD	PROJECTION	TOTAL INCOME	EXEMPT INCOME	TAXABLE INCOME
BASIC SALARY	51,722	219,640	271,362		271,362
HRA	25,861	109,820	135,681		135,681
CONVEYANCE	75,357	320,010	395,367		395,367
LTA	4,309	18,300	22,609		22,609
[illegible]	4,239	18,000	22,239		22,239
MOBILE/INTERNET EXPENSES	4,710	20,000	24,710		24,710
APPRECIATION SPOT BONUS	30,203	0	30,203		30,203
TOTAL			902,171	0	902,170

INCOME TAX CALCULATION

DESCRIPTION	AMOUNT
DEDUCTION UNDER SECTION 16	
LESS :	50,000
STANDARD DEDUCTION	2,500
PROFESSIONAL TAX	2,500
TOTAL ELIGIBLE PROFESSIONAL TAX DEDUCTION	849,670
TAXABLE GROSS SALARY	32,567
DEDUCTION UNDER CHAPTER VI-A	817,103
TAXABLE INCOME	20
TAX RATE FOR THIS MONTH	75,921
INCOME TAX LIABILITY	3,037
HEALTH AND EDUCATION CESS	78,958
TOTAL TAX PAYABLE (REFER DETAILED TAX CALCULATION BELOW)	0
RELIEF UNDER SECTION 89/90	78,958
NET TAX PAYABLE	6,056
CURRENT EMPLOYER TAX	6,056
TAX DEDUCTED TILL LAST MONTH	72,902
TAX TO BE DEDUCTED	6,282
ONE TIME TAX	66,620
OTHER THAN ONE TIME	12,338
TAX FOR THIS MONTH	6,056
AVERAGE TAX PER MONTH	

SECTION 80C , 80CCC AND 80CCD

INVESTMENT	AMOUNT
EMPLOYEE'S CONTRIBUTION TO PF	32,567
TOTAL OF INVESTMENT U/S 80C	32,567
DEDUCTION U/S 80C	32,567

OTHER SECTIONS UNDER CHAPTER VI A

INVESTMENT	ACTUAL	BENEFIT
TOTAL DEDUCTIONS UNDER CHAPTER VI A		32,567

INCOME TAX DETAILS

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
TAX PAYABLE	6,056	12,338	6,056	6,056	6,056	6,056	6,056	6,056	6,056	6,056	6,056	6,056	78,954
TAX DEDUCTED	6,056	12,338	-	-	-	-	-	-	-	-	-	-	18,394

SLAB WISE TAX CALCULATION (OLD TAX REGIME)

INCOME RANGE FROM	INCOME RANGE TO	TAXABLE INCOME	TAX RATE	TAX
0.00	250000.00	250000.00	0.00 %	0.00
250000.00	500000.00	250000.00	5.00 %	12500.00
500000.00	817103.00	317103.00	20.00 %	63421.00
INCOME TAX LIABILITY				75921.00
EDUCATION CESS				3,037
TOTAL TAX PAYABLE				78958.00

THIS IS A SYSTEM GENERATED DOCUMENT. DOES NOT REQUIRE ANY SIGNATURE AND/OR COMPANY SEAL.



Omnicell India Private Limited

No.31, Third Floor, Old No 21/1
West Anjaneya Temple Street,
Basavanagudi,Bangalore. KARNATAKA

PAYSLIP FOR THE MONTH OF MAY 2022

EMPLOYEE CODE	18746	BANK NAME	BANK OF INDIA
PAN	DAYPM4764A	BANK ACCOUNT	963510110005853
EMPLOYEE NAME	VINAY RAMESH MAKADE	IFSC	BKID0009635
PAYDAYS	31	COSTCENTRE	340805
PAYROLL MONTH DAYS	31	LOCATION	BANGALORE
		DEPARTMENT	ENGINEERING (GRADUATE)
		DESIGNATION	ENGINEER I-SOFTWARE APPLICATION
JOINING DATE	21-MAR-2022	TAX OPTION	OLD TAX REGIME
BIRTH DATE	26-MAR-1988		

EARNINGS	ACTUAL	EARNED	YTD
BASIC SALARY	21,964	21,964	51,722
HRA	10,982	10,982	25,861
CONVEYANCE	32,001	32,001	75,357
LTA	1,830	1,830	4,309
FUEL	1,800	1,800	4,239
MOBILE/INTERNET EXPENSES	2,000	2,000	4,710
APPRECIATION SPOT BONUS		30,203	30,203
TOTAL EARNINGS		100,780	

DEDUCTIONS	DEDUCTION	YTD
PROVIDENT FUND	2,636	6,207
INCOME TAX	12,338	18,394
PROFESSIONAL TAX	200	600
TOTAL DEDUCTIONS	15,174	

NET SALARY PAYMENT RS. 85,606 (RS. Eighty Five Thousand Six Hundred Six Only)

EMPLOYEE ID : 18746

THIS IS A SYSTEM GENERATED DOCUMENT, DOES NOT REQUIRE ANY SIGNATURE AND/OR COMPANY SEAL

November 28, 2023

Ajit Balaji Jadhav
Pune-Main

Dear Ajit,

Offer Letter

We refer to the application made by you for a position at ICICI Home Finance Company Ltd. (hereinafter referred to as "**ICICI HFC**" and/ or the "**Company**") and subsequent discussions you had with us. We, ICICI Home Finance Company Ltd are pleased to make you an offer for the position as **Sales Manager - DES** at **Associate** Grade in the Distribution department at **Pune-Main.**
You will be reporting to **Dhawal Mehta.**
You will required to join ICICI HFC on or before **January 18, 2024.**

The other terms and conditions of your offer are as follows:

1. Your salary and allowances will be as mentioned in the enclosed **Annexure "A"**.

2. ICICI HFC shall have the right to transfer you to any of its existing offices or branches in India or to any future offices /or branches in India or abroad or to any of ICICI Group companies in India and abroad (now existing or to be established in future).

3. In case you decide to leave the ICICI HFC' services, you will be required to give Forty five (45) days' notice.

4. The Company shall have the right to terminate your offer forthwith for the reason as enumerated below, including but not limited to:-
    a. For any act of dishonesty or other misconduct or for being held guilty or prosecuted by a competent court or statutory authority for any offense involving moral turpitude or civil or criminal cases instituted against you.
    b. You being adjudged an insolvent or applying to be adjudged an insolvent or making a composition or arrangement with your creditors or being held guilty by a competent court of any offense involving moral turpitude.
    c. Any false, misleading and/or incorrect information furnished by you.
5. If the terms and conditions of offer enumerated in this letter are acceptable to you, please confirm your acceptance by returning a copy of this letter, duly signed by you, within three (3) days of receipt.

Yours sincerely,

Ashish Kakkar

Chief Human Resources Officer

Accepted, I will join on or before ……..
Name of Applicant: Ajit Balaji Jadhav
Signature:
Date:

ICICI Home Finance Company Limited
Registered Office:
ICICI Bank Towers,
Bandra-Kurla Complex
Mumbai-400 051, India.

Corporate Office:
ICICI HFC Tower
Andheri Kurla Road, J.B Road
Andheri(E), Mumbai-400 059, India.

Tel.: (091-022)40093231
Website-www.icicihfc.com
CIN: U65922MH1999PLC120106

Annexure "A"

Compensation Structure of Ajit Balaji Jadhav **Role :** Sales Manager - DES **Location:** Pune-Main	
Particulars	**Annual Amount(₹)**
Basic	126000
Allowance*	261904
Employer's Contribution to PF**	21600
Employer's Contribution to ESIC**	0
Gratuity Costing***	10496
Total Fixed Pay	420,000
*Allowance will include all monthly & annual components HRA, Telephone Reimbursement, LTA and any other allowance as may be applicable.	
** Statutory Contribution of PF and ESIC as per Provident Fund & Miscellaneous Provision Act 1952 and employee state insurance act 1948.	
***Please note that the payment of gratuity will be subject to the provisions of Payment of Gratuity Act, 1972 and as per policies of the ICICI HFC.	
You may be covered in the Performance Bonus Plan as per the prevailing rules/policies of the Company. Please note that there is no guaranteed performance bonus, it would however be subject to provisions of the payment of Bonus Act, 1965 wherever applicable.	
Comprehensive Mediclaim Coverage for you and your immediate family up to ₹ 400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse, your dependent parents and dependent children (2 children maximum). This benefit is subject to change as per ICICI HFC's policies.	
You will also be entitled for coverage under various benefits including insurance as per prevailing rules/policies of the Company.	
The remuneration which includes basic salary, allowances and perquisites if any are subject to limits and rules prescribed by the Income Tax Act, 1961 / Rules and policies of the Company.	

For ICICI Home Finance Company Limited

Ashish Kakkar

Chief Human Resources Officer

Name of Applicant: Ajit Balaji Jadhav
Signature:
Date:

ICICI Home Finance Company Limited
Registered Office:
ICICI Bank Towers,
Bandra-Kurla Complex
Mumbai-400 051, India.

Corporate Office:
ICICI HFC Tower
Andheri Kurla Road, J.B Road
Andheri(E), Mumbai-400 059, India.

Tel.: (091-022)40093231
Website-www.icicihfc.com
CIN: U65922MH1999PLC120106

AccumaX Controls
Control Centre of Engineering Excellence

Registered address -
B- 602, Essencia Heights, Plot 16/7,
Mahalunge, Off Baner Road,
Opp. Orchid Hotel, Pune 411045.

+91 7350200025
+91 9156397557
project@accumaxcontrols.com
www.accumaxcontrols.com

Ref: AcMx/HR/23-24/OFFER/P053 Date: 28/12/2023

APPOINTMENT LETTER

To,
Ankush Bhople
C/O: Anil Jayaram Bhople
Aditya Park, Plot 8/3, b/h Nand Kishor apartment, PO – Gulabnagar, Dist Jamnagar, Gujrat - 361007

Contact number: +91 8411034883; **Email ID.:** ankushbhople18@gmail.com
Aadhar Card No.: 8232 5932 9140; **PAN card No.**: CLTPB3574N

Ref: Appointment as **"Project Planner"**

Dear Ankush,

With reference to your appointment with Accumax Controls, we have pleasure in offering the position of "Project Planner"at various work locations across India.

This position will report to projects to Pune office and at respective sites thereafter.

Your Appointment date with us: 22/01/2024.

You will receive emolument allowances corresponding to a cost to the company **(CTC) of Rs. 4,62,000.00 per annum**. Any statutory dues, if applicable, will be paid and deducted as per the latest Govt. laws. All taxes will be deducted as applicable as per prevailing income tax rules and other Govt. regulations.

Other terms and conditions of the appointment letter are as per Annexure 1 and the details of your salary break up are as per Annexure 2, specified along with the 'Non- Disclosure Agreement.'

Kindly send the accepted copy of this letter.
We look forward to working with you.

With regards,

For **ACCUMAX CONTROLS**

Amol Korake

Digitally signed by Amol Korake
DN: cn=Amol Korake, c=IN, o=Accumax Controls, email=admin@accumaxcontrols.com
Reason: Offer Letter Ankush Bhopale
Date: 2023.12.28 13:29:05 +05'30'

Authorized Signatory

Registered address -
B- 602, Essencia Heights, Plot 16/7,
Mahalunge, Off Baner Road,
Opp. Orchid Hotel, Pune 411045.

+91 7350200025
+91 9156397557
project@accumaxcontrols.com
www.accumaxcontrols.com

Annexure 1: Terms and Conditions of the employment contract

This appointment letter is based on your complete agreement over following terms and conditions.

1. Your appointment is based on allotted job responsibilities of the company. These rules can be changed or amended by a company in the future, and they are legally, morally or financially binding to you. Any change in contract terms is under the sole discretion of Accumax Controls.

2. Your duties include efficiency, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time. As an employee of the company, you will maintain a high standard of loyalty, efficiency, integrity, discipline and will liaison with other employees working under your supervision and control or your colleagues and will be responsible for execution of the decision taken by the management from time to time.

3. As per the company's rules, you will be entitled to yearly 15 days. These leaves will not be carried forward and will not be applicable for any kind of encasement. National holidays applicable as per the Govt. guidelines. Weekly off shall be as per workplace requirements/adjustment and generally Sunday would be weekly off. Any type of leave should be applied in advance and approvals in place. All leave days shall be documented in an attendance sheet submitted to the back office.

4. To meet targets and deadlines, you might be asked for late working hours and on weekends as well by manager. You will work as per project, client requirements.

5. The management will be within its rights to transfer you from your existing/current work location of your services to any other division or department in any part of the country, where the company has an office or branch or unit or site or client for work or may have at any time in future. You are in complete agreement for such transfer, relocation. Based upon the situation, management might approve relocation expenses.

6. You will not divulge or give out to anyone in any manner particulars or details of any of the trade secrets, manufacturing or research processes, financial, administrative matters or any transfer affairs of the company of a confidential nature. You shall not disclose or divulge or make use of any manner any information, whether confidential or not related to the company's business or its customer or its policy which may come to the knowledge or possession during the tenure of the employment save, and except for the business of the company.

7. You will devote your whole time and attention to the interest of the company and will not engage yourself in any other work, either paid or in an honorary capacity.

8. You are not allowed to join any of our immediate clients or associates without our no objection letter. Violation of this shall attract recovery from your full and final payments including training fees etc.

9. Your address as indicated in your application for appointment shall be deemed to be correct for sending any communication to you and every communication address to you at the given address shall be deemed to have been served upon you.

CONFIDENTIAL

Registered address -
B- 602, Essencia Heights, Plot 16/7,
Mahalunge, Off Baner Road,
Opp. Orchid Hotel, Pune 411045.
+91 7350200025
+91 9156397557
project@accumaxcontrols.com
www.accumaxcontrols.com

10. In case of a change in your residential address, you will inform the same in writing to the company within three days from the date of such change and get such change of address recorded.

11. Your absence for a continuous period of 15 days (including absence when leave though applied for, is not granted or when you overstay for more than 15 days) would entail automatic loss of your job without any notice or intimation by the management. Prior written leave approvals are mandatory for any leave.

12. During tendering resignation from your position, you are required to give 45 (Forty-Five) days prior notice in writing. If not completed, the company reserves the right to recover salary in lien of notice period, training fees & expenses, loss of tools. Further, the company may have its discretion to relieve you from such date as it may deem fit even before the expiry of the notice period without compensating for the unexpected period and is not bound to give any reason thereof. If you are found absent without leave or remain absent beyond the period of leave originally granted, the management might extend your relieving period proportionally. You should not forge or create any false document for employment or bank loan purposes.

13. Release/experience letters shall be issued after full & final settlement acceptance and only directors of the company are authorized to issue the same.

14. Your early relieving shall depend upon approval from your reporting manager and completion of release formalities.

CONFIDENTIAL

15. You will be bound by the rules, regions and office orders in force and framed by the company or client from time to time. You should not take up any direct/indirect assignment or responsibility or work other than the current job.

16. Your performance shall be reviewed by the company based on a daily progress report submission, evaluation by reporting managers and adopting safe working practices at site.

17. Employee compliances (ESIC, PF and other statutory requirements) are deductible from your salary and have been explained during salary negotiations.

18. You should take care of the company assets handled by you and no deliberate attempt to damage should be accepted. The company reserves the right to recover money from your dues for any damage, loss, sabotage, misplacement, mishandling of assets you possess or operate. The company also reserves rights to accept or decline reimbursement from you for any damage, loss, sabotage, misplacement, mishandling of assets.

19. Management might ask you at the customer premises as per the project requirement. You are required to follow the client rules and regulations of our client.

20. Your appointment is being made based on your particulars such as qualification, experience etc. As given in your application for employment and in case any information given by you is found false or incorrect, your appointment will be deemed void and liable for termination without any notice or salary in lieu of notice.

Registered address -
B- 602, Essencia Heights, Plot 16/7,
Mahalunge, Off Baner Road,
Opp. Orchid Hotel, Pune 411045.
+91 7350200025
+91 9156397557
project@accumaxcontrols.com
www.accumaxcontrols.com

21. Your continuation of service with the company is subject to your remaining physically and mentally fit. You will submit medical examination, test certificates as per the direction of the management.

22. The company might ask you to manage local accommodation, local conveyance, other travel related expenses, statutory expenses. Any type of allowance, expenses (which is not mentioned in CTC break-up) shall be paid only if pre-approved by management.

23. You are allowed to travel by bus, sleeper or AC III tier train and lodging will be permitted in a budget hotel. All business travel shall be well planned, and management approval is a must before travel.

24. You must submit all your official expenses in a given format approved by the immediate reporting manager along with support bills. The original expense report and supporting shall be couriered to our office address. These expenses will be settled within 7 to 10 working days after receipt.

25. The company will not reimburse or book your personal trips.

26. You must get GST, tax bills for each expense and produce original bill copies to the company before payment release. The GST number for Accumax Controls is supposed to be on all tax invoices.

27. ACCUMAX CONTROLS, Shree Flats, 01, Ground Floor, S. No. 78/8+10, Plot No. 20, Left Bhusari Colony, Near Kothrud PMT Depot, Paud Road, Kothrud, Pune - 411038.
    GSTN 27ABKFA1827E1ZN. PAN NO- ABKFA1827E

CONFIDENTIAL

28. You are not eligible for any additional annual bonus, performance pay, over time, allowances or any sort of extra payment unless it has been agreed to in written or approved by the company.

29. **Please Note**: As the policy of Accumax Controls, we conduct verification of your past employment, educational qualifications, criminal records, experience checks, previous employer/supervisor. Submission of a previous employer's relieving letter within one week of joining is mandatory. This appointment letter is subject to successful, satisfactory background verification, medical fitness, no criminal records, no involvement in anti-national activities.

30. Medical certificate, police verification shall also be submitted prior to joining.

31. In case of any difference or dispute related to employment or conditions of service, the jurisdiction counts arbitration shall be the courts "judicial bodies with Pune".

Registered address -
B- 602, Essencia Heights, Plot 16/7,
Mahalunge, Off Baner Road,
Opp. Orchid Hotel, Pune 411045.

+91 7350200025
+91 9156397557
project@accumaxcontrols.com
www.accumaxcontrols.com

Annexure 2: Salary Break-up

Amount in Indian Rupees

ACMX/P053		
Name: Ankush Bhople		
Designation - Project Planner		
Compensation	**Rs. Per Month**	**Rs. Per Year**
Basic + DA	13,500.00	162,000.00
House rent Allowance (HRA)	8,580.00	102,960.00
Special Allowance	14,800.00	177,600.00
Subtotal (A)	**36,880.00**	**442,560.00**
Employee Contribution of PF 12%	1,620.00	19,440.00
Prof Tax	200.00	2,400.00
Total Deductions (B)	**1,820.00**	**21,840.00**
Employer Contribution of PF 12%	1,620.00	19,440.00
Net Pay (A-B)	35,060.00	**420,720.00**
Cost to Company (CTC)	**38,500.00**	**462,000.00**

CONFIDENTIAL

1. The Above salary calculations are subject to minor changes or corrections.
2. PF, ESIC, PT, MLFW and other Govt. Statutory deductions are applicable as above.
3. Income Tax Deductions as per provisions of the Income Tax Act, 1962.
4. Any other changes in Annexure 'A' shall be communicated from time to time.
5. Salary release shall be subject to monthly attendance sheet submission (approved by supervisor/manager) by you before 3rd date of each month. Salary shall be released on or before 15th of each month.

For **ACCUMAX CONTROLS**

ACCUMAX CONTROLS

Chandrashekhar Hingmire
Partner

AccumaX Controls
Control Centre of Engineering Excellence

Registered address -
B- 602, Essencia Heights, Plot 16/7,
Mahalunge, Off Baner Road,
Opp. Orchid Hotel, Pune 411045.

+91 7350200025
+91 9156397557
project@accumaxcontrols.com
www.accumaxcontrols.com

Confidential Information Non-Disclosure Agreement

This employee confidentiality agreement is made between **Mr. Ankush Bhople** (hereon referred to as the "Employee") and **Accumax Controls** (Employer) The employee understands that for the terms of this agreement, Proprietary refers to any information to which Accumax Control or any Clients have a proprietary interest.

The employee agrees to the following particularly-

1. The employee acknowledges that, in the course of employment by the Employer, the employee has, and may in the future, come into the possession of certain confidential information belonging to the employer, including but not limited to trade secrets, customer lists, supplier lists and pricing schedules, methods, processes, or marketing plans.
2. The employee hereby covenants and agrees that he or she will at no time, during or after the term of employment, use for his or her own benefit of others, or disclose or divulge to others, any such confidential information.
3. Upon termination of employment, the employee will return to the employer, retaining no copies, all documents relating to the employers' business, including, but not limited to, reports, manuals, drawings, blueprints, correspondence, customer lists, computer programs, and all the other materials and all copies of such materials, obtained by the Employee during employment.
4. Violation of this agreement by the Employee will entitle the Employer to an injunction to prevent such competition or disclosure and will entitle the Employer to other legal remedies including attorney's fees and costs.
5. If any part of this agreement is adjudged invalid, illegal, or unenforceable, the remaining parts shall not be affected and shall remain in full force and effect.
6. This agreement shall be binding upon the parties, and upon their heirs, executors, personal representatives, administrators, and assignees. No person shall have a right or cause of action arising out of or resulting from this except those who are parties to it and their successors in interest.
7. This agreement, including any attached exhibits and addenda, constitutes the entire agreement of the parties' representation or promises that have been made except those that are set out in this agreement. This agreement may not be modified except in writing signed by all the parties concerned.

For **ACCUMAX CONTROLS**

ACCUMAX CONTROLS

Chandrashekhar Hingmire
Partner

Appointment Letter Acceptance by Candidate:

I have read and understood each term from this appointment letter, non-disclosure agreement, CTC working sheet and I am in complete agreement with this. I will not raise any concerns or objections hereafter in the future.

Name: Mr. Ankush Bhople

Signature: ABhople

Place & Date: Jamnagar / 02/01/24

WELCOME TO WIPRO

3 April, 2022

Dear **Arpit Naskari**,

Welcome to Wipro Limited and congratulations on your appointment as **ADMINISTRATOR.**

For us at Wipro, success is the outcome of choice and expectations, more than a matter of circumstances, and we are delighted that you have chosen us. Your terms of appointment are elucidated in detail in the Appointment Letter. Please go through and confirm your acceptance by selecting “Submit” on the offer form.

We have an introductory session on your day of joining, which will provide you with a brief overview of Wipro, its policies and practices. This would come in handy to help you settle in at work. Also, we have especially designed an interactive session to introduce you to something close to our heart and our way of life - the Spirit of Wipro.

In the next few weeks, you will meet your colleagues and managers. Feel free to let them know what you intend to accomplish with your new responsibilities.

We are confident that you will add value through your role and strengthen Wipro's values by living the Wipro way of life every day. Looking forward to a long-term relationship and wishing you all the success at Wipro.

Signed by Arpit Naskari | naskariarpit@gmail.com | 04-04-2022 08:53:23 AM IST | 106.210.185.142

Best regards,
For Wipro Limited.



Vishwas Deep
Global Talent Acquisition Head

(We would like to emphasize that the offer of appointment is subject to completion of your reference check.)

In case you need any clarifications regarding your job, salary, or any policy, please contact **SHIDUTI JAMWAL** At **shiduti.jamwal@wipro.com.**

Signed by Arpit Naskari | naskariarpit@gmail.com | 04-04-2022 08:53:23 AM IST | 106.210.185.142

APPOINTMENT LETTER

3 April, 2022

Dear **Arpit Naskari**,

It is our pleasure to appoint you as **ADMINISTRATOR** in Wipro Limited ("Company") at **IN-MH-Pune,** in **Project Stream** or in any such capacity as the management shall from time to time determine. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. APPOINTMENT

1. The date of appointment is effective from the date of joining which is**4 April, 2022**, unless otherwise communicated in writing by the Company.
2. You will join as a confirmed employee.
3. The retirement age is 58 years.
4. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
5. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
6. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

Signed by Arpit Naskari | naskariarpit@gmail.com | 04-04-2022 08:53:23 AM IST | 106.210.185.142

2. COMPENSATION

You will be eligible for:

1. Compensation and benefits in accordance with **Annexure I_Salary Offer Sheet**.
2. Variable Pay - The details of this component are listed in **Annexure III**. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
3. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
4. Your salary will be reviewed periodically as per Company policy.
5. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. OTHER BENEFITS

You will also be eligible for:

1. Leave, holidays and working hours as applicable to your stream and location of posting.
2. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
3. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
4. Leave Travel Assistance (LTA) as per the Company's policy.
5. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act. Contributory Medical Insurance for your band and stream.
6. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
7. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com.**

4. RESPONSIBILITIES

1. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

Signed by Arpit Naskari | naskariarpit@gmail.com | 04-04-2022 08:53:23 AM IST | 106.210.185.142

2. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
3. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
4. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. CONFLICT OF INTEREST

1. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
2. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
3. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
    - Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
    - Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
    - Any existing employee to become associated with, or perform services of any type for any third party.
4. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

Signed by Arpit Naskari | naskariarpit@gmail.com | 04-04-2022 08:53:23 AM IST | 106.210.185.142

6. CONFIDENTIALITY

1. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
2. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. ASSIGNMENT OF INTELLECTUAL PROPERTY

In connection with your employment and during the term of your employment upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours) that are related to the company's business or that results from work that you perform for the company or using the company's equipment, supplies and facilities, and shall comply with the policies of Wipro in relation to Intellectual Property.

8. NON-COMPETE

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to information of key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. GENERAL

Signed by Arpit Naskari | naskariarpit@gmail.com | 04-04-2022 08:53:23 AM IST | 106.210.185.142

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

1. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
2. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
3. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
4. During the period of employment you are required to comply with all Wipro policies. These policies are updated/modified on a periodic basis and new policies may be introduced and notified to employees from time to time.

10. NOTICE PERIOD & TERMINATION:

Your employment with the Company shall be terminable, without reasons, by either party giving three-months notice .The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

Signed by Arpit Naskari | naskariarpit@gmail.com | 04-04-2022 08:53:23 AM IST | 106.210.185.142

Best regards,
For Wipro Limited.



Vishwas Deep
Global Talent Acquisition Head

By selecting the "Submit" on the offer form, I hereby expressly confirm that I have read, understood and agree to accept the employment on the terms and conditions herein. I shall be reporting for duty on **4 April, 2022**.

Name: Arpit Naskari

Signature: E-Signature Signature

Date: E-Signature Date

Place: IN-MH-Pune

Signed by Arpit Naskari | naskariarpit@gmail.com | 04-04-2022 08:53:23 AM IST | 106.210.185.142

ANNEXURE - I

SALARY OFFER SHEET

Name: Arpit Naskari

Location: IN-MH-Pune

Position: ADMINISTRATOR

Career Group: A3

Career Stream: Project Stream

Annual Gross Salary Offered by Wipro: **Rs. 350000**

You shall receive salary as detailed below.

Components	Figures (in INR PER ANNUM)
BASIC	**140000**
HOUSE RENT ALLOWANCE	**70000**
BONUS	**27996**
WIPRO BENEFITS PLAN	**58274**
PROVIDENT FUND (EMPLOYER CONTRIBUTION)	**21600**
GRATUITY	**7434**
ESI (EMPLOYER CONTRIBUTION)	**5976**
VARIABLE PAY	**17496**
TARGET COST TO COMPANY (PER ANNUM)	**350000**

*Notional sum indicating contribution of 5.31% of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

*Please note that your compensation is personal to you and you are requested not to share details of the same with others.

Please note that the above stack is applicable for all Indian passport holders. In case you are non Indian passport holder, request you to immediately declare the same to the hiring team. The hiring team will accordingly issue the offer letter guided by the International Worker rules.

Signed by Arpit Naskari | naskariarpit@gmail.com | 04-04-2022 08:53:23 AM IST | 106.210.185.142

ADDITIONAL INFORMATION ON THE SALARY OFFER

Applicable limits for Career Group A3:

Basic, Additional Allowance and Bonus:

These are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of telephone/mobile phone, non-transferable Meal Cards can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, the portion of allowances that is not exempt, will be subjected to tax. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges.

Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs.50,000

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exemption up to Rs.30,000 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

Signed by Arpit Naskari | naskariarpit@gmail.com | 04-04-2022 08:53:23 AM IST | 106.210.185.142

3. Non-transferable Meal Cards:

An amount of Rs. 2,750 per month towards Non-Transferable Meal Cards is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. National Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- Provident fund - Where basic is higher than INR 15,000 - 12% of your Basic towards Provident Fund.In cases where basic is lower than INR 15,000 - Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm.
- Notional sum indicating contribution of 5.31% of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Signed by Arpit Naskari | naskariarpit@gmail.com | 04-04-2022 08:53:23 AM IST | 106.210.185.142

ANNEXURE-II

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealing with the suppliers, customers and all other organizations or individuals doing or seeking to do business with Wipro. Noted below are a few examples of 'conflict of interest':

1. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company, where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises securities in widely held corporations which are quoted and sold on open market or the interest is not material.
2. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become the contractor, supplier or customer, except with the knowledge and consent of top management.
3. For an employee to serve as an officer, director or in any other management capacity or as consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
4. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
5. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services, excessive entertainment and travel or gifts of more than nominal value from any individual or organization, doing or seeking to do business with the company.

I have read and understood the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Name: Arpit Naskari

Signature: E-Signature Signature

Date: E-Signature Date

Signed by Arpit Naskari | naskariarpit@gmail.com | 04-04-2022 08:53:23 AM IST | 106.210.185.142

COMPLIANCE TO COMPANY'S CODE OF CONDUCT TO REGULATE, MONITOR AND REPORT TRADING (CODE) BY INSIDERS

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. **Communication or procurement of Unpublished Price Sensitive Information (UPSI):** Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need-to-know basis. Employees are strictly prohibited from the following:

(i) Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
(ii) Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
(iii) Unauthorized disclosure or communication of UPSI.
(iv) Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees.

Signed by Arpit Naskari | naskariarpit@gmail.com | 04-04-2022 08:53:23 AM IST | 106.210.185.142

For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

Signed by Arpit Naskari | naskariarpit@gmail.com | 04-04-2022 08:53:23 AM IST | 106.210.185.142

SUMMARY - SOCIAL SECURITY & OTHER BENEFITS*

MEDICAL

1. **Medical Assistance Program (MAS):** This is a medical scheme covering you, your spouse and your children to the extent of Rs. 15,000 per annum. This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI). This limit will be prorated based on your joining and remaining months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates the outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim and submitting relevant proofs. "MAS Benefit" is subject to the terms and conditions of the company policy and cannot be converted to fixed cash.
2. **ESI (Employee State Insurance Act):** Employees with a fixed salary of less than INR 21,000 per month are covered under ESI. ESI is a comprehensive social security program in the event of medical contingencies, such as sickness, maternity, death or disablement due to employment injury and occupational disease. This scheme provides access to medical treatment, medical facilities, cash compensation and other support for insured persons.
3. **Mediclaim:** You are eligible for a floater coverage of Rs. 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a monthly deduction from your payroll towards this base sum insured premium. The premium will vary based on your family status. The floater sum insured is as per your band and any top-up plan opted by you. 10% of the claim amount has to be borne by you. If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.
4. **Health check:** Company paid Annual health checkup program is available for employees above 40 years of age.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

Gratuity Benefit: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

"Gratuity Benefit" is subject to the terms and conditions of the company policy and cannot be converted to fixed cash

Signed by Arpit Naskari | naskariarpit@gmail.com | 04-04-2022 08:53:23 AM IST | 106.210.185.142

Survivor Benefit Pension Program:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows:

Basic * No of years to Retirement * Grade
Factor * % based on number and age of surviving members.
I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable.
*Grade Factor is a band specific pre-defined pension Accrual rate.

"Survivor Benefit" is subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

Voluntary Superannuation Scheme (VSS):

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company. We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC and ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has a Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite and transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window is open from the 1st to 18th of every month.

Signed by Arpit Naskari | naskariarpit@gmail.com | 04-04-2022 08:53:23 AM IST | 106.210.185.142

Your Life and Accident Cover:

1. Group Life Insurance Program + EDLI: Rs. 14,00,000

In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. The sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

2. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000

Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. You also have an option to increase your Group Personal Accident Insurance cover by opting for a top-up for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in myWipro which is accessible on joining. You can access through myWipro > My Policies > My Financials

The policies mentioned here are policies of the Company as on date, and this is subject to change in future as per policies of the Company from time to time.

Signed by Arpit Naskari | naskariarpit@gmail.com | 04-04-2022 08:53:23 AM IST | 106.210.185.142

ANNEXURE – III

VARIABLE PAY- A BRIEF OVERVIEW

VARIABLE PAY Policy Summary & Computation:

VARIABLE PAY is a variable component in your salary stack which would be paid out on a quarterly basis.

You will be covered under an Variable Pay Program, which would entitle you to receive an Variable Pay of **Rs. 17496 per annum**, subject to individual, group/function and organization level achievement parameters. The details of the program will be communicated to you at the time of commencement of this coverage under the program.

The Variable Pay program may be changed/altered or modified in part or full thereof from time to time, at the sole discretion of the management

Signed by Arpit Naskari | naskariarpit@gmail.com | 04-04-2022 08:53:23 AM IST | 106.210.185.142

ANNEXURE – IV

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

I **Arpit Naskari**, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') for the following purposes:

1. Validating my Curriculum Vitae and retaining records on the same for any future reference/verification
2. Processing my job application including background verification checks
3. Employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party. I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me.

Name: Arpit Naskari

Signature: E-Signature Signature

Date: E-Signature Date

Signed by Arpit Naskari | naskariarpit@gmail.com | 04-04-2022 08:53:23 AM IST | 106.210.185.142

Dear **Arpit Naskari,**

To facilitate your transition to the city of **IN-MH-Pune**, we have put down a few points that would be of interest to you.

1. Reimbursement of travel costs: You can claim travel expenses from your current work location in India to your joining location as per the company policy.

In case you opt to visit your home town before joining us, you may still claim the amount as would be applicable for travelling to your joining location directly from your work location.

Please retain all your tickets/ bills to claim the same.

2. Initial Accommodation: The company provides you, your spouse and children accommodation at your joining location as per the company policy.

Please inform us a week before your scheduled arrival to help us make the necessary arrangements and inform you of the same.

Please feel free revert to us for any clarification or further information.

Best regards,
For Wipro Limited.



Vishwas Deep
Global Talent Acquisition Head

Signed by Arpit Naskari | naskariarpit@gmail.com | 04-04-2022 08:53:23 AM IST | 106.210.185.142

आयुक्त आरोग्य सेवा व अभियान संचालक,
राष्ट्रीय आरोग्य अभियान
सार्वजनिक आरोग्य विभाग, महाराष्ट्र शासन यांचे कार्यालय

दुरध्वनी – ०२२ – २२७ १७५००
फॅक्स – ०२२ – २२६४२९५५
E-mail - mdnrhm.mumbai@gmail.com

आरोग्य भवन, ३रा मजला,
सेंट जॉर्ज रूग्णालय आवार, पी. डिमेलो रोड,
सीएसटी जवळ, फोर्ट, मुंबई ४०० ००१

जा.क्र. राआसो/मनुष्यबळ/नियुक्ती/J E (Elc) IDW/Tender Fee/ /२०२३
दिनांक - ११/५/२३ ९६२/६-९३

प्रति,

Kinkar Mangesh Sukhadeo
Keshav nager, DIGRAS , Yavatmal,
Maharashtra - 445203
Mobile No -8888021512 / 9822116603
Email ID - mangeshkinkar750@gmail.com
mkinkar2978@gmail.com

विषय : पायाभुत सुविधा कक्षाच्या टेंडर फी अंतर्गत Junior Engineer – Electrical (IDW) पदावर कंत्राटी स्वरुपात नियुक्ती देणेबाबत.

संदर्भ : १) दिनांक २७.०४.२०२३ रोजी झालेली मुलाखत.
२) या कार्यालयाचे जा.क्र.राआसो/मनुष्यबळ /पुनर्नियुक्ती मार्गदर्शक सुचना/१२५०४१-४४३ /२०२२ दिनांक २८.१०.२०२२ रोजीचे पत्र.
३) या कार्यालयाची दि. १०.०५.२०२३ रोजीची मंजुर टिपणी.

पायाभुत सुविधा कक्षाच्या टेंडर फी अंतर्गत Junior Engineer- Electrical (IDW) पदावर कंत्राटी स्वरुपात नियुक्ती करण्याकरीता आपली निवड मुलाखतीच्या आधारे गुणवत्तेनुसार सदर पदाकरीता करण्यात आली आहे. त्यानुसार आपली नियुक्ती **अनुसूचित जमाती (ST)** प्रवर्गातुन करण्यात आली आहे. त्यानुसार आपणास **उपसंचालक, आरोग्य सेवा, परिमंडळ अकोला** येथे Junior Engineer- Electrical (IDW) या पदावर प्रतीमाह एकत्रित रू. २५,०००/- (रुपये पंचवीस हजार मात्र) मानधनावर खालील अटी व शर्तींच्या अधीन राहून सदरची नियुक्ती देण्यात येत आहे. सदर अटी व शर्ती मान्य असल्यास विहित नमुन्यातील करारपत्र (रु.१००/- किमतीच्या स्टॅम्पपेपरवर) भरून सदर नियुक्ती आदेश प्राप्त होण्याच्या दिनांकापासून सात दिवसांच्या आत निवड करण्यात आलेल्या पदावर रुजू व्हावे.सदर पदावर रुजु झाल्यानंतर रुजु अहवाल व करारपत्र सदर कार्यालयास सादर करावा. सात दिवसांत रुजू न झाल्यास आपणांस सदर नियुक्तीत स्वारस्य नाही असे समजून आपले नियुक्ती आदेश आपोआप रद्द ठरतील.

अटी व शर्ती

१. सदर नियुक्ती ही पायाभुत सुविधा कक्षाच्या टेंडर फी अंतर्गत करण्यात येत आहे.
२. अभियान किंवा ज्या प्रकल्पामध्ये आपली नियुक्ती करण्यात येत आहे तो प्रकल्प काही कारणांस्तव बंद झाल्यास आपली नियुक्तीही आपोआप समाप्त होईल.
३. आपली नियुक्ती कंत्राटी स्वरुपाची असून प्रथम नियुक्ती या कार्यालयाच्या संदर्भ क्र. २ अन्वये दिनांक २९ जुन, २०२३ या कालावधी पर्यंत राहील. पुनर्नियुक्तीचे सर्व अधिकार राज्य आरोग्य सोसायटी, मुंबई राखून ठेवत आहे.
४. कंत्राटी नियुक्तीच्या कालावधीत आपले कामकाज समाधानकारक न आढळल्यास किंवा आपले विरुद्ध कोणत्याही प्रकारची पोलीस कार्यवाही झाल्यास किंवा आपलेविरुद्ध कोणत्याही प्रकारचा गुन्हा नोंदविण्यात आल्यास आपली नियुक्ती संपुष्टात आणण्यात येईल.

(कृ.मा.प.)....

Scanned with OKEN Scanner

५. आपणांस सदर नोकरीचा राजीनामा द्यावयाचा असल्यास किमान एक महिन्याची पुर्वसुचना अथवा एक महिन्याचे वेतन भरणे बंधनकारक राहील.

६. सदर नियुक्ती ही कंत्राटी स्वरुपाची असल्याने आपणांस या नियुक्तीच्या अटी व शर्ती किंवा इतर कोणत्याही कारणाकरीता न्यायालयात जाता येणार नाही.

७. सदर नियुक्ती ही कंत्राटी स्वरुपाची असल्याने आपणांस शासकीय कर्मचा-यांस देय असलेले लाभ व फायदे देय राहणार नाहीत.

८. आपणांस राष्ट्रीय आरोग्य अभियानातील कंत्राटी कर्मचा-यांना लागू नियमांप्रमाणे रजा अनुज्ञेय राहतील.

९. राष्ट्रीय आरोग्य अभियानंतर्गत निर्गमित करण्यात आलेल्या व वेळोवेळी निर्गमित करण्यात येणा-या सर्व सूचनांचे पालन करणे बंधनकारक राहील.

१०. आपली सदर नियुक्ती ही जाहिरातीत नमूद शैक्षणिक अर्हता,जात प्रवर्ग, अनुभव इत्यादी कागदपत्रांच्या मूळ प्रतींच्या तपासणीच्या अधीन राहून करण्यात येत आहे.

११. उपरोक्त अटी व शर्ती मान्य असल्याबाबत विहित नमुन्यातील करारपत्र भरून देणे आवश्यक आहे.

(सुभाष बोरकर)
सहसंचालक (अतांत्रिक)
राष्ट्रीय आरोग्य अभियान, मुंबई.

प्रत -

१. मा. आयुक्त, आरोग्य सेवा व अभियान संचालक, राष्ट्रीय आरोग्य अभियान, मुंबई.
२. मा. संचालक (वित्त व लेखा), राष्ट्रीय आरोग्य अभियान, मुंबई.
३. अधिक्षक अभियंता, पायाभुत सुविधा विकास कक्ष , राष्ट्रीय आरोग्य अभियान अंतर्गत, मुंबई
४. उपसंचालक, आरोग सेवा, परिमंडळ अकोला /- यांना अवगत करण्यात येते की,
   श्री. मंगेश सुकदेव किनकर, यांना रुजू करून घेण्यापूर्वी त्यांची शैक्षणिक अर्हता/अनुभव प्रमाणपत्र इत्यादि कागदपत्रांच्या मूळ प्रतींची व्यक्तिश: तपासणी करावी व ती योग्य आढळल्यास दोन छायांकित प्रतींचा संच त्यांच्या कडून स्वसाक्षांकित करून घ्यावा व तद्नंतर त्यांना रुजू करून घ्यावे.
५. कार्यकारी अभियंता, उपसंचालक, आरोग्य सेवा, परिमंडळ कार्यालय, राष्ट्रीय आरोग्य अभियान, अकोला.
६. कार्यालयीन अधिक्षक, राष्ट्रीय आरोग्य अभियान, मुंबई.



Scanned with OKEN Scanner

Indian Oil Corporation Limited
Corporate Office
Sadiq Nagar, J.B. Tito Marg
New Delhi – 110049
Website: www.iocl.com

Corporate Office

BY REGISTERED POST/SPEED POST

No: DP/5/5(GATE-2023) Date: 28th November, 2023

Sumit Vijayrao Sonkusale,
C O Shri Satish Joshi L3 Plot No 09 05,
N7 Cidco Near Post Office,
Aurangabad- 431001
Maharashtra

Sub: Offer of Appointment

Dear **Sumit Vijayrao,**

We are pleased to offer you the post of Officer in Grade 'A' in the scale of pay of **Rs.50000-160000/-**. The Management, however, reserves the right to redesignate you in identical scale of pay as felt necessary at its sole discretion. Your **a**ppointment will be subject to the following terms and conditions:

1. Your appointment and continuance in the service shall be subject to your being found medically fit by our Corporation's Chief Medical Officer at any of the refinery hospitals at Digboi, **G**uwahati, Haldia, Barauni, Mathura, Panipat or Koyali (Baroda) or a Govt. Medical Officer of the status of Civil Surgeon (As per Forms A, B and C). Your appointment is also subject to verification of caste (only applicable for SC/ST/OBC(NCL)), character and antecedents being found satisfactory. In the event of your being declared medically unfit before you join duty as Officer, or your antecedents not being found satisfactory, this appointment order will deem to have been withdrawn and cancelled automatically.

2. Your starting basic pay will be **Rs.50000/-** per month in the above-referred scale of pay. In addition, you will receive Dearness Allowance and other allowances, according to the rules of the Corporation in force, as amended from time to time.

   Your annual increment will be released in the above scale of pay subject to the rules of the Corporation and your good work and conduct during the period concerned.

3. You will be on probation for a period of one year from the date you join the post, which may be extended or reduced depending upon your performance, application, attendance, verification of character and antecedents, caste and bearing, at the sole discretion of the Management. If your work is found to be satisfactory during the probation period and verification of your caste (applicable for SC/ST/OBC(NCL)), character and antecedents are also found satisfactory, you may be confirmed in service. Your services will not be regarded as confirmed until a letter of confirmation is issued by the Management. Your services can, however, be terminated at any time during the probation period without notice or assigning any reason whatsoever.

4. You will be on induction training for a period as may be fixed by the Corporation. The training will be conducted within the organisation and / or outside institutes / establishments chosen by the Corporation. For any journey to be undertaken in furtherance of training or in the event of posting to another location after completion of training, you will be allowed rail fare and transit DA as per rules.

36 ~~69~~ - ~~14.20~~

BOSCH

* **Private & Confidential** *

Bosch Limited
(PAN AAACM 9840 P)
(CIN: L85110KA1951PLC000761)
Post Box No:3000
Hosur Road, Adugodi
Bengaluru-560030
Karnataka, India
Tel +91 80 6752-2393
Fax +91 80 222-72728
www.bosch.in

Mr. Dinesh Fukate
Chaitanyawadi, Malkapur
Maharashtra - 443101
Ph: 7709719226

Your ref/date	Our Ref:	Date:
	RBIN/HRL	**26.10.2021**

Graduate (Engineering) Apprenticeship Program - 2021

Dear Dinesh Fukate

We are pleased to offer you apprenticeship training as **Graduate Apprentice Trainee** at Bosch Limited Adugodi **'Company'**), under the provisions of Apprentices Act 1961, as amended from time to time. Your training will start from 10.11.2021 and shall be for a fixed period of one year, ending on 09.11.2022

This offer letter is provisional, subject to you being declared medically fit by the Company's Medical Officer.

1. During the training period, your stipend will be as follows:

Particulars	INR Per annum
Consolidated Stipend	INR 399342
*Group Personal Accident Insurance	658/-
Total	**INR 400000**

*is paid by the Company directly

Apart from the consolidated stipend as mentioned aforesaid, you shall not be entitled for any other amounts, allowances, perks or benefits.

Mr. Dinesh Fukate
Ref.: RBIN/HRL/26.10.2021

2. Your engagement as **Graduate Apprentice** with the Company is subject to you passing the graduate examination with a minimum of 60% marks and producing the Pass Certificate within 2 months of your joining. In case, you fail to pass the graduate examinations or fail to obtain a minimum of 60% marks as the overall score, your engagement shall be terminated immediately without any financial obligation on the Company.

3. This apprenticeship training is a full time engagement and you are not allowed to accept any other employment or undertake any work or service, directly or indirectly, either part-time, honorary or otherwise or carry on any business.

4. Your engagement as **Graduate Apprentice Trainee** will automatically cease at the end of the stipulated period of your apprenticeship training as mentioned aforesaid. Company shall have no obligation whatsoever to either extend the period of engagement or offer you any permanent employment with the Company.

5. You will be governed and shall abide by the Company's Standing orders and other rules and regulations as applicable and in force from time to time. You will be entitled to the leave benefits subject to terms and conditions as per the prevailing leave policy for apprentices.

6. This offer is made on the understanding that all the information given by you to the Company is adequate, correct and fulfills the eligibility criteria mentioned to you during the campus recruitment process. If it is found at any time that any information given by you is incomplete, incorrect, untrue or you have suppressed any information, the Company will have the right to withdraw this letter before you commence your training or to terminate your training, at any time, without any notice or compensation, in case you have started the training with us. Company shall also have a right to recover from you the stipend already paid to you, if any.

7. You shall keep confidential all information that you may receive orally, in writing or otherwise of the Company including in respect of Company's business, its customers, suppliers, service providers, products etc. during the course of your training as confidential. Confidential information shall include all information which is not in public domain and which if disclosed may adversely impact the Company.

   You are restricted from copying or removing any confidential / proprietary information of the Company outside the Company premises without prior written permission from the management.

   Disclosure of confidential information at any point of time shall make you liable to pay compensation, damages to the Company.

   You shall use Confidential information in relation to the Company's business only for the purpose of your training. All such information should not be used by you for any of your subsequent employments or businesses. Your obligations in respect of Company's confidential information shall be in perpetual.

Mr. Dinesh Fukate
Ref.: RBIN/HRL/26.10.2021

8. All rights in any intellectual property, invention, development, improvement in process that you might create or cause whilst engaged with the Company shall exclusively vest with the Company. You shall execute all such documents as may be required in law to formally assign the rights to the Company. The stipend paid by the Company shall be deemed to be an adequate consideration for such assignments.

9. In accordance with the provisions of the Companies Act, 1956, as amended by the Companies (Amendment) Act, 2013, you are required to disclose your relations or business connections, if any, with the Directors of this Company. You are requested to make the declaration in the enclosed form and submit it to us duly filled in.

10. We would be conducting a background and reference check on the information submitted by you. Your engagement with us is contingent upon satisfactory report on the background check conducted by our Company's approved agency.

11. Please sign and return the duplicate of this letter in token of your having read, understood and accepted the above terms and conditions.

12. Please report to us on **10.11.2021** at 8:45am. In case you do not report for Apprenticeship by **10.11.2021** this offer letter shall stand withdrawn.

Yours faithfully,
for Bosch Limited,

pki, BOSCH, APAC, S, U, Suman.Mitra
Digitally signed by pki, BOSCH, APAC, S, U, Suman.Mitra
Date: 2021.10.26 22:16:23 +05'30'

Suman Mitra
Vice President
(RBIN/HRL)

pki, BOSCH, APAC, S, A, Sarang.Ayachit
Digitally signed by pki, BOSCH, APAC, S, A, Sarang.Ayachit
Date: 2021.10.26 20:09:34 +05'30'

Sarang Ayachit
Deputy Manager
(Human Resources)

I have read and understood and hereby consent to all the above terms and conditions.

_____ _____

(Signature of the Candidate) (Date)

BOSCH

Mr. Dinesh Fukate
Ref.: RBIN/HRL/26.10.2021

In addition to the terms and conditions, you are also required to bring the following **original certificates**, on the day of your joining duty:

1. Proof of age.
2. Acknowledged Copy of the appointment letter.
3. Bank Details, Cancelled cheque leaf and Pan Card
4. Pending documents, if any, not uploaded in onboarding portal

On the day of your joining, please report at 8:45 am at the following address to complete other formalities.

Bosch Ltd

Hosur Road, Adugodi

Bengaluru-560030

Karnataka, India

RBIN/HRL Dept.

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: 820255/1898515/ELTP **23-JUN-2021**

Ms. Manisha Keshav Masne
Akola (Mah) - 444502
Mobile: 9665326285

Subject: Offer of Appointment

Dear **Ms. Manisha Keshav Masne**

It is our pleasure to welcome you to **Tech Mahindra Limited.**

1. Basis successful completion of your internship, 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. 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 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.

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 **24-JUN-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 **Navya Thandaveshwara** at **9:00 AM** to complete the joining formalities at **TECH MAHINDRA, SITE NO.44(P), 46(P), KIADB INDUSTRIAL AREA, ELECTRONIC CITY, PHASE - II, BENGALURU 560100**. 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 **24-JUN-2021.**

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:
Manisha Keshav Masne

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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	**Ms Manisha Keshav Masne**
TITLE	**Associate Software Engineer**
BAND	**U1**
LOCATION	**BENGALURU**

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...)

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 (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,

Puskalikaswara Rao

Venkat Paturi
Head - Resource Management Group

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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	**Ms Manisha Keshav Masne**
TITLE	**Associate Software Engineer**
BAND	**U1**
LOCATION	**BENGALURU**

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...)

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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(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

Pusukali Kaswara Rao

Venkat Paturi
Head - Resource Management Group

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 ? 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

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

(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.

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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.

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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.

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

(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

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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.

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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 :

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 - 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.

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 - 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 :

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 - 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?			

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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)

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 - 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

_____

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 - 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.

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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.

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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



Venkat Paturi
Head - Resource Management Group

Signature

_____

(Manisha Keshav Masne)

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 - 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. Manisha Keshav Masne** "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, **Manisha Keshav Masne** 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: _____

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 - 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**.

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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.

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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: 819314/1898564/ELTP **23-JUN-2021**

Ms. Shubhashri Prabhakarrao Darokar
Chandurbazar (Mah) - 444720
Mobile: 9011724836

Subject: Offer of Appointment

Dear **Ms. Shubhashri Prabhakarrao Darokar**

It is our pleasure to welcome you to **Tech Mahindra Limited.**

1. Basis successful completion of your internship, 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. 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 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.

Great Place To Work. Certified

#LoveToBeTechM

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
connect2@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 **24-JUN-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 **24-JUN-2021.**

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:
Shubhashri Prabhakarrao Darokar

Great Place To Work. Certified
#LoveTobeTechM

Tech Mahindra Limited
Infocity, Hitech City Layout
Madhapur, Hyderabad 500081 India
Tel +91 40 3063 6363
Fax +91 40 2311 7611

techmahindra.com
connect@techmahindra.com
Registered Office
Gateway Building, Apollo Bunder
Mumbai 400001, India
CIN L64200MH1986PLC041370

Tech Mahindra

ANNEXURE - A

NAME **Ms Shubhashri Prabhakarrao Darokar**
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...)

Great Place To Work. Certified
#lovetobeTechM

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	**Ms Shubhashri Prabhakarrao Darokar**
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...)

Great Place To Work. Certified
#LoveToBeTech

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 (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

Great Place To Work. Certified
#LovetobeTechM

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	**Ms Shubhashri Prabhakarrao Darokar**
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...)

Great Place to Work. Certified
#loveforbeTechM

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(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

Great Place To Work. Certified
#loveto beTechM

Tech Mahindra

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081 India
Tel: +91 40 [illegible]
Fax: +91 40 [illegible]

techmahindra.com
[illegible]
Registered Office
Gateway Building, Apollo Bunder
Mumbai 400001, India
CIN [illegible]

ANNEXURE 2 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

Great Place To Work. Certified
#InvestobeTechM

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

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

Sig:

Name of First Part:

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

Sig:

Name of Surety:

S/d by:-

1. WITNESS: _____
(Name)

NAME & ADDRESS:

2. WITNESS: _____
(Name)

NAME & ADDRESS

Great Place To Work. Certified

#LetsBeTechM

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

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

Sig:

Name of First Part:

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

Sig:

Name of Surety:

S/d by:-

1. WITNESS: _____
(Name)

NAME & ADDRESS:

2. WITNESS: _____
(Name)

NAME & ADDRESS

Great Place To Work. Certified

#loveTobeTechM

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

techmahindra.com
connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400001, India
CIN L64200MH1986PLC041370

Ref: 832280/1934386/ELTP **13-AUG-2021**

Mr. Rushkesh Chandrashekhar Deshmukh
Wardha (Mah) - 442001
Mobile: 8767360223

Subject: Offer of Appointment

Dear **Mr. Rushkesh Chandrashekhar Deshmukh**

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.

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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**.

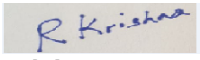
9. You are required to join on **17-AUG-2021** at the address mentioned in the below Paragraph for training. This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. The location of posting would be communicated to you upon successful completion of training.

10. You are requested to report to **NEHA NAIDU** at **9:00 AM** to complete the joining formalities at **TECH MAHINDRA LTD,SEZ UNIT,MIHAN SEZ,NO 1,3,8,40,71,109,152(P),TELHARA VILLAGE,NAGPUR,441108,MAHARASHTRA,INDIA**. At the time of joining, you are expected to carry originals of the documents as per **Annexure D** and to submit the copies of the same to the HR Team.

11. Please note that this Offer is subject to your background check report being found without any discrepancy either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.

12. Kindly confirm your acceptance of this offer of appointment to **campusjoining@techmahindra.com** by **17-AUG-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:
Rushkesh Chandrashekhar Deshmukh

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 Rushkesh Chandrashekhar Deshmukh**
TITLE	**Associate Software Engineer**
BAND	**U1**
LOCATION	**NAGPUR**

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...)

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 (Contd...)

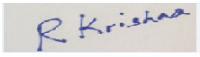
3. **Additional Benefits:** Associates shall be eligible for below mentioned benefits:
   - **a) Group Term Life Insurance (GTLI) Coverage**: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit 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

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 Rushkesh Chandrashekhar Deshmukh**
TITLE	**Associate Software Engineer**
BAND	**U1**
LOCATION	**NAGPUR**

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...)

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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(Contd...)

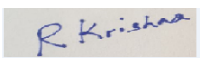
3. **Additional Benefits:** Associates shall be eligible for below mentioned benefits:
   - **a) Group Term Life Insurance (GTLI) Coverage**: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit 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

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 ? 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

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

(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.

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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.

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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.

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

(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

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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.

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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 :

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 - 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.

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 - 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 :

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 - 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?			

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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)

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 - 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

_____

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 - 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.

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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.

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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.

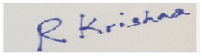
14. **Choice of Forum:** The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

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

_____

(Rushkesh Chandrashekhar Deshmukh)

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 - 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 **Mr. Rushkesh Chandrashekhar Deshmukh** " 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, **Rushkesh Chandrashekhar Deshmukh** 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: _____

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 - 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**.

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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.

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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: 830441/1978184/ELTP **26-OCT-2021**

Ms. Mansi Deepak Jadhao
Pune (Mah) - 411004
Mobile: 9284054715

Subject: Offer of Appointment

Dear **Ms. Mansi Deepak Jadhao**

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.

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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**.

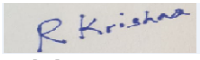
9. You are required to join on **29-OCT-2021** at the address mentioned in the below Paragraph for training. This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. The location of posting would be communicated to you upon successful completion of training.

10. You are requested to report to **Ashlesha Ramteke** at **9:00 AM** to complete the joining formalities at **TECH MAHINDRA LIMITED, WING - 1, OBEROI GARDENS, CHANDIVALI, ANDHERI (E), MUMBAI - 400072., MAHARASHTRA**. 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 **29-OCT-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:
Mansi Deepak Jadhao

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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	**Ms Mansi Deepak Jadhao**
TITLE	**Associate Software Engineer**
BAND	**U1**
LOCATION	**MUMBAI**

COMPONENTS	**Per Annum** (All figures in INR)
BASIC (@30% OF TOTAL FIXED PAY)	89393
HRA (@50% OF BASIC)	62575
BONUS / STATUTORY BONUS	48000
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	10727
FLEXIBLE COMPONENTS OF TFP	12787
TOTAL FIXED PAY..... (A)	**223482**
TOTAL VARIABLE PAY (TVP)..... (B)	**24831**
ADDITIONAL BENEFITS..... (C)	**11687**
GRATUITY	4300
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	7387
TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	**260000**

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...)

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 (Contd...)

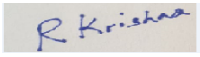
3. **Additional Benefits:** Associates shall be eligible for below mentioned benefits:
   - **a) Group Term Life Insurance (GTLI) Coverage**: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit 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

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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	**Ms Mansi Deepak Jadhao**
TITLE	**Associate Software Engineer**
BAND	**U1**
LOCATION	**MUMBAI**

COMPONENTS	**Per Annum** (All figures in INR)
BASIC (@30% OF TOTAL FIXED PAY)	112394
HRA (@50% OF BASIC)	78676
BONUS / STATUTORY BONUS	48000
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	13487
FLEXIBLE COMPONENTS OF TFP	28428
TOTAL FIXED PAY.....(A)	**280985**
TOTAL VARIABLE PAY (TVP)..... (B)	**31221**
ADDITIONAL BENEFITS..... (C)	**12794**
GRATUITY	5407
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	7387
TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	**325000**

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...)

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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(Contd...)

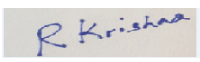
3. **Additional Benefits:** Associates shall be eligible for below mentioned benefits:
   - **a) Group Term Life Insurance (GTLI) Coverage**: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit 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

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 ? 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

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

(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.

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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.

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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.

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

(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

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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.

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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 :

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 - 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.

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 - 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 :

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 - 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?			

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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)

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 - 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

_____

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 - 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.

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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.

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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.

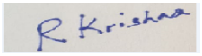
14. **Choice of Forum:** The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

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

_____

(Mansi Deepak Jadhao)

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 - 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. Mansi Deepak Jadhao** "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, **Mansi Deepak Jadhao** 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: _____

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 - 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**.

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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.

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

Offer: Computer Consultancy
Ref: TCSL/CT20192748759/Pune
Date: 16/02/2021

Ms. Aanchal Hansraj Wankar
1194Nh7,
Sant Dhyaneshwar Ward,
Hinganghat-442301,
Maharashtra.
Tel# -7768967298

Dear Aanchal Hansraj Wankar,

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

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.

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 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.

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

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.

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

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

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

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

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

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

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

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.

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

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)

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

*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.

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

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.

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

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

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

GROSS SALARY SHEET **Annexure 1**

Name	**Aanchal Hansraj Wankar**
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

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

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	

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

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.

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



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
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

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.

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

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.

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

(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.

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

Candidate ID: 4522215 /778349,

Date of Joining: 05/18/2021,

Joining Location: Mumbai,

Designation: Analyst,

Dear Radha Anil Kotgirwar,

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, 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/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

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

EMPLOYMENT OFFER LETTER

Capgemini Ref: 4522215 /778349,

05/17/2021,

Radha Anil Kotgirwar
123 Gulmohar's Kotgirwar,Hawaldar pura, Sane guruji marg,
Ward ,Maharashtra,
India

Confidential

Dear Radha Anil Kotgirwar,

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 **05/18/2021** (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:

Radha Anil Kotgirwar,

Analyst

Total Cost to Company (CTC). **Rs.300,002.00**

Monthly Components	**Per Month**	**Annualized**
Basic	Rs 15,000.00	Rs 180,000.00
House Rent Allowance	Rs. 3,679.00	Rs 44,148.00
Other Allowances and Reimbursements – 1 #	Rs. 0	Rs.0
Other Allowances and Reimbursements – 2 +	Rs. 0	Rs.0
Advance Statutory Bonus	Rs. 3,149.00	Rs. 37,788.00
Gross monthly salary	**Rs.21,828.00**	**Rs. 261,936.00**
Statutory payments ++		
Capgemini's contribution to PF ++	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)		Rs.8,664.00
Total Fixed Compensation		**Rs.292,200.00**
Total Cash Compensation		**Rs.292,200.00**
Benefits		
Medical, Accident & Life Insurance Premium		**Rs.** 7,802.00
Capgemini contribution to ESI		Rs.0.00
Total Cost to Company		**Rs.300,002.00**

You need to choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements – 1 to avail tax benefits. Balance amount that is not claimed will be paid as taxable component on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 1	Annualized
Remote Working Allowance	19800.00
Books and Journals	24000.00
Professional Pursuit	180000.00
Conveyance Allowance	63,600.00

You may choose any of the following optional instruments that are a part of the Other Allowances and Reimbursements – 2 to avail tax benefits. Balance amount that is not claimed will be paid as taxable personal allowance on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 2	Annualized
Leave Travel Assistance	60,000.00
Meal Card	26,400.00
Vehicle & Driver Reimbursement	21,600.00

Notes:

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

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

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

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.
The Benefits (Accidental, Medical as applicable) amount has been arrived at by considering the maximum eligibility under each of the components.

\# All components under Other Allowance and Reimbursement – 1 will be paid along with monthly salary. Tax benefit as per proof submission will be passed into tax liability calculation basis bills submission.

\+ This is the maximum limit you are eligible for. You may choose any of the following optional components under 'Other Allowance & Reimbursements - 2' 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 30-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: Radha Anil Kotgirwar

Date: 05/17/2021

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:

DirectCore/RH8675642/264732/Pune/October/V0

PRIVATE AND CONFIDENTIAL

October 15, 2021

PANKAJ PALVE

Maharashtra

India .

Dear PANKAJ PALVE**,**

Welcome to Mphasis. It gives me great pleasure to invite you to join the family of Mphasis.

We are pleased to offer you the position of a Trainee Associate Software Eng, in **Band** 5 and **Level** 1 with our organisation. The gross compensation will be **INR**2,50,000/- (Two Lakhs Fifty Thousand **rupees only**) per annum.

You are required to sign a training bond and agreement for **INR 1,00,000/-(Rupees One Lakh Only)** for a period of 24 months. This bond is applicable from your date of joining the company. The bond for the complete amount of **INR 1,00,000/-(Rupees One Lakh Only)** would be recovered if you resigned within 24 months.

Upon successful graduation from The Mphasis Learning Academy by securing minimum marks in various training modules and completion of 3 months in Mphasis:

- Your gross compensation will be revised to **INR 3,25,000/- (Rupees Three Lakhs Twenty-Five Thousand Only)** per annum
- This salary change will be effective from the subsequent month after completion of 3 months from your date of joining

Mphasis is defined by a strong and intrinsic culture that sets us apart. Our DNA, while evolving through various transformations, has still fundamentally been driven by the same core values. **Customer centricity** has been one such tenet that influences every Mphasian. We strive to understand our customer's need, staying ahead of the curve to deliver best-in-class service. Equally crucial, is our **outcome focus**, wherein our eyes stay on the end result without compromising on our quality, ethics and people. We draw our greatest strength from our people. Hence, **empowering** our workforce has gone hand-in-hand with greater accountability, thereby creating responsible citizens of the world. As we redefine what business success means in the changing landscape, we believe in inculcating the spirit of **experimentation** so that established systems and ways of doing things are constantly tested, questioned and disrupted. Imagination,

innovation and the ability to take risks are fundamental characteristics that make us shatter boundaries.

These shared values and beliefs are the influencers of everyday work culture at Mphasis that has eventually built our ethos. It is what integrates us across technologies, platforms and geographies. We are proud of it and we eagerly welcome you to the Mphasis way of life.

This offer of employment is contingent upon you fulfilling the background verification process that the organization will conduct.

We look forward to you joining us on October 20, 2021 at Pune. The reporting time is **10:00 AM.** You endorse your acceptance by duly signing the duplicate copy of this letter on all sheets at the bottom right corner and return to the undersigned by either mailing it or handing it over to us on the date of your joining.

Mphasis
The Next Applied

ANNEXURE – 1

Name	**PANKAJ PALVE**
Band	**Band 5**
Level	**Level 1**
Title	**Trainee Associate Software Eng**
Salary Component	**Amount (in Rs./Month)**
Basic	8,333
House Rent Allowance	4,467
Leave Travel Allowance	NA
Special Allowance	2,083
Ex-Gratia / Bonus*	3,200
Total Fixed Cash	**18,083**
Variable Pay**	1,042
Employer Provident Fund	1,250
Mediclaim Insurance Premium	458
Target Cost to Company	**20,833**
Target Cost to Company (per annum)	**2,50,000**

Note:
* As per Statutory regulations, if your covered under Payment of Bonus act, this component will be paid as "Bonus" if not will be paid as “Ex- Gratia".

** Variable Pay will be payable on Quarterly basis. Amount shown is payable on 100% Target achievement. The company and unit/function performance achievement against the target measured quarterly shall determine the payout under the Variable Pay Plan. Note: Variable Pay is governed by the provisions of Variable Pay Plan (available on Mphasis Intranet) and the same will be reviewed from time to time.

ANNEXURE - 2

TERMS OF EMPLOYMENT

Your employment at Mphasis Limited. (“The Company") will be governed by the Company's policies as modified from time to time. Copy of the present policy will be made available to you on your joining the Company. In particular and without prejudice to the foregoing statement, some of the more significant terms and conditions that govern your employment, subject to modifications from time to time, are detailed below.

1) Hours of Work

1.1. A working day shall comprise of nine hours.
1.2. You may be required to work on a shift basis. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 a year, subject to applicable laws. The shift timings may change from time to time which you would be notified of in advance.
1.3. At times you may be required to work beyond 8 working hours.
1.4. Employees at the client site shall follow the working hours as applicable at client site.

2) Place of Employment

2.1. During your employment with the company, you will be liable to be transferred or deputed to any of the offices, departments of the Company or its Associates, Subsidiaries or Group Companies, whether in India or abroad.
2.2. In the event of transfer or deputation of your services your salary and other benefits will be determined in accordance with the Company’s policies prevalent at that time.

3) Travel

You may be required to travel, whether in India or overseas, in connection with office work at short notice.

4) Salary and Benefits

4.1. Mphasis reviews employee compensation periodically and you may be eligible for salary increase based on review. However, any salary increase shall be at Company’s sole and absolute discretion which is dependent on Organization’s as well as Individual performance.
4.2. In addition to salary, you shall also be entitled to receive other benefits as applicable under the Company policy. The Company shall, in its sole discretion, be entitled to amend, vary, and modify any of the terms and conditions of the policy with regard to the benefits that are offered to you.
4.3. The term 'financial year' denotes the period starting from 1st November to 31st of October of the following calendar year

5) Relocation

You are eligible for relocation expenses reimbursement as per the company policy. In the event of your separation within 12 months of joining Mphasis, this amount has to be paid back to the company.

6) Group Insurance, Provident Fund and Gratuity

6.1. From the month following the month of joining, the Company will provide you coverage under the following Policies at no cost to you up to the date of cessation of employment:
6.1.1. Group Mediclaim Policy (for all employees)

6.1.2. Group Gratuity- scheme (all employees)

7) Leave Entitlement Policy

As per the Company's existing Leave policy you will be entitled to twenty four working days of Privilege leave annually which is calculated at 2 days' for every month of completed service. This is an earned leave and included any other form of casual or medical leave.

8) Termination

8.1. Your employment with the Company is subject to termination on:

8.1.1. month's prior notice by either side

8.2. The Company reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.

8.3. 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 the Company, and that your termination/resignation letter (by whatever name it is called) will be accepted by the Company only on your satisfying the required notice period as stated in our Company's HR handbook. Further, till such time as the Company accepts your resignation letter, you will be deemed to be an employee of the Company and the terms and conditions of your employment will still continue to bind you.

8.4. The Company shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:

8.4.1. You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with the Company policies and code of conduct; or

8.4.2. 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 the Company is likely to bring the Company any disrepute whether or not such act is directly related to the affairs of the Company; or

8.4.3. You commit any breach of any of your duties or obligations under this agreement or the policies of the Company.

8.4.4. 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 8.4.2, you shall not be entitled to any benefits whatsoever.

9) 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.

10) Confidentiality

10.1. You agree at all times during the term of your employment and thereafter (without limit of time);

10.1.1. To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of the Company, and

10.1.2. Not to disclose or divulge the Confidential Information to any person or entity without written authorization of the Company.

10.1.3. You agree to return to Mphasis 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 Mphasis IT Services.

10.2. For the purposes of Clause 10.1, "Confidential Information" means any Company 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 the Company 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 the Company in any country or jurisdiction (until the same is generally available to the public), and any other business information of the Company 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 the Company, or which is generally known outside the Company.

10.3. You understand that retaining the confidential nature of the confidential information is of utmost importance to the business of the Company and in addition to the terms stipulated in this agreement herein you agree to execute a Non Disclosure Agreement with the company.

11) Intellectual Property

11.1. 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 the Company shall belong to the Company absolutely.

11.2. You agree, at the Company's expense, to provide, during and after this employment, all such assistance as the Company reasonably considers necessary, to secure the vesting of such rights in the Company or Terms of Employment with Mphasis (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957).

12) Data Privacy Compliance Policy

You consent to the terms and conditions of the Data Privacy Compliance Policy stated below: –

12.1. You consent to the processing of your personal data in accordance with the Company data privacy policy (the "Policy"), a copy of which can be obtained upon request;

12.2. In particular, you expressly consent to:

12.2.1. The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;

12.2.2. The transfer worldwide of personal data held about you by the Company to other employees and offices of the Company's 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.

12.3. The reference to information "about you" includes reference to information about third parties, such as spouse and children (if any), which are provided to the Company 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.

12.4. 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 Company 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.

13) Non-Compete

You will certify to maintain Customer 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 the Company to such client, either directly or indirectly with any of 'Mphasis' 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 Mphasis as damages.

14) Non Solicitation of Employees and Clients

You agree that during the period of your employment with the Company, 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 the Company, 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 the Company; or

(B) Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom Employee had dealings as an Employee of the Company for any purpose related in any manner to the business of the Company.

(C) You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of the Company's present business and the duties of your employment.

15) Warranty

15.1. You warrant that your joining the Company will not violate any agreement to which you are or have been a party to.

15.2. You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with the Company.

15.3. You warrant that you will comply with all Mphasis applicable policies and standards and shall perform your services in a manner consistent with the ethical and professional standards of Mphasis.

15.4. You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services

16) Indemnification

You agree to indemnify the Company for any losses or damages sustained by the Company caused by or related to your breach of any of the provisions contained in this Terms of Employment

17) Retirement

Your age of retirement from the service will be on completion of sixty years. However, you may opt for voluntary retirement at any age before sixty years during your services in the establishment if you are unable to continue in service satisfactorily. The actual date of retirement shall be the last working day of the calendar month of your 60th birthday.

18) General

18.1. This agreement contains the entire agreement between the employee and Mphasis, 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

18.2. This agreement is made under and shall be construed according to the laws of India. Employee agrees to submit to the jurisdiction of the courts of Bangalore (Karnataka).

18.3. This agreement shall remain current and in force, irrespective of whether you are under employment of Mphasis or not.

18.4. Should any part of this agreement be declared illegal or unenforceable, the arties 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.

Acknowledgement and Acceptance of Appointment with Mphasis

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 _____ (Date).

Signature : _____

Name : _____

Date : _____

Place : _____

Contact Us:
T : +91 080 6750 1000
F : +91 080 6695 9943
E : investor.relations@mphasis.com

www.mphasis.com

Mphasis Limited
Registered Office:
Bagmane World Technology Centre,
Marathahalli Outer Ring Road, Doddanakundi Village,
Mahadevapura, Bangalore 560 048, India
CIN: L3007KA1992PLC025294

Annexure - 3

At the time of joining Mphasis the following documents and information must be made available to us.

List of documents that need to be submitted at the time of joining, in order to complete your on boarding process.

Sl.No	Sl.No Documents
1	To process your salary - PAN card copy is mandatory, in case you do not have a PAN Card - apply for it online using the said URL https://tin.tin.nsdl.com/pan/index.html or apply on your day of joining at our helpdesk
2	Age Proof Certificate-Birth certificate/ (School certificates of ICSE/SSLC/CBSE)
3	Academic Certificates (Including additional certifications/ courses) supporting your education qualifications along with marks sheets*
4	Your latest salary slips or salary certificate*
5	Experience proof - Relieving letter from previous employers (if previously employed) *. The relieving letter or resignation acceptance need to be submitted in original
6	Service certificate from present Employer
7	Form 16 or Taxable income statement duly certified by previous employer (Statement showing deductions and Taxable income with break up) till the last date of your employment with them along with PAN number if available.
8	5 Passport Size Photographs
9	Copy of passport (All sheets)
10	Copy of your updated resume
11	Joining kit duly filled in by you
12	Signed - Non Disclosure Agreement

- *Originals need to be submitted. These original certificates will be returned to you after due verification.

- 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.

- Being an ISO certified company, it is essential for you to submit these documents at the time of joining. We will not be able to process your records unless you submit all the documents mentioned above.

- It is mandatory for all Mphasis employees to possess a valid passport. Else, please apply for one. You are expected to have a valid passport within 60 days from the time you join Mphasis.

- Apart from this we would like you to have the following information ready with you, for usage during your joining formalities.

    - DOB and Name of Father, Mother, Spouse, Child/ Children
    - Educational details with the passing year
    - Your past experience details with the exact years and role played to be mentioned.
    - Blood Group
    - 1 Passport size photograph of all your dependent's
    - Your Citibank account number, if existing already.
    - Your PF account number with current employer
    - Your PAN number
    - Passport number, Place of issue, Date of issue, Validity: From and to date.

Digitally signed by DS MPHASIS LIMITED 1
Date: 2021.10.15 15:35:21 GMT
Reason: Authorised by Srikanth Karra
Location: Bangalore

Sanket Vitthal Rathod

Woyce Technologies
Hermes Palazzo,
1978 Convent St, Next to Shivaji Mkt, Camp,
Pune, Maharashtra 411001

CONDITIONAL LETTER OF APPOINTMENT

Dear Sanket Vitthal Rathod

With reference to your application, we are pleased to appoint you in the services of Woyce Technologies as Software Engineer . This is a conditional letter of appointment contingent upon the following conditions:

1. Submit a completed Employment Application with necessary documentation
2. Review and Sign the Employment Contract
3. Review and Sign the Employment Handbook
4. Review and Sign the Non-Disclosure Agreement
5. Review and Sign additional documents related to roles/projects
6. Review and Sign any applicable bond agreements

The above conditions must be met prior to commencing work in your role at Woyce Technologies.

1 Date of Appointment

Your date of appointment for all purposes is effective Nov 15, 2021

2 Salary

You will be paid an all-inclusive annual salary of INR 3,60,000 (CTC); this is all inclusive and you will not be eligible to receive any other amount unless expressly agreed in writing.

Applicable statutory taxes deductions and other deductions will be made at source.

3 Probation/Confirmation

You will initially be on probation for a period of three months, which may be extended or reduced at the discretion of the Management. At the end of the probationary period, if we have confirmed that you are able to meet all job requirements, you will be eligible to receive all normal and customary benefits

offered to regular [full time/part time] employees as outlined in the employee handbook.

Please confirm on the attached copy that you accept employment on the terms and conditions stated in this letter of appointment and return the copy to us as a token of your acceptance.

Yours sincerely,



for Woyce Technologies

Authorised Signatory.

I accept the above appointment letter, and agree to abide by the rules, regulations and policies of the company during my term of employment.

Signature: 

Name: Sanket Vitthal Rathod

Date: Oct 29, 2021

Place: Pune

THE CONTENTS OF YOUR ABOVE PERSONALISED REMUNERATION STRUCTURE ARE STRICTLY CONFIDENTIAL AND ARE MEANT FOR YOUR INFORMATION ONLY. THE ABOVE REMUNERATION IS SUBJECT TO DEDUCTION OF INCOME TAX AT SOURCE AS PER THE INCOME TAX ACT, 1961 AND RULES.

Offer: Computer Consultancy
Ref: TCSL/CT20192790427/Pune
Date: 22/03/2021

Ms. Mayuri Ramrao Chavan
Zp Quarter,Station Road, Ramdas Peth, Akola,
Civil Court,
Akola-444001,
Maharashtra.
Tel# -

Dear Mayuri Ramrao 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 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

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.

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 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.

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

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.

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

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

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

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

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

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

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

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.

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

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)

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

*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.

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

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.

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

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

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

GROSS SALARY SHEET **Annexure 1**

Name	**Mayuri Ramrao Chavan**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Shri Sant Gajanan Maharaj Coe - Shegaon**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore / Xperience Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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

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	

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

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.

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



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
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

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.

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

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.

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

(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.

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

OFFICE OF THE DEAN (R&D), IIT BOMBAY / कार्यालय डीन (आर एंड डी), भारतीय प्रौद्योगिकी संस्थान मुंबई
INDUSTRIAL RESEARCH & CONSULTANCY CENTRE (IRCC) / औद्योगिक अनुसंधान एवं परामर्श केन्द्र (आय. आर. सी. सी.)

No.DRD/Rect/Project/P-15726/2021

October 22, 2021

OFFICE ORDER FOR EXTENSION
कार्यालय आदेश

Reference order number संदर्भ क्रम संख्या	:	DRD/Rect/Project/P-15726/2021 dated August 13, 2021
Name of the staff कर्मचारी का नाम	:	Shri. Aniket Sunil Fasate
Employee code number कर्मचारी कोड संख्या	:	(30004173)
Designation पदनाम / Level स्तर	:	Project Research Assistant / PR-A3: 25200.00-50400.00 (3600.00)
Effective period of extension कार्य-विस्तार की प्रभावी अवधि	:	From 28th October, 2021 to 24th January, 2022 or till the completion of the project whichever is earlier on the same terms and condition as mentioned in the aforesaid appointment letter.
Project Code Number परियोजना कोड संख्या	:	RD/0120-MEITY01-003 (Project End Date: 15-03-2023)
Project Title परियोजना शीर्षक	:	Improving the effectiveness of Gems and Jewellery Industry by leveragingMachine Learning and Data Science to improve the Hit Ratio andaddressing the Casting issues.
Academic Unit शैक्षणिक इकाई / विभाग	:	Dept. of Mechanical Engineering
Appointment Type नियुक्ति प्रकार	:	Adhoc
Current Salary वेतन	:	Rs. 25200 + 5000.00 (OCA) = Rs. 30200.00

22-10-21

Sr. Assistant Registrar (R&D)

Pradhan 22/10/2021

22/10/2021

To,
Shri. Aniket Sunil Fasate
Project Research Assistant
Dept. of Mechanical Engineering

Copy to:

1. The Asstt. Registrar (IRCC) A/C Unit: The salary and other expenses are debitable to the above Project
2. The Head, Dept. of Mechanical Engineering
3. Prof. Asim Tewari, Principle Investigator, Dept. of Mechanical Engineering
4. The Personal File.
5. The Security Officer.

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: 826326/1945603/ELTP **27-AUG-2021**

Ms. Sanjivani Ramesh Khandare
Amravati (Mah) - 444806
Mobile: 7066129664

Subject: Offer of Appointment

Dear **Ms. Sanjivani Ramesh Khandare**

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.

Khandare

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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**.

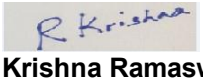
9. You are required to join on **03-SEP-2021** at the address mentioned in the below Paragraph for training. This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. The location of posting would be communicated to you upon successful completion of training.

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:**31-08-2021**

Signature:
Sanjivani Ramesh Khandare

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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	**Ms Sanjivani Ramesh Khandare**
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...)

Khandare

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 (Contd...)

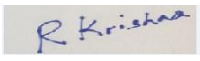
3. **Additional Benefits:** Associates shall be eligible for below mentioned benefits:
   a) **Group Term Life Insurance (GTLI) Coverage**: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **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

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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	**Ms Sanjivani Ramesh Khandare**
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...)

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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(Contd...)

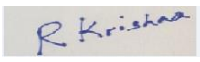
3. **Additional Benefits:** Associates shall be eligible for below mentioned benefits:
   a) **Group Term Life Insurance (GTLI) Coverage**: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **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

Sandare

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 ? 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

Shandare

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

(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.

Shandare

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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.

Shandare

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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.

Sandare

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

(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

Shandare

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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.

Sandare

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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.

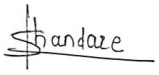
12. **General**
The above terms and conditions including those in **Annexure - A & B** (Salary break up) are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all services matters, 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.

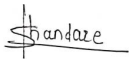
13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies, you may be required to work on 24*7 project on shift basis if required and your working 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	**: Sanjivani Ramesh Khandare**
Signature	: 
Address	**: At.Gaurkheda (Kumbhi), Tq. Achalpur, Dist. Amravati, Maharashtra-444806**
Date	**: 31-08-2021**
Place	**:Gaurkheda (Kumbhi)**



Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 - 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.

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 - 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 :**Sanjivani Ramesh Khandare**

Signature : Khandare

Date : **31-08-2021**

Khandare

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 - F - Medical Self-Declaration

MEDICAL DECLARATION FORM

Applicant ID *(To be filled by HR)*		Associate ID *(To be filled by HR)*	

First Name: **Sanjivani** Last Name: **Khandare**

Gender: Male / Female **Female** Date of birth (DD/MM/YYYY) **25** **12** **1998** Blood Group **A+**

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?		✓	

Khandare

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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: Khandare

Name: **Sanjivani Ramesh Khandare**

Date: **25/12/1998**
(DD/MMM/YYYY)

Khandare

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 - 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

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 - 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.

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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.

Sandare

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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.

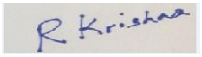
14. **Choice of Forum:** The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

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.

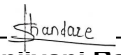
Following the expiration of the one year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in Section 4 so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.

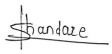
Executed this **03** day of **Sep**, 20**21**

For and on Behalf Of
Tech Mahindra Limited



Krishna Ramaswami
Head - Resource Management Group

Signature

(Sanjivani Ramesh Khandare)



Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 - 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. Sanjivani Ramesh Khandare** "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, **Sanjivani Ramesh Khandare** 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 **03** day of **Sep** (month), **2021** (year), and hereby acknowledges, understands and agrees to the above.

Khandare

Sanjivani Ramesh Khandare

[Name & Signature]

Witness/ Notary Public: Rahulat

Khandare

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

भारतीय गैर न्यायिक

भारत INDIA

रु. 500 FIVE HUNDRED RUPEES

सत्यमेव जयते

पाँच सौ रुपये Rs. 500

INDIA NON JUDICIAL

महाराष्ट्र MAHARASHTRA ◐ 2020 ◐ BC 206519

दिलीप एस.काळमेघ
मुद्रांक विक्रेता
परवाना क्र.६१०२००६
तहसील कार्यालय, अचलपूर

10784
30/08/2021
संजीवनी रमेश खंडारे
Khandare वा. गौरखेडा

SUB-TREASURY OFFICE ACHALPUR
17 AUG 2021
Sub-Treasury Officer Achalpur

N. R. S. No...383/24
3/8/2021
THIS DOCUMENT CONTAINS...11...PAGES

Annexure - J - INDEMNITY BOND WITH SURETY

This Indemnity is made and executed at **Pune** on this **03 day** of **Sep 2021** by Mr. /Ms. /Mrs. **Sanjivani Ramesh Khandare age 22 years** S/o Mr. **Ramesh Rajaramji Khandare** a permanent resident of **At.Gaurkheda (Kumbhi) Tq.Achalpur Dist.Amravati, Maharashtra-444806** *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. **Ramesh Khandare** age **56 years** S/o Mr.**Rajaramji Khandare** a permanent resident of **At.Gaurkheda (Kumbhi) Tq.Achalpur Dist.Amravati, Maharashta-444806** [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,

NOTARY
N.M.Chaudhari
Achalpur
Dist.Amravati
Maharashtra
Regd.No.21590
Exp.Date 7.3.2025
GOVT. OF INDIA

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 **Associate Software Engineer** inthe Band **U** 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 **1945603** dated **27-08-2021** of **Tech Mahindra**.

AND WHEREAS the acceptance of the terms and conditions of the appointment has alreadyeen communicated to **Tech Mahindra** on **03-09-2021** 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 **TechMahindra**.

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 asSurety 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**

NOTARY
N.M.Chaudhari
Achalpur
Dist.Amravati
Maharashtra
Regd.No.21590
Exp.Date 7.3.2025
GOVT. OF INDIA

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.

IN WITNESS whereof, the EMPLOYEE & the SURETY have put their signatures in the presence of thewitnesses.

Signed and delivered by the Party of the first part i.e. the Employee having read and understood thecontents/terms of this Indemnity Bond

Name of First Part: Sanjivani Ramesh Khandare Sig: Khandare

Signed and delivered by the Party of the second part i.e. the Surety having read and understood thecontents/terms of this Indemnity Bond

Name of Surety: Ramesh Rajaramji Khandare Sig: Rkhandare S/d by:-

1. WITNESS:_**Ramesh Rajaramji Khandare** .Rkhandare
(Name)

NAME & ADDRESS: **R/o Gaurkheda Kumbhi Tq. Achlapur Dist Amravati**

2. WITNESS:_**Rahul Devidas Chandan** _____
(Name)

NAME & ADDRESS: **R/o Gaurkheda Kumbhi Tq. Achlapur Dist Amravati**

NOTARIAL CANCELLED NOTARIAL

NOTARY
N.M.Chaudhari
Achalpur
Dist.Amravati
Maharashtra
Regd.No.21590
Exp.Date 7.3.2025
GOVT OF INDIA

ATTESTED BY ME

NITIN M. CHAUDHARI
Advocate & Notary
(Govt. Of India)
Reg. No. 21590

ATTESTED THE SIGNATURE OF THE EXECUTANT AND NOT RESPONSIBLE FOR THE CONTENTS

N.R.S.No. 389 **Date.** 31/8/2024

Khandare

Offer: Computer Consultancy
Ref: TCSL/DT20217624972/Pune
Date: 06/04/2021

Ms. Nikita Gajanan Ghule
5,
Sbi Colony,
Shegaon-444203,
Maharashtra.
Tel# -8788376443

Dear Nikita Gajanan Ghule,

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

Offer: Computer Consultancy
Ref: TCSL/CT20192784157/Pune
Date: 24/03/2021

Mr. Shreyash Rameshwar Dhore
Plot No 34 Rewatkar Layout Near Om NagarGirad Road,
Bypass Chauk,
Umred-441203,
Maharashtra.
Tel# 91-9422539876

Dear Shreyash Rameshwar Dhore,

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

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.

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 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.

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

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.

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

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

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

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

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

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

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

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.

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

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)

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

*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.

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

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.

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

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

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

GROSS SALARY SHEET **Annexure 1**

Name	**Shreyash Rameshwar Dhore**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Shri Sant Gajanan Maharaj Coe - Shegaon**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore / Xperience Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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

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	

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

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.

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



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
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

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.

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

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.

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

(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.

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

Offer: Computer Consultancy
Ref: TCSL/CT20192782347/Kolkata
Date: 11/04/2021

Ms. Vaishnavi Ajay Rangdale
Eiffel City,
Chakan,Pune,
Pune-410501,
Maharashtra.
Tel# 91-8329667378

Dear Vaishnavi Ajay Rangdale,

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
Building 1A, EcoSpace, Plot - IIF/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India
Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 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

V. A. Rangdale

Scanned with CamScanner

TATA

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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Building 1A, EcoSpace, Plot - IIF/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India
Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 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

V.A. Bangdale

Scanned with CamScanner

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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Building 1A, EcoSpace, Plot - IIF/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India
Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 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

V.A. Rangdale

Scanned with CamScanner

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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Building 1A, EcoSpace, Plot - IIF/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India
Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 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

V. A. Tangale

Scanned with CamScanner

TATA

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Building 1A, EcoSpace, Plot - IIF/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India
Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 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

V. A. Pangale

Scanned with CamScanner

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Building 1A, EcoSpace, Plot - IIF/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India
Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 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

V.A. Rangdale

Scanned with CamScanner

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Building 1A, EcoSpace, Plot - IIF/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India
Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 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

V.A. Bangdale

Scanned with CamScanner

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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Building 1A, EcoSpace, Plot - IIF/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India
Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 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

V.A. Rangdale

Scanned with CamScanner

TATA

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)

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Building 1A, EcoSpace, Plot - IIF/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India
Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 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

V.A. Ramdale

Scanned with CamScanner

*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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Building 1A, EcoSpace, Plot - IIF/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India
Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 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

V. A. Rangdale

Scanned with CamScanner

TATA

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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Building 1A, EcoSpace, Plot - IIF/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India
Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 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

V.A. Rangdale

Scanned with CamScanner

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Building 1A, EcoSpace, Plot - IIF/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India
Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 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

Scanned with CamScanner

TATA

GROSS SALARY SHEET

Annexure 1

Name	Vaishnavi Ajay Rangdale
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore / Xperience Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Building 1A, EcoSpace, Plot - IIF/12, New Town, Rajarhat, Kolkata 700156, West Bengal, India
Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 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

V.A. Rangdale

Scanned with CamScanner

TATA

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	

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Building 1A, EcoSpace, Plot - IIF/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India
Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 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

N.A. Pangale

Scanned with CamScanner

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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Building 1A, EcoSpace, Plot - IIF/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India
Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 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

V.A. Rangdale

Scanned with CamScanner

TATA

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
Building 1A, EcoSpace, Plot - IIF/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India
Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 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

V. A. Rangolaly

Scanned with CamScanner

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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Building 1A, EcoSpace, Plot - IIF/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India
Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 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

V.A. Rangdale

Scanned with CamScanner

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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Building 1A, EcoSpace, Plot - IIF/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India
Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 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

V.A. Rangdale

Scanned with CamScanner

(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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Building 1A, EcoSpace, Plot - IIF/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India
Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 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

V.A. Bangdale

Scanned with CamScanner

July 6, 2021

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 Priyanka Dinkar Marode

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 System 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.



July 6, 2021

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 Priyanka Dinkar Marode

We are pleased to offer you the position of Associate System 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 July 14, 2021. 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. 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.
- You may be required to undergo certain training and assessments from time to time. You are expected to successfully complete the training and pass the assessment(s) to the satisfaction of IBM. Failure to pass these assessments, as determined solely by the company will be deemed as a failure to comply with the standards of performance required by the company.
- 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 10th 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.

IBM CONFIDENTIAL

ANNEXURE A

DATE	July 6, 2021		
NAME	Priyanka Dinkar Marode	BAND	06G
DESIGNATION	Associate System 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.*

IBM CONFIDENTIAL

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 - July 6, 2021

Dear Priyanka Marode,
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.

IBM CONFIDENTIAL

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

COVID-19: IBM Initiatives for Employees and Communities

As we navigate the COVID-19 pandemic, IBM has taken a series of initiatives to help and support our employees and their family members in this challenging environment. The health and safety of IBMers, partners, and clients is our top priority.

We have put together a comprehensive support plan for our employees and their families to tide through this pandemic.

Employee Well-being and Safety

- **Vaccination for all IBMers:** Vaccination camps will be opened (in line with Government regulations and availability of vaccines) in all major cities with IBMer populations. IBMers and their family members will have the option of getting vaccinated at hospital centers or camps at selected IBM locations. We are working closely with the concerned authorities on this
- **Dedicated 24X7 Medical Helpline with Portea:** IBM has launched a dedicated helpline through Portea Health Care Services - for a variety of services including doctor consultation, medical/home care services, and testing services. This helpline is the first point of contact for support for any medical help.
- **Access to Oxygen Concentrators**
  IBM has procured oxygen concentrators to support IBMers and their family members. We have partnered with Portea Health Care Service to deploy these oxygen concentrators across Bangalore, NCR (Delhi, Gurgaon, Noida), Kolkata, Chennai, and Hyderabad.
- **Eldercare Support with Samarth:** IBM has partnered with Samarth, one of India's leading organizations supporting the elderly by creating a COVID care system. Samarth will help the elders deal with the pandemic by providing 24/7 emergency assistance, home care resources, medicines, doctor tele-consultations, food services, oxygen, and requirement for other equipment as needed.
- **COVID Care Center:** We have worked with Apollo Hospital to offer medically supervised "step down" facilities at designated hotels in every major city where IBMers and immediate family members can quarantine in case it's not feasible at home.
- **Emergency Transport for Medical Needs:** We are offering an emergency transport facility 24x7 for medical requirements for both employees and their immediate family members who are COVID-19 positive (for transport to a medical facility) and those who are COVID-19 negative (for procuring medical supplies or attend to impacted family members).
- **Additional Insurance Coverage:** IBM is providing additional insurance coverage for each insured employee and their covered dependents (spouse and children) for up to Rs. 5 Lakhs per member covered.

- **Meal Delivery Service**
  We have tied up with HungerBox for the delivery of freshly prepared meals, ensuring the highest levels of hygiene and safety measures. The service is currently available in Bangalore, NCR, Hyderabad, Chennai, Kolkata, Mumbai, Pune, and Vishakhapatnam.

Leverage the Power of Tech for good

- **COVID Assist:** We have launched COVID Assist, a Watson Assistant powered AI bot, to channelize the requests around critical resources such as ambulance, oxygen, medicine, hospital beds, in an efficient manner. It will also help you connect with the IBM Squad volunteers on ground.

Mobilizing the collective power of the IBMers

- **IBMer volunteer COVID squads :** We have organized squad groups staffed by IBMer volunteers to take service requests and match them to verified sources of available resources - Hospital Beds, ICUs, Oxygen requirements, ambulances, medicines, and more. With over 2000 volunteers already signed up, this is really making a difference to quickly triage requests and ensure that needs are matched to resources available nationally.
- While we do this, employee health and well-being remain a key priority for us. We have set up several **employee support groups across cities** to provide employees with a platform to discuss issues, challenges, concerns and coping mechanisms such as managing stress, staying active and promoting self-care. Covid Warrior stories to energise teams.
- IBM has partnered with United Way of India to drive an employee giving campaign. Employees can donate financially to the NGO and they in turn are working with several partners at the ground level to provide critical and emergency care for the community.
- IBMers are volunteering to become first responders on Covid-19 helplines through a collaboration with StepOne. StepOne is an NGO having an interface with 18 state governments and is helping to train & deploy volunteers to respond to queries on the government helpline.

Leveraging our voice and influence to rally global support

- IBM is playing a key role in **Global Task Force on Pandemic Response** launched by the US Chamber of Commerce to aid India and other Covid-19 Hot-Spots. This includes Sourcing, shipping and delivering 1,000 ventilators; 25,000 oxygen concentrators and working with local partners to fund emergency hospital beds in communities where our teams live and work.

In addition, we are also closely engaged with the government and government agencies in India to offer our support and we are ready to do more.

Given the dynamic pandemic situation, IBM is constantly revising and updating any initiatives it has put in place to respond to the pandemic, And any of these programs and policies may be changed or withdrawn by IBM at its sole discretion. Please reach out to your HR contact to understand the current measures in place at IBM.

Offer: Computer Consultancy
Ref: TCSL/CT20192766927/Pune
Date: 22/03/2021

Ms. Shraddha Vilas Nagose
Shri Sant Gajanan Maharaj College Of Engineering Campus ShegaonSant Meerabai Hostel,
Krishna Cottage,,
Shegaon-444203,
Maharashtra.
Tel# -

Dear Shraddha Vilas Nagose,

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

TATA

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.

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 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.

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

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.

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

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

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

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

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

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

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

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.

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

TATA

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)

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

*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.

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

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.

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

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

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

TATA

GROSS SALARY SHEET

Annexure 1

Name	**Shraddha Vilas Nagose**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Shri Sant Gajanan Maharaj Coe - Shegaon**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore / Xperience Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Nityati 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

TATA



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	

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

TATA

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.

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

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
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

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.

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 Servicelme: 1800 209 3111 Email: careers@tcs.com



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.

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

(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.

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

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

Superset ID: 833435

Letter of Intent ("LOI")

Dear Neha Chandak,

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

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

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

The 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 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

This is a system generated document and does not need a signature

ANNEXURE 1

Neha Chandak
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)** which would comprise your salary, applicable statutory benefirs, 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.

For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

H! RANKERS
Excellence in Education

+91 8626015670
info@hirankers.com
11,Daga Layout, Nagpur 440033

Offer cum Appointment Letter

To,

KARISHMA RAICHURA

Employee Code: HR/20-21/13

Mobile No: 8668305701

Email ID –karishma0397@gmail.com

Dear Karishma,

This refers to your application for rendering your services to the company and subsequent interview with us.

We are pleased to offer and appoint you a position in our company on the following terms and conditions.

Designation - BUSINESS DEVELOPMENT ASSOCIATE

Date of Joining: 15 December 2020

Functional Band: Front Liner/Business Development

Department: SALES

Salary: As Per Annexure 'A'

***The above mentioned salary is subject to Income Tax deduction per the prevailing IT rules.**

** Income Tax deductions, if applicable, will be as per the Income Tax Act, 1961

NOTE: This Statement is only for the purpose of information and is illustrative in nature.

*** Statutory Bonus paid Monthly.**

Annexure – B

1. Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/ nominee.

2. Nature of Work:

Your nature of work mainly includes all the aspects of the Duties and responsibilities as well as any other ad-hoc duties assigned to you from time to time. You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.

3. Working Hours:

The regular working hours of the company are from 10:00 AM to 07:00 PM including 30 minutes for lunch break and 5 minutes for tea break. You will be required to work extra hours as and when required and informed by your superiors.

4. Late comings:

The Company follows a strict time schedule and late comings are discouraged, unless otherwise notified by you in advance. Late marks will be accorded to you for every late entry with one day marked as absent for every three late marks.

5. Assignment, Transfer and Deputation:

Though you have been engaged to a specific position, the company reserves the right to send you on deputation/transfer/assignment to any of the company's branch offices in India , whether existing at the time of your appointment or to be set up in the future.

6. Training:

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. Kindly note that refusal to participate in a training programmed without any extraneous circumstances would lead to automatic termination of your employment.

7. Performance Reviews/Appraisal:

The Company follows a policy of quarterly/half yearly/annual performance reviews, which are linked to performance Appraisal every quarter/half year/year. You will be eligible for performance based incentives on the basis of your gross monthly salary on the basis of your performance during the previous month.

The Company also has a policy of quarterly/half yearly/annual salary appraisal based on performance. You will be eligible for a salary appraisal under this policy based solely on the performance ratings achieved during the previous three months/six months/one year.

8. Salary Increases:

A performance appraisal does not always result in an automatic salary increase. The employee's overall performance and salary level relative to position responsibilities must be evaluated to determine whether a salary increase is warranted. Out-of-cycle salary increases must be preapproved by the supervisor.

9. Processes:

Head of the Location (HOL) will establish the format and timing of all review processes. The completed evaluations will be retained in the employee's personnel file. Salary increase requests must be supported by a performance appraisal for salary change processing. Managers may not discuss any proposed action with the employee until all written approvals are obtained. HOL will review all salary increase/adjustment requests to ensure compliance with company policy and that they fall within the provided guidelines. The HOL and organization's heads has the right to change, modify or approve exceptions to this policy at any time with or without notice.

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Presently you shall be based at NAGPUR. However, you may be transferred/deputed to anywhere in India.

Your offer and appointment has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our letter of offer cum appointment of employment.

Employment as per this is subject to your being medically fit.

Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Since this offer is based on vacancy of the position for this particular location in the company, the current offer may get withdrawn or location allocation may get changed in case of unavailability of the vacancy or any business changes. Same shall be informed to you over telephone and email on occurrence.

* Please carry your own laptop at the time of joining. Carrying laptop and original document is mandatory, failing to which joining can be cancelled and offer can be withdrawn.

We look forward to welcome you at HiRankers for a long and rewarding career.

Compensation Components	Per Month (Rs.)	Per Year (Rs.)
Basic Salary	10000/-	120000/-
Conveyance Allowance	2000/-	24000/-
Gross Salary	12000/-	144000/-

Total CTC: Rs. 144000/- per annum

Take Home: Rs. 12000/- per month

10. Criteria for Incentives:

Incentives will be given against 60% and above, of the Total Sales Revenue, in terms of CIB (Cash In Bank) of current running month. Incentives will be starting after completing the Target, as per Clause No–09 at the rate of 5%.

11. Disbursal of Salaries, Incentives, Spot Incentives & Other Allowances:

The Salary will be paid after completing 1 month cycle on or before 10 of every month. The Incentives & Petrol Allowances will be disbursed after 15 days of the salary credited day. Spot Incentive will be announced and given at regular intervals which will be announced by the superiors, time-to-time

12. Intellectual Property Right:

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use, utilize and exploit such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

13. Secrecy/Confidentiality:

You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever including competitors and former employees, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.

14. **Restrain:**

i. Access to Information:

Information is available on need to know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors.

Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the company.

ii. Restriction on Personal Use:

Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use.

You will under no circumstances carry any work home unless specifically requested by your manager. Any usage of company information for personal use will result in immediate termination of employment without notice and/or legal action for misdemeanor as deemed fit by the company. You may/may not be required to reimburse the company for any losses incurred by the company on account of personal usage of company data.

15. Leave:

You will be entitled to leave as per law in force and as laid down in the Standing Orders of the company. The company follows strict time schedule and late comings are discouraged, unless otherwise notified by you in advance. Late marks will be accorded to you for every late entry with one day of absence counted for every three late marks.

16. Security:

Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer system, disabling all working stations, floppy disk drives and companywide awareness about the need for protection of intellectual property and sensitive customer information.

17. Termination of Service:

i. Either party can terminate this employment by serving a notice of one month on the other, save and accept that the company may at its option pay salary in lieu of the notice period to terminate employment with immediate effect.

ii. Unauthorized absence or absence without permission from duty for a continuous period of 7 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 or notice pay.

iii. You will be governed by the laid down code of conduct of the company and if there is any breach of the same or non conformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice, notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

18. Standing Orders:

You will abide by the Standing Orders, rules & regulations and service conditions that may be in force or application to the organization or are framed from time to time by the company.

19. Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency on technical/ professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. 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 standard 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 therein.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as travelling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

Letter Accepted By

Name of the Employee: - Karishma Raichura

Date of Joining: - 15/12/2020

Signature: - _____

Irshan Sheikh

CEO, HIRANKERS

Date: 11-10-2021
Your Reference: ATSB/PD0070

Miss. Shruti Narendra Borikar,
Near Wasekar Petrol Pump,
Civil Line, Chandrapur,
Maharashtra: - 442401.

Sub: Recruitment as ASIC Engineer-1 – Regarding

Dear Shruti ,
Congratulations!!
With reference to the discussions you had with us, we are pleased to offer you employment with **Adroitec Systems Pvt. Ltd**. as a **ASIC Engineer-1** with effective 11th **October 2021.**

All the terms and conditions of your Employment will be in accordance with the **"LETTER OF EMPLOYEMENT AGREEMENT"** and the other information that you will be required to sign on the date of joining.

The other Employment Conditions are as follow:

1) You will be designated as **ASIC Engineer - 1,** and you will be on probation for a period of one year.
2) Your annual fixed compensation will be **INR 3,00,000 [Three lakh Rupees Only].**
   Your compensation/salary purely depends on the performance.
3) You are required to execute a Service agreement for an amount of INR 5,00,000 /-
   [Five lakh rupees], to serve the company a minimum period of three years.
4) As part of this employment, you will have to sign on two other agreements, namely, Non-Disclosure agreement and Employment agreement.
5) Each of these three agreements must be printed separately on a non-judicial stamp paper of Rs.100/-. The Employment and the Non-Disclosure agreements are to be signed by you and the company's representative on the day of joining Adroitec Systems.

6) You will have to submit all your original certificates including marks lists, original Degree/BTech/Mtech, SSC/Diploma etc. to the company, for safe custody until the completion of the said Agreement period. You would get acknowledgement for the same.

You are requested to send acceptance of this employment offer by **11th October 2021** to the undersigned and complete signing of all other agreements failing which this offer of

ASIC Engineer – 1 at our company stands cancelled.

On your day of joining you are requested to report at **9.30 am** to **– HR Manager.**

The work environment at **Adroitec** is very conducive to help you grow professionally and personally.

We welcome you to be a part of the **Adroitec** team and look forward to your valuable contribution in taking **Adroitec** to greater heights.

With Best wishes

yours truly

Sairam S
HR Operations

For Adroitec Systems Pvt. Ltd.

I confirm and accept the above and will join on 11.10.2021
(Signature –Shruthi Narendra Borikar)

Borikar

ADROITEC SYSTEMS PVT LTD,
NO #14, AJR PRIDE, 2ND FLOOR,27TH MAIN, 1ST SECTOR, HSRLAYOUT, BANGALORE, KARNATAKA – 560102. support@adroitecsys.com
www.adroitecsys.com

Hybrowlabs

Flat no 2B, Fountain Head Apt, opp Karishma Soci. Gate no 2, Above Jayashree Food Mall, Kothrud, Pune, Maharashtra 38

083294 64801

Date: 2020-08-20

Dear Siddhi Kotak,

We are pleased to appoint you in the services of Hybrowlabs Technologies on the terms and conditions detailed in this letter.

Your designation shall be **Software Developer** .

Job Title: You shall be designated as Software Developer. The designation is for reference only and do not entitle you to any benefit other than as has been specified in this letter or intimated to you in writing in respect thereof. The Management retains the right at all times to change/modify/amend the titles/ designations or to rearrange the band structure, which may impact the above fact.
Date of Joining: Your date of Joining would be 24th August, 2020
Annual Salary: Your annual compensation including benefits, allowances, and perquisites, if any, payable by the Firm is INR 3,60,000 (Three Lakh Sixty Thousand Rupees only).
Taxation: Besides this, you will be eligible for Gratuity as per Payment of Gratuity Act, 1972. You may note that as per the Act provisions, there is an upper limit of 10 Lakh. Your compensation will be subject to income tax as per the provisions of the Income Tax Act, 1961. Your compensation will be subject to profession tax as per the provisions of the Income Tax Act, 1975.
Probationary Period: You shall be on probation for a period of (2) months from your date of joining, the period of which may be further extended at the discretion of the Management. After completion of the probation period and subject to your performance your appointment shall be confirmed in writing. The employer reserves the right to terminate employment without notice period. Your monthly remuneration during the probation period would be 20,000 per month. You are not eligible incentives, stock options etc. during this period.
Notice Period: the employee may terminate the employment by giving one month’s notice or one month’s salary in lieu of notice, to the other party, subject to the release date being approved by the reporting partner.
Employee Benefits: In case you have been paid any amount at the time of joining, in lieu of notice pay reimbursement for relocation reimbursement, the Firm will have the right to recover the full amount paid to you, in case you decide to leave the Firm before completion of 12 months from your date of joining. For the purposes of this clause, the date of you ‘deciding to leave’ shall mean, the date of the resignation letter.
Code Of Conduct: You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Firm. You will be bound by the Firm’s Code of Conduct and all other rules, regulations, policies, and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, work hours, dress policy, etc.as if these rules, regulations, policies et al, were part of this contract of appointment. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm’s policies and procedures (as may be intimated from time to time on the Firm’s intranet or through the Firm’s newsletters and webcasts or other written means), including but not limited to matters relating to independence, anti-bribery, prevention of insider trading
Confidentiality-Renumeration: You shall at all times keep the details of your salary and employment benefits at the Firm strictly confidential, and shall not disclose such details to any other person within the Firm. b. Use of Firm’s name: You shall use the Firm’s name, logo, trademark or other identifiers strictly in the manner permitted by the Firm’s policies, or for the purposes of provision of services delegated to you to the extent required. Upon termination of your employment with the Firm, you shall not use the Firm’s name, logo, trademark or other identifiers in any manner other than what is already a matter of public knowledge, provided however, you will not be in breach of this clause if you make reference to the Firm’s name solely to describe your former

association with the Firm subject to the confidentiality obligations which the Firm might have undertaken in relation to any of its clients, vendors or other Firm's personnel.

Confidentiality-Information: You shall always maintain the highest degree of confidentiality with respect to the records, documents and other Confidential Information relating to the business of the Firm which may be known to you or confided in you by the Firm, its representatives, authorised personnel, vendors, sub-contractors, clients, etc., by any means and you will use such records, documents and information only in a duly authorised manner in the interest of the Firm. For the purposes of this clause, 'Confidential Information' means information about the Firm's business and that of its customers, sub-contractors, business partners or agents which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Firm, its customer lists, employment policies, personnel, and information about the Firm's products, processes including ideas, concepts, projections, technology, manuals, drawings, designs, specifications, sales pitches, fees quotes, tender information, key personnel, customer contacts, thought leadership papers, resumes, records and other documents containing such Confidential Information, whether such information was disclosed to or accessed by you prior to or after the date hereof. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and not disclose or divulge Confidential Information to any third party or make use of any such information for your own benefit.You shall always maintain the highest degree of confidentiality with respect to the records, documents and other Confidential Information relating to the business of the Firm which may be known to you or confided in you by the Firm, its representatives, authorised personnel, vendors, sub-contractors, clients, etc., by any means and you will use such records, documents and information only in a duly authorised manner in the interest of the Firm. For the purposes of this clause, 'Confidential Information' means information about the Firm's business and that of its customers, sub-contractors, business partners or agents which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Firm, its customer lists, employment policies, personnel, and information about the Firm's products, processes including ideas, concepts, projections, technology, manuals, drawings, designs, specifications, sales pitches, fees quotes, tender information, key personnel, customer contacts, thought leadership papers, resumes, records and other documents containing such Confidential Information, whether such information was disclosed to or accessed by you prior to or after the date hereof. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and not disclose or divulge Confidential Information to any third party or make use of any such information for your own benefit. d. At no time will you remove any Confidential Information from the Firm's offices without the permission of your reporting manager save and except for the purposes of performing the duties assigned to you in your capacity as an employee of the Firm. Upon termination of your employment with the Firm, or otherwise upon the Firm's request, you will immediately surrender to the Firm all files, books, magazines, reports, documents, manuals, audio and video tapes, discs, any knowledge databases entrusted to you, and any other data, information or material containing or reflecting Confidential Information. If the Firm requests, you shall also confirm in writing to the Firm that you have complied with this clause. e. You acknowledge and agree that disclosure of any portion of the Confidential Information or any breach of the provisions herein may result in irreparable injury and damage to the Firm which will not be adequately compensable in monetary terms , that the Firm will have no adequate remedy at law therefore, and that the Firm may, in addition to all other remedies available to it at law or in equity, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Firm against, or on account of, any breach by you of the provisions contained herein, and you agree to reimburse the reasonable legal fees and other costs incurred by the Firm in enforcing the provisions of this Agreement. In addition, the Firm will be within its rights to (i) advertise for public knowledge / notice (ii) notify to your prospective employer or regulatory body, any impropriety or breach of confidentiality obligations hereunder, at its absolute discretion. f. Your duty to safeguard and not disclose, share or publish Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Firm.

Non-Compete: a. You represent and warrant to the Firm that you are under no contractual, fiduciary, professional or other obligation or commitment that prevents you from entering into this Agreement, or is otherwise inconsistent with your obligations under this Agreement. If you were previously employed with another organisation, you represent and warrant to us that you have returned all property and confidential information belonging to any prior employer and do not have any outstanding issues/ unfulfilled employment obligation pending with your previous employer having legal ramifications / consequences for you or for us. b. During your employment with the Firm, you will devote your whole time, attention and skill for its business and you shall not, except with the written permission of the Firm, engage directly or indirectly in any other business, profession, occupation or other commercial activity, whether as a principal, agent, contractor, consultant or otherwise, whether full-time or part-time. c. You hereby agree not to directly or indirectly compete with the business of the Firm and its successors and assigns during the term of the Agreement and for a period of two

years following the expiration or termination of this Agreement and notwithstanding the cause or reason for termination. d. You will have to seek prior permission from the Firm for any employment with a client of the Firm or any other organization working with a client of the Firm, whose assignment you have worked on directly or indirectly. e. Subsequent to your separation from the Firm, for a period of twelve months, you will not without the consent of the Firm take up any job or assignment, either full time or otherwise, directly or indirectly for or on behalf of any other organization working with a client of the Firm, whose assignment you have worked on in the twelve months immediately preceding your separation from the Firm.

Intellectual Property: In consideration of this Agreement and of the salary agreed to be paid in consideration hereof, you agree as follows: a. The Firm shall own (as its exclusive property, free from any obligations towards you) all Intellectual Property developed or conceived by you solely or jointly with others during the period of your employment; This includes but is not limited to Intellectual Property that: • is along the lines of the businesses, work or investigations of the Firm to which your employment relates or as to which you may receive information due to your employment • result from or are suggested by any work which you may do for the Firm • are otherwise made through the use of Firm's time, facilities or materials. b. Not to disclose or utilize in your work with the Firm, any Confidential Information of others (including any prior employers) or any inventions or innovations of others without express permission. c. To execute all necessary papers and otherwise provide proper assistance (at the Firm's expense), during and subsequent to your employment, to enable the Firm to obtain for itself or its nominees all patents, copyrights, or other legal protection for such Intellectual Property in any and all countries.

Personal Information: During the course of your employment with the Firm, you may provide the Firm with confidential data or information that can be linked to you personally, or otherwise personally identifies you, including but not limited to your financial information, email address, addresses, telephone numbers, shareholdings, physiological and/or mental health information, and medical records and history (your Personal Data). You acknowledge that the Firm may collect, use, transfer, store or otherwise process (Process) such Personal Data as required per the Firm's policies, to facilitate the conduct of the Firm's business, to conduct background checks, check conflicts or maintain independence, finance and accounting purposes or for quality and risk management purposes The Firm will Process your Personal Data in accordance with applicable law and professional obligations and shall ensure that any service provider who Processes Personal Data on our behalf adheres to such requirements. You hereby consent to the Processing of your Personal Data in the manner described above, whether by the Firm or any service provider on the Firm's behalf.

Miscellaneous: a. The following annexures form an integral part of this Agreement: Annexure A - Illustrative compensation break-up b. Additional Documents: You may also be required to execute additional documents, declarations and/or deeds as (i) per the Firm's policy as may apply to you / your nature of services as well as (ii) per any requirement of law of the jurisdiction where you might be required to work as a part of your employment with us, depending upon your job requirements and/or (iii) per the requirement of any professional, industry or other regulatory body and/or (iv) to meet any specific client request and/or (v) per the Firm's exclusive discretion. c. Supersedes previous agreement: This Agreement supersedes and replaces any existing Agreement between the Firm and you, relating generally to the same subject matter. It may not be modified or terminated, in whole or part, except in writing signed by an authorized representative of the Firm. This Agreement shall include all written deeds, documents, declarations, bonds and undertakings signed by you pursuant to and arising out of this document. Discharge of your financial undertakings (if any), in this Agreement shall be an obligation of your executors, administrators, or other legal representatives or assigns. d. Severability: If any provision contained in this Agreement is held to be invalid or unenforceable, the remaining provisions of this Agreement shall be construed as if such provision did not exist, and the unenforceability or invalidity of such provision shall not be held to render any other provision of this Agreement unenforceable or invalid. e. Conditions precedent: This appointment is valid subject to (a) your being medically fit, (b) your furnishing at the time of joining, documents in proof of your having been relieved by your present employer, and (c) our receiving satisfactory references on your background. f. Privity of contract: The terms of this Agreement may only be enforced by a party to this Agreement. g. Governing law and dispute resolution: This Agreement, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this Agreement the decision of the Management of the Firm shall be final and binding. i. You will disclose any directorships, trusteeships or other personal appointments held by you. You will consult and inform the Firm's Risk Management team of appointments and will immediately surrender any prohibited position as advised by them and disclose the positions permitted per the Firm's policies on the Directorship Evaluation Tool (DET) within 15 days of your date of joining. You will further notify or obtain prior approval, as applicable, from the Risk Management team, for any changes in the appointments that you may hold in the future.

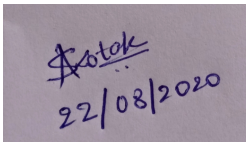
Working Hours: Working hours in the organization would be 8 hours per day. 6 days a week. Saturday would be reserved for extra work activities and self-improvement. Please note it is not to be considered as a holiday.

Incentives: After the completion of the probation period, you are eligible for incentives as decided by the management.
Stock Options: You are eligible for stock options, to the company subject to the discretion of the management and its decision. Any stock options provided would be ex gratia.

Please read the detailed terms as below. If you have any queries, feel free to get in touch with us. We look forward to your long and fruitful career association with our organisation. If you decide to join us, 'Welcome to Hybrowlabs Technologies !'

Yours truly,

Authorized Signatory
Hybrowlabs Technologies



Ref: NeML_HR/AL/2021/10487

Date: 01st February, 2021

To.
Varsha Sureka
Gokulam",Kasliwal layout ,Talao Road Khamgaon,
Buldhana,MS, 444303 Maharashtra

Dear Varsha Sureka,

We have pleasure in offering you the position of **"Management Trainee - Development"** at NCDEX e Markets Ltd.

The following schedules, which constitute the contract of employment from the date of your commencement of work, are attached and should be read as part of this letter:

1) Job Description – this is subject to changes from time to time
2) Remuneration Package
3) Terms and Conditions of Service
4) Other Benefits

Upon acceptance of this conditional offer (not later than 20th March, 2020), you will be expected to start work as soon as possible, preferably on or around (not later than) **01st February, 2021**.

Please acknowledge your acceptance of this offer by signing and returning the photocopy of this letter by **01st February, 2021**.

Kindly note that this offer is subject to satisfactory medical report of your pre-employment medical checkup by a Company nominated doctor.

I take this opportunity of congratulating you on your selection. We are sure your knowledge and expertise will be of great help to the organization.

For **NCDEX e Markets Ltd.**

SANJAY SURESH MASHERE
Digitally signed by SANJAY SURESH MASHERE
Date: 2021.04.29 11:30:11 +05'30'

Mr. Sanjay Mashere
Assistant Vice President – Human Resource

Agreed & Accepted by:

(Varsha Sureka)
Date: 01st February, 2021

NCDEX e Markets Limited
Registered Office:
1st Floor. 101 & 101 T,
Ackruti Corporate Park,
L B S Marg, Kanjurmarg (W)
Mumbai – 400 078, India

Tel. (+91-22) 48810500
Fax (+91-22) 6640689

Website: www.neml.in
Email: askus@neml.in
CIN: U93090MH2006PLC165172

Ref: NeML_HR/AL/2021/10487

SCHEDULE: 1 - JOB DESCRIPTION:

Designation: Management Trainee

Reports to: Vice President, NCDEX e Markets Ltd. or to any other designated person as appointed at the discretion of the company.

II. Main Purposes of Job:

You are being appointed as **Management Trainee** at NCDEX e Markets Ltd. and shall be responsible for all the matters related to Development and other related activities as may be assigned by NCDEX e Markets Ltd., from time to time.

SANJAY SURESH MASHERE

Digitally signed by SANJAY SURESH MASHERE
Date: 2021.04.29 11:30:25 +05'30'

NCDEX e Markets Limited
Registered Office:
1st Floor. 101 & 101 T,
Ackruti Corporate Park,
L B S Marg, Kanjurmarg (W)
Mumbai – 400 078, India

Tel. (+91-22) 48810500
Fax (+91-22) 6640689

Website: www.neml.in
Email: askus@neml.in
CIN: U93090MH2006PLC165172

Ref: NeML_HR/AL/2021/10487

SCHEDULE: 2 - REMUNERATION PACKAGE:

Particular	Annual (RS.)	Monthly (Rs.)
Basic Salary	185535	15462
HRA	92768	7731
Transport Allowance	19200	1600
Medical Allowance	15000	1250
Leave Travel Allowance (LTA)	18554	1547
Education Allowance	2400	200
Special Allowance	34879	2905
Total (A)	**368336**	**30695**
Provident Fund	22264	1855
Total (B)	**22264**	
Sub Total (A+B)	**390600**	**32550**
Performance Based Incentive (C)	**29400**	
Gratuity (D)	**8924**	
Health Insurance Premium(E)	**25000**	
Total CTC - (A+B+C+D+E)	**453924**	

- Please note that, aforesaid performance based incentive will not be payable if the employee leaves the employment of Company or employment is terminated during the financial year.

- Performance based incentive will be paid annually based on your performance as assessed by the company at its discretion.

Notes:

1) Gratuity will be paid as per Gratuity scheme of the Company on termination of service, for any reason other than summary dismissal, as per Gratuity Act or as per Gratuity scheme of the Company, whichever is more.

2) NCDEX e Markets Ltd. will pay medical expenses as per the insurance policy taken by NCDEX e Markets Ltd. subject to the rules contained in the conditions of service, in respect of the employee, his legal spouse and his dependent children under twenty-one years of age. In addition, reimbursement for uninsurable costs not covered by the above insurance policy relating to serious illness requiring prolonged recurrent treatment prior to hospitalization, may be considered and shall in any event be subject to the prior written approval NCDEX e Markets Ltd. MD & CEO.

3) Reimbursement of expenses shall be as per the Human Resource Policies / Staff Handbook or as per Company Rules.

4) NCDEX e Markets Ltd. will pay employer's Provident Fund contributions at the rate of 12% of Basic Salary as per PF&MP Act.

SANJAY SURESH MASHERE Digitally signed by SANJAY SURESH MASHERE Date: 2021.04.29 11:30:43 +05'30'

NCDEX e Markets Limited
Registered Office:
1st Floor. 101 & 101 T,
Ackruti Corporate Park,
L B S Marg, Kanjurmarg (W)
Mumbai – 400 078, India

Tel. (+91-22) 48810500
Fax (+91-22) 6640689

Website: www.neml.in
Email: askus@neml.in
CIN: U93090MH2006PLC165172

Ref: NeML_HR/AL/2021/10487

SCHEDULE: 3 - TERMS AND CONDITIONS OF SERVICE:

Section: 1

The following terms come into effect immediately upon the commencement of your employment.

1) The Human Resource Policies of NCDEX e Markets Ltd. as amended from time to time would set the norms of office discipline.

2) Your salary with effect from the date of your joining will be as set out in the schedule 2.

3) Your duties will be as set out in Schedule 1. You may in addition be required to undertake any such duties as NCDEX e Markets Ltd. may from time to time direct.

4) You will promote and expand the business of the Company and may not, directly or indirectly be engaged in any other business or profession without written sanction from the Company.

5) During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company, or other organizations to which the Company may have interest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as breach of trust and shall be dealt accordingly.

6) Your appointment and its continuation is subject to your being medically fit and the management reserves its right to ask you to undergo medical examination, as and when deemed necessary, by a medical officer appointed by the management.

7) Working hours will be as notified from time to time. Working hours and/or working shifts in general or specifically for you may be modified by the Company from time to time depending upon the exigencies of work requirement. No overtime shall be payable to you.

8) You shall keep the management informed of your latest postal address at all times and intimate in writing in case of change of address. Any communication sent to you by the management on your last known address shall be deemed to have been duly served notwithstanding the fact that you have changed your address.

9) You are liable to be transferred from one place to another anywhere in India and also from one Department to another or from one establishment to another whether existing or which may be set up in future at the sole discretion of the management. However, the conditions of your service and your emoluments will not be adversely affected by such transfer.

10) You will be on probation for a period of 12 months from your date of joining. Your performance will be reviewed after 12 months and based on successful completion of the probationary period you will be confirmed as **Assistant Manager.**

SANJAY SURESH MASHERE
Digitally signed by SANJAY SURESH MASHERE
Date: 2021.04.29 11:31:01 +05'30'

NCDEX e Markets Limited
Registered Office:
1st Floor. 101 & 101 T,
Ackruti Corporate Park,
L B S Marg, Kanjurmarg (W)
Mumbai – 400 078, India

Tel. (+91-22) 48810500
Fax (+91-22) 6640689

Website: www.neml.in
Email: askus@neml.in
CIN: U93090MH2006PLC165172

Ref: NeML_HR/AL/2021/10487

11) During probation you may terminate the contract of employment by giving one month written notice in advance or salary in lieu of said notice period to NCDEX e Markets Ltd. This condition will cease to apply upon confirmation in writing of your employment.

12) During probation, your employment may be terminated by NCDEX e Markets Ltd. with immediate effect without assigning any reason. In such a case, no severance pay, leave pay or any payment other than pay due for the period actually worked shall be payable by NCDEX e Markets Ltd. This condition will cease to apply upon confirmation in writing of your employment.

13) In case any information furnished by you at the time of your appointment or during your employment with the Company, is found to be false, your employment will be liable to be terminated forthwith without notice.

14) You will not undertake or involve yourself in any activity which is inconsistent with your duties, functions and obligations as employee of this Company. Further, you will not work with or provide consultancy services in any manner to any entity or organization engaged in the similar line of activities as Company or any of its affiliate/associate companies within a period of one year of you leaving the Company for any reason except with specific prior written approval of the Exchange.

15) You agree that the Company spends its resources including financial expenditure on trainings of its employees. Without prejudice to the contents of paragraph 14 above, you will be liable to reimburse the amount of expenditure incurred by the Company on you for attending any training programs, seminars, workshops and/or conference if you leave the Company for any reason within one year of such training programs, seminars, workshops and/or conferences.

16) This contract of employment can be terminated by either side by giving Two months' notice in writing or gross salary in lieu thereof. The management will not be liable to pay the notice pay if you resign from its services and request that you be relieved with immediate effect. However, in case any disciplinary proceedings are either contemplated or pending against you, the management will have the right not to accept your resignation. The resignation shall be accepted subject to the terms and conditions as specified in the Employee Manual.

17) The age of superannuation is 60 years. The last day of the month in which your 60th birthday falls will be considered to be your retirement date.

Section: 2

All other conditions of service including amongst others leave entitlement, office and canteen facilities, etc., will be as stated in the Staff rules, the provisions of which will take precedence in the case of any conflict with any of the above.

I acknowledge receipt of these Terms and Conditions and agree to be bound by them

Signature : _____

Date :

SANJAY SURESH MASHERE
Digitally signed by SANJAY SURESH MASHERE
Date: 2021.04.29 11:31:17 +05'30'

NCDEX e Markets Limited
Registered Office:
1st Floor. 101 & 101 T,
Ackruti Corporate Park,
L B S Marg, Kanjurmarg (W)
Mumbai – 400 078, India

Tel. (+91-22) 48810500
Fax (+91-22) 6640689

Website: www.neml.in
Email: askus@neml.in
CIN: U93090MH2006PLC165172

Ref: NeML_HR/AL/2021/10487

SCHEDULE: 4 – OTHER BENEFITS

Fixed CTC	Performance Based Incentive**	Total Cost
424524	**29400**	**453924**

Group Medi-claim Policy Coverage:	400000/-
Term Life Insurance Coverage:	1500000/-
Group Personal Accident Coverage:	1500000/-
Laptop & data card policy***	40000/-
Mobile Reimbursement***	10,000/-

**Not a guaranteed payment, shows maximum amount

*** Paid on actuals, show maximum amount

Note: The above mentioned benefits may be modified by the Company at its absolute discretion.

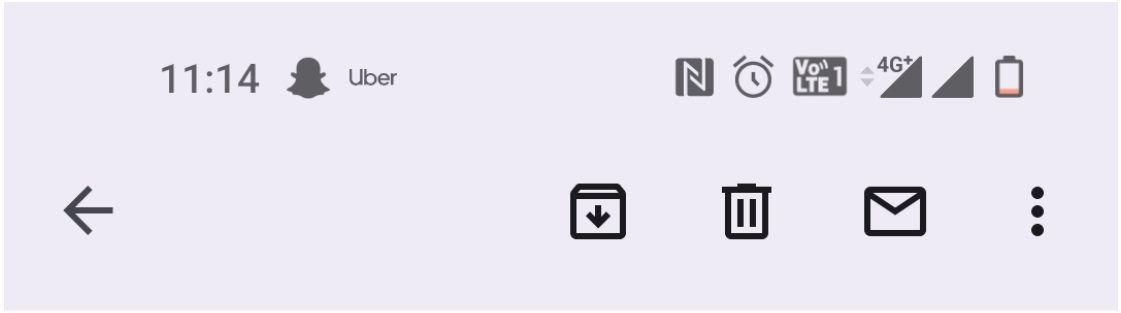
SANJAY SURESH MASHERE

Digitally signed by SANJAY SURESH MASHERE
Date: 2021.04.29 11:31:33 +05'30'

NCDEX e Markets Limited
Registered Office:
1st Floor. 101 & 101 T,
Ackruti Corporate Park,
L B S Marg, Kanjurmarg (W)
Mumbai – 400 078, India

Tel. (+91-22) 48810500
Fax (+91-22) 6640689

Website: www.neml.in
Email: askus@neml.in
CIN: U93090MH2006PLC165172



Dear Ms. Varsha Sureka,

Congratulations!

We have pleasure in offering you a six months internship with at **NCDEX e Markets Ltd**. On successful completion of your internship period, you will be joining the organization as **Management Trainee – Technology.**

Your internship location will be **Nagpur.** During the internship period, you are entitled for the following facilities:

Ø Free Accommodation for the entire internship period.

Ø Free meals during office hours.

Ø Any two Saturdays as weekly off in a month along with all Sundays.

Ø Stipend of Rs. 12000/- per month.

CitiusTech

T: +91-22-6153-6000
F: +91-22-6153-6001
E: info@citiustech.com
U: www.citiustech.com

Date: 05th July 2021

To,
Ms. Vrushali Kale
Samta Colony behind laxmi Nagar Near National Convent Warud Dist Amravati 444906

Dear Vrushali,

CitiusTech Healthcare Technology Private Limited (CitiusTech / the Company) is pleased to appoint you as **Trainee - Software Engineer - Development** at its **Mindspace** office with effect from **05th July 2021** on following terms & conditions:

1) **Compensation**
   (a) Your gross compensation shall be Rs.**4,50,000/-** per annum, the break-up of which is contained in the Annexure to this letter.
   (b) In addition, you shall be entitled to statutory benefits under the Payment of Gratuity Act (1972), the Payment of Bonus Act (1965) the Maternity Benefit Act (1961) and the Employee's Compensation Act (1923), if applicable details of which are available on the intranet of the Company.
   (c) In addition, you will be entitled to leave in accordance with the rules framed by CitiusTech from time to time.

2) **Confidentiality and Non-Solicitation Obligations**
   Your appointment shall be subject to the terms contained in the Non-Disclosure Agreement (NDA) to be executed between you and CitiusTech. A draft of the NDA is available with CitiusTech for your perusal. In case of any conflict, the terms of the NDA shall prevail.

3) **Termination**
   (a) CitiusTech shall be entitled to terminate your employment at its sole discretion by giving you **60** days written notice (or basic salary in lieu thereof), without being bound to assign any reasons.
   (b) Your employment is contingent upon successful completion of background verification checks. Any misrepresentation or misleading information in this regard may lead to termination of your employment without any notice or pay.
   (c) You may resign from the services of CitiusTech after providing **60** days of notice. Kindly note that this condition is a necessary condition that will not be waived under any circumstances.
   (d) In case an employee resigns, the company is entitled to relieve the person on an immediate basis, if the company deems that his / her work obligations have been completed / have concluded. In such an event, the company will provide basic pay from the relieving date till the end of the notice period.

4) **Transferability of Appointment**
   CitiusTech may transfer you to any other place in India or abroad. You may in the future be transferred to any of the offices of CitiusTech, its subsidiaries, its associates, or

Sowmya Santhosh
Sowmya Santhosh
2021.07.03
12:54:37 +05'30'

T: +91-22-6153-6000
F: +91-22-6153-6001
E: info@citiustech.com
U: www.citiustech.com

organizations with which it does any business, whether the office, subsidiary, associate or organization is in existence today or is set-up anytime hereafter.

5) Working timings

You will observe working timings and holidays as intimated by CitiusTech from time to time.

6) Exclusivity

You shall work for CitiusTech on an exclusive basis. Save and except with prior written approval from CitiusTech, you shall not undertake either directly or indirectly any other employment, business, appointment or work, whether honorary or with remuneration.

7) Other terms and conditions

(a) You shall follow all the systems, policies and procedures applicable at CitiusTech and as may become applicable from time to time.
(b) Your address as stated in this letter shall be the address for communication between CitiusTech and yourself.
(c) The appointment is subject to your not being related party of a Director of CitiusTech within the meaning of Section 188 of the Companies Act 2013.
(d) Your designation is merely indicative of the responsibilities, which you are required to carry out. CitiusTech may require you to perform any other administrative, managerial, supervisory or other functions and you shall be bound to carry out such functions.
(e) You will retire from the services of CitiusTech on attaining the age of 58 years.
(f) The joining bonus/Early joining allowance (if any) paid to you during joining will be recoverable if you leave CitiusTech within 12 months from the date of joining.

Please return the duplicate copy of this letter duly signed, in token of acceptance of the terms and conditions of employment.

For CitiusTech Healthcare Technology Private Limited

Sowmya Santhosh
Sowmya Santhosh
2021.07.03
12:54:37 +05'30'

Authorized Signatory

I acknowledge that I have understood the entire terms of this Appointment letter. I accept and agree to all the terms and conditions of employment.

Signature: _____

Date: _____

CitiusTech

Salary Structure

Name of Employee **Vrushali Kale**

Effective Date **05th July 2021**

STRUCTURE

Details	Rs per month	Rs per annum
Basic	22000	264000
Flexi basket	12875	154500
Retention	2625	31500
Total Fixed Pay	37500	450000
Total Cost to Company	37500	450000

NOTES

Reimbursements are made in full each month along with salary
(Bills can be submitted subsequently. If not submitted, reimbursements become subject to income tax).
Retention pay is part of salary structure for the first two years of employment.

Sowmya Santhosh

Sowmya Santhosh
2021.07.03
12:54:37 +05'30'

HRD/3T/1004417488/22-23

June 5, 2022

Mr. Rishikesh Kadam
Gita Nagar Nagartas Road
Malegaon Dist Washim
Pune-444503
India

Ph: +91-9503971246

Dear Rishikesh,

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: 2022.06.05 13:07:51 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/1004417488/22-23

June 5, 2022

Mr. Rishikesh Kadam
Gita Nagar Nagartas Road
Malegaon Dist Washim
Pune-444503
India

Ph: +91-9503971246

Dear Rishikesh,

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:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment (**"Offer Letter"** hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.
"Company" refers to Infosys Limited.
"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" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **09-Jun-2022.**

Location

Your location for employment is **MYSORE, India** .
You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company` s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Probation and Confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / 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 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) 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.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Compensation and Benefits

Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months 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.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

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 and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250** .

The details of the Scheme would be available to you when you join the Company.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

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: 09-06, 20 22

Sign your name

Rishikesh Ratan Kadam — Washim

Print your full Name — Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.09 13:07:51 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 first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Rishikesh Kadam**
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 successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Rishikesh Kadam**
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


Infosys
Rishikesh Kadam
1271967

Offer: Computer Consultancy
Ref: TCSL/CT20192803172/Pune
Date: 16/02/2021

Mr. Shashank Sanjay Gadam
At. Wadali Satwai Po. Jalgaon Nahate Tq.Akot Di.Akola,
Akot,
Akot-444101,
Maharashtra.
Tel# -9168146871

Dear Shashank Sanjay Gadam,

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

S. S. Gadam

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.

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 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.

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

S. S. Yadav

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.

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
S. S. Yadav

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

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

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
S. S. Gadgil
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

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

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

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.

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

TATA



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)

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

S.S. Gadam

*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.

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

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.

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

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

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

TATA

GROSS SALARY SHEET Annexure 1

Name	Shashank Sanjay Gadam
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

TCS Confidential
TCSL/CT20192803172

S.S.Gadam

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

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	

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

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.

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

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.

S.S. Yadav

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

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.

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

S. S. Gudav

TATA



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.

S S Gadam

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

(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.

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

Onboarding Undertaking

I hereby acknowledge that I have received the Confidentiality, Intellectual Property, Data Protection agreement, and read all the clauses of the said agreement. I declare and agree that I am required to comply with the obligations described therein and failure to do so may subject me to action as per the terms and conditions of the offer of employment issued to me and accepted by me and as per the relevant Company Policies.

I certify that the information furnished by me in this content is factually correct and subject to verification by TCS (including Reference Check & Background Verification). I also declare that I am neither involved in any civil and/or criminal case/s nor are there any charge/s or enquiry pending against me in any jurisdiction, prior to joining TCS. I accept that an appointment given to me on this basis can be revoked and / or terminated without any notice at any time in future if any information has been found incorrect, misleading, or deliberately omitted / suppressed. Furthermore, I understand and accept my obligations under the Service Agreement which requires me to serve the organization at least for 12 months failing which I shall be liable to pay liquidated damages as most specifically stated therein. TCS reserves the rights to revoke / terminate my employment if I abscond from the organisation or hold employment from other organisation.

I also understand that I am required to submit the duly signed hard copies of all the attachments on the day of joining/date of reporting to TCS offices. I also certify that I am at present in sound mental and physical condition to undertake employment with TCS.

I have received the **Onboarding Undertaking** letter (Dated: 04/03/2021) and accept the terms and conditions of my employment as stated in this letter.

S. S. Yadav

(Candidate Signature)

CT/DT Reference Number CT 20192803172



Strictly Private and Confidential

Date:21-Mar-2022

Vaishnavi Pranil Chidrawar
C10929512

Shrikrushna niwas, samata colony, Majalgaon

9403361636

Dear **Vaishnavi Pranil Chidrawar,**

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Center, India as per the below terms and conditions:

Job Profile - Application Development Associate

Management Level - 12

Job Family Group- Software Engineering

Please refer to:

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

Your employment with Accenture will be governed by the clauses mentioned in the attached "Terms of Employment" 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 as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

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

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

Pre-Onboard Learning Module: To provide our new joiners with a unique learning experience, Accenture has designed a special online learning module called - Technology Fundamentals Online Learning Program (Hereinafter referred to as “program"). This program further provide details about the training opportunities and terms of training/assessments that were shared with you in your Letter of Intent. To ensure that you have ample time to learn at your own pace, and prepare for the ensuing assessments, you will have complete access to the program for 45 days from the date you receive the training link.

Details of the program and assessment are as below:

- The program is hosted on a virtual platform that you can access from anywhere and it will provide you with all the information and trainings that you need to begin your career at Accenture.
- After going through all the learning modules, you will be required to go through Technology Fundamentals Assessments based on what you have learned in the program.
- On successfully completing the program within 45 days and clearing the program assessments in your first attempt, you will be eligible to receive a learning Incentive of INR 10,000.
- In case you fail to clear the assessments in your first attempt, or do not complete the program within 45 days from the receipt of the training link, you will not be eligible for any learning incentive.

- To clear the assessments, you will need to score a minimum of 60% marks in each assessment test. In case are not able to score the required 60% in your first attempt, you will get two additional attempts where you will need to score a minimum of 60% marks to successfully clear the assessments.

- During each re-attempt, reasonable help, guidance and appropriate refresher training sessions will be provided to you. Your employment with Accenture is subject to you successfully completing the program assessments mentioned above. In case you are not able to clear the program assessments in three attempts, your offer will stand revoked.

After successful completion of the aforementioned assessments, and after joining the Company, you will need to undergo further training program(s), with specified timeframes, for the specific skill-set assigned to you. Periodic tests will be conducted throughout this training program and you are expected to clear all of them. You will need to score a minimum of 60% marks in each of these tests to clear the Accenture-specific training program. If you are unable to score 60% in your first attempt, you will get two more opportunities to take the test and score the required passing percentage. Your employment with Accenture is subject to you successfully completing the Accenture-specific training program. If you are unable to clear the Accenture-specific training program tests in three attempts, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

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

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

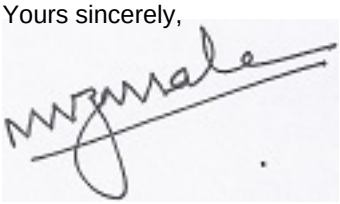
To indicate your acceptance of this offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (https://india.jobs.accenture.com/default.aspx) using your unique reference number, candidate identification (CID) and mobile number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

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

In case you have a query, please raise them on https://indiacampus.accenture.com/myzone/accenture/auth/login.

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

Yours sincerely,



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

ACKNOWLEDGED AND AGREED:

[*Insert full legal name*]

ANNEXURE 1

COMPENSATION & BENEFITS

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

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	383000
(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)	32500
Maximum Annual Total earning potential (A+B)	415500
Joining Bonus (Refer to the Section C)	25,000
(D) Additional Notional Benefits	
#(D) Gratuity as per law + Benefits	9,500
Annual Total Earning Potential + Additional Notional Benefits (A+B+C+D)	477300

(A) Annual Fixed Compensation

• Your annual fixed compensation is INR 383000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your income.

(B) Local Variable Bonus (LVB)

•As part of your annual total cash compensation, you will be eligible to participate in the FY22 Local Variable Bonus programme (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the LVB programme guidelines The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

(C) Joining Bonus

You are also eligible for a joining Bonus of INR 25,000 payable upon joining the organization and will be paid out along with salary of the month of joining or succeeding pay month. In case you leave, or your services are separated from the Company (except for ramp down or redundancies by the Company) before completion of 1 year from the date of joining, then this whole amount shall be recovered from you.

Note: For International Worker Only*

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

* As defined by applicable law from time to time.

Benefits applicable for current Company financial year:

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

1. Medical Insurance for self, spouse and 2 dependent children up to INR 300000/- per annum.
    a. You have the option of availing Accenture negotiated rates to cover your parents, parent in-law and siblings up to INR 1000000/- & any additional child up to INR 500000/- under aseparate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 1000000/-. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments.
    b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
        • 10% of such claims for self, spouse and 2 dependent children
        • 20% of such claims for parents, parent in-law, siblings and additional children under the separate Insurance plan.
2. Personal Accident coverage for self, up to three times your annual fixed compensation.
    a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 500000/-.
    You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. Gratuity as per The Payment of Gratuity Act, 1972.
5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

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

In addition to the above, you will also be eligible for the following benefits:

1. #(D)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 marksheet of all semester (PG/UG).
3. Original provisional degree certificate or convocation degree certificate.
4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
5. Copy of Degree/PG/Diploma (as applicable) certificates.
6. Passport copy, if available (if not please apply immediately).
7. Pan Card
8. Copy of Aadhaar Card- 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.


EMPLOYEE
(RESIDENT)
Vaishnavi Chidrawar
Date of Joining :
25 Apr 2022

DocuSign Envelope ID: C1C9F3EE-A93E-42F2-88CE-23CDAFE5B9D3

FUJITSU CONSULTING INDIA PRIVATE LIMITED
A-15, MIDC Technology Park, Talawade Pune – 411062, India
Tel: +91 20 2769 0001, Fax: +91 20 2769 2923
Regd. Office: A-106, LGF, Dayanand Colony, Lajpat Nagar-IV, New Delhi- 110024
CIN:-U74899DL2000PTC108940

FUJITSU

Appointment Letter

Date: June 1, 2022

Sakshi Bajaj

Bajaj Alankar Kendra, Saraf Line, Telhara At Post - Telhara, Dist- Akola, Pin- 444108

Akola - 444108

Dear Sakshi Bajaj,

With reference to our employment offer letter dated May 31, 2022, we are pleased to offer you an appointment in our organization as ***HR Administrator at FJ07*** level in **Recruitment**. We strongly believe that the association would be mutually beneficial.

Your annual salary along with the break-up of salary is attached herewith in Annexure-A.

You are required to join on **June 1, 2022** and the offer stands withdrawn thereafter, unless the date is extended by us and communicated to you in writing.

In token of your acceptance of this appointment, kindly sign this letter and the employment agreement attached hereto at the bottom of the right corner of each page, and return the duplicate copy of the same to the HR department.

The location of your initial reporting & posting would be Pune. However, the location of your posting can be changed to any of our units / departments situated anywhere in India or abroad depending on the business requirements.

You shall be on probation for 12 months period. Unless communicated otherwise your services would be deemed to be confirmed on completion of the period of probation or any extension thereof as per the terms of your employment agreement and in accordance with the policies of Fujitsu Consulting India Private Limited.

Your employment shall at all times be governed by the employment agreement and the policies of Fujitsu Consulting India Private Limited as amended from time to time

DocuSigned by:
S D Bajaj
FB838105C5BC46B...


Sakshi
Bajaj
EMP ID :
FUJITSU

Date: April 12, 2021

Neha Dnyaneshwar Moundekar,

Nagpur

Dear Ms. Neha:

Welcome to the next generation of product engineering: Agiliad. We are excited to have you join our team. Congratulations!

As you know, one of our main sources of differentiation is the remarkable team that we have put together. We are hopeful that you will thrive as part of our team – the details of your Offer of Appointment are below. Do not hesitate to reach out to us if you have any questions. Please treat all of the information in this letter as highly confidential and only discuss it with your manager or the person extending you this offer.

1. Appointment

We are pleased to extend you this Offer of Appointment as **Engineer (S/W)** at Agiliad Technologies Private Limited ("Company" or "Agiliad"). Your primary responsibility shall include Participation in Research, Design, Development, Automation, Testing and Delivery of Software products and solutions more particularly described in Annexure A of the Company. However, the Company shall be at liberty to change the job description when a business necessity for the change arises without any prior intimation.

You agree, as a condition of your employment, that you will execute the Company's '*Non-Disclosure and Confidentiality Undertaking*' simultaneously with the execution of this letter.

2. Compensation and Benefits

Your total annual compensation inclusive of all benefits (statutory and otherwise) and variable pay will be Rs. 4,00,000 (Rupees Four Lakh only). Your compensation will be subject to deduction of tax at source in accordance with regulation. The details of your compensation are in the annexure (Annexure C) to this letter. Please note that variable pay is a privilege and not a right. Your compensation and benefits may be amended at the sole discretion of the Company.

3. Leave

- During your employment with the Company, you will be entitled to benefits as provided by Company policy and will be subject to current Company policies or those introduced or amended from time to time. We currently offer:

(i) Planned leaves of 12 days and Casual Leaves of 9 days per year. Other details as per our Leave policy

(ii) National Holiday/Festival leave of 10 days per year

- You shall inform your immediate superior in writing, reasonably in advance, of your intention of taking your privilege leave and you shall obtain his prior approval.
- If you are unable to attend work due to illness or injury, you are required upon request to provide a medical certificate from a registered medical practitioner confirming the illness or injury and stating its probable duration. In the case of any illness exceeding the stated probable duration, you will provide a further medical certificate from a registered medical practitioner within [three (3)] days after the expiry of the previous medical certificate.

4. Working location and norms

You will be working out of our Pune center. As part of your duties you may be required to travel outside the Company's premises. During your employment with the company, you may also be transferred or deputed to any of the offices or locations of the Company or any of its affiliates or subsidiaries or group companies in India or abroad on the same or similar terms and conditions of employment.

We have flexible working hours, but the expectation is that you abide by the timings of your team / work unit. We currently operate on a five day work week (Monday to Friday). In the event of travel, accommodation and travel may be provided as per company policy.

5. Increment in Grade

Your salary will be reviewed annually on the basis of the performance management norms of the Company and your performance in a given assessment period and on such effective date as applicable to employees in your category. Your salary will not necessarily be increased, and you agree that it is paid in satisfaction of all services rendered by you under this contract of employment. However, to be eligible for being considered for any salary revision as per above, you are required to work at least for six complete months from the date of your joining for a payment on a pro-rata basis, failing which the revision shall be considered in the following year, taking into account the full period, since the date of joining.

6. Probation

You will be on probation for a period of six (6) months from the date of joining. The company may in its sole discretion extend your probation period based on your performance or other factors as the Company may deem fit. During this period of probation your services may be terminated upon one week's notice or pay in lieu thereof by the Company, at its sole discretion, without assigning any reason.

7. Termination

- Your employment with the Company can be terminated by 60 (sixty) days' notice in writing from either side, or Sixty (60) days pay in lieu of notice, as may be determined by the Company.

- However, in the event of gross indiscipline, willful neglect of duties, breach of trust or any discrepancy or untrue information found in your application, the Company has the discretion to terminate your services with such notice as it deems fit and without any notice pay.
- Upon the termination of your employment for any reason by either party, or upon the effective notice of termination of your employment by either party, the Company shall have the right to relieve you from the performance of any and all duties of the position upon the continued payment of your salary and compensation, as then in effect, for the duration of the notice period. During such notice period, you may be required to not attend for work, at the Company's absolute discretion. However, you will not take up any alternate employment until the expiration of such notice period.
- The termination of your employment howsoever arising shall not affect such of the terms hereof as are expressed to operate or have effect thereafter and shall be without prejudice to any right of action already accrued to the Company in respect of any breach or default by you.
- If your employment is terminated for any reason:

  (i) the Company may set-off amounts you owe the Company against any amounts the Company owes you at the date of termination except for amounts the Company is by law not entitled to set-off;

  (ii) you must return all the Company's property to the Company on termination including all written or machine readable material, software, laptop, mobiles, computers, credit cards, keys and vehicles, etc.; and

  (iii) you must not record or retain any confidential information of the Company which is marked as such or which by its nature is deemed as confidential whether so informed by the Company at the time of giving or not, in any form after termination. Upon request of the Company, you will return or destroy or have destroyed all correspondence, specifications, books, documents, market data, cost data, drawings, effects or records etc. or any other material belonging to the Company or relating to its business, including in its electronic form and shall not retain or make copies of these items. You will provide a certificate to the Company that such materials have been destroyed or returned, as the case may be.

8. Expectations

In making this Offer of Appointment, we expect that:

- You devote your full time and attention in carrying out your work activities at the Company, and will not engage in or do any other business or render any professional service either on a full time or part time basis, you will also not engage yourself directly or indirectly in any other profitable business connected with the dealings of the Company in any way.
- You will keep your work strictly confidential and not divulge or disclose any information in any form, either during your employment or after, to anyone not employed by the Company. You will also execute and adhere to a Confidentiality Undertaking upon joining the company.

- You are able to maintain a state of medical, physical, and mental fitness and ensure annual medical checkups. You may be required to submit a medical fitness certificate.
- You have accurately represented the particulars in your application and/or biodata. You will authorize the Company to verify your educational and employment records, your conduct and any other background checks prior to joining the Company or anytime thereafter.

If any of the above expectations are not met, your employment may be terminated forthwith and without any notice period and without any liability to the Company.

9. Protection of Interest

If you conceive or make any new or advanced methods of improving designing/processes/ systems or any and all improvements in relation to the operations of the Company, such developments shall be fully and immediately communicated to the Company and shall be and remain the sole and exclusive right/property of the Company in perpetuity. If required by the Company, you shall execute separate documents or agreements in relation to such matters, conferring such rights on the Company. The salary payable to you hereunder is adequate compensation for such assignment and hence, you shall not be entitled to any additional payment in this regard.

10. Past records

If any declaration given or information furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, in such cases, you shall be liable to removal from your employment, without any notice and without any compensation.

11. Documents

Upon joining the Company you are required to execute a Non-Compete and Confidentiality Undertaking which along with this offer of Appointment, will govern the terms of your employment with the Company.

As part of the joining process we may ask to verify certificates/documents supporting your educational qualifications, previous employment, medical fitness, date of birth and other routine materials. Please refer Annexure B for documents to be submitted at the time of joining.

12. Miscellaneous Terms and Conditions

- You hereby agree and undertake to immediately intimate the Company of any change in the information provided by you.
- By signing below, you are agreeing that you have read and understood each and every provision of this Letter of Appointment and that in consideration of the Company offering you employment with the Company, you voluntarily and unconditionally agree to abide by its terms and conditions of employment and any such directions or instructions as may be issued to you by the Company from time to time in discharge of your obligations as an employee of the Company.
- If any provision of this letter shall be prohibited by or adjudicated by a court to be unlawful, void or unenforceable such provision shall to the extent required be severed from this letter and

rendered ineffective as far as possible without modifying the remaining provisions of this letter and shall not in any way affect any other provisions or the validity or enforcement of this letter.

- The Company will have the right to transfer and assign this contract of employment and all covenants and agreements herein will inure to the benefit of and be enforceable by such successors and assigns. This contract of employment is personal to you and you will not be entitled to transfer or assign it in whole or in part.

13. Governing law and jurisdiction

This Letter of Appointment shall be governed by Indian law. The courts at Pune only shall have exclusive jurisdiction in the event of any dispute arising between you and the Company in respect of or under this Letter of Appointment or in any matter concerning your employment with the Company. You hereby agree to unconditionally and unequivocally submit to such exclusive jurisdiction of the courts at Pune as envisaged hereinabove.

Please confirm that the above terms and conditions are acceptable to you and that you accept this appointment by signing this Letter of Appointment in duplicate.

Yours sincerely,

For Agiliad Technologies Private Limited,



Praveen Zore

(Senior Manager Human Resources and Operations)

On signing and acceptance of this Letter of Appointment, you have consented to the Company processing, both electronically and manually any appropriate data it may gather during the course of your employment. This may include sensitive personal data, such as medical information, etc.

I agree and accept employment with the Company on the basis of the terms and conditions mentioned in this Letter of Appointment, which have been read and understood by me.

Annexure A

(Roles & Responsibilities)

1. Participate in Research, Design, Development, Automation and delivery of Software products and solutions.
2. Develop good understanding of customer/prospect business, products
3. Participate in the discussion of solutions, demos and presentation with clients
4. Client interactions for project execution, delivery management etc.
5. Participate in team building initiatives.
6. Research and Publications

Annexure B

(Joining Formalities)

1. Copy of last qualification mark sheets/ certificate
2. Reliving letter and service certificate from previous employers
3. Pay slip of last two months
4. PAN Card
5. Passport
6. Address Proof
7. Updated resume
8. 2 Passport size photographs

Annexure C: Salary Structure

AGILIAD TECHNOLOGIES PRIVATE LIMITED

NAME : Neha Dnyaneshwar Moundekar

JOB TITLE : Engineer (S/W)

DATE OF JOINING : April 13, 2021

Fixed Components (In Rs.)	
Basic Salary	1,08,000
Dearness Allowance	72,000
House Rent Allowance	72,000
Leave Travel Allowance	15,000
Child Education Allowance	2,400
Employee Gift Allowance	5,004
Food Allowance	26,400
Company PF (Employers contribution)	21,600
Statutory Bonus	14,994
Other Allowance	47,926
(A) Total Annual Fixed Pay	**3,85,324**
Other Benefits (In Rs.)	
Gratuity (As Per Gratuity Act)	8,658
Medical & Accident Insurance Premium	6,018
(B) Total Other Benefits	**14,676**
Total Cost to Company (CTC) [A+B]	**4,00,000**

- Any Personal Tax liability arising out of compensation will be borne solely by the employee.
- Your compensation details are personal and strictly confidential. The details must not be shared with any person other than your reporting manager and HR.
- Medical Insurance Coverage of 5 Lakh for employee, spouse and two children
- Accident Insurance Coverage of 10 Lakh for employee

AGILIAD TECHNOLOGIES PRIVATE LIMITED

CIN-U72900MH2011PTC222130
1st Floor, Goderej Castlemaine
Next to Ruby Hall, 42 Sassoon Road
Pune 411001

Pay Slip for February 2022

EmpNo	A921	Payable Days	28
Name	Neha Moundekar	Date of Joining	13-04-2021
Designation	Engineer (SW)	P.F. No.	PUPUN15629170000/0010753
UAN No.	101683041264	PAN	GLEPM9201E

Earnings	Current Month	April-to-date Earnings	Deductions	Current Month	April-to-date Deductions
Basic	9,000.00	95,400.00	Provident Fund	1,800.00	19,080.00
Housing Rent Allowance	6,000.00	63,600.00	Profession Tax	300.00	2,300.00
Dearness Allowance	6,000.00	63,600.00			
Other Allowances	6,446.00	68,328.00			
Leave Travel Allowance	1,250.00	13,250.00			
Child Education	200.00	2,120.00			
Gift	417.00	4,420.00			
Bonus	1,250.00	13,250.00			
Total	30,563.00	323,968.00		2,100.00	21,380.00

Net Pay : Rs. 28,463.00 *Rupees Twenty Eight Thousand Four Hundred Sixty Three Only.*

Message : This is a Computer Generated Statement, Hence does not require any Signature.

Gmail

sumit muddalkar <sumitmuddalkar@gmail.com>

Fwd: FW: Offer for the position of HR Executive

1 message

Aruna Babhulkar <arunalaxman1997@gmail.com> Tue, Mar 8, 2022 at 2:11 PM
To: sumitmuddalkar@gmail.com

---------- Forwarded message ---------
From: <sudhir@svdigitalindia.in>
Date: Wed, Feb 2, 2022, 14:02
Subject: FW: Offer for the position of HR Executive
To: <arunalaxman1997@gmail.com>

Ref.:- Offer/SMSPL/HR Desk/2022-23 Chandannagar,2nd February 2022

OFFER LETTER

Aruna Laxman babhulkar,

Tembhurana Tal.Khamgaon, Dist. Buldhana-444303

Mobile- 7875939918

Welcome to SV Digital India !

This refers to your application and subsequent interview you had with us on dated 2nd February 2022

We are pleased to offer you the position of “HR Executive ” in our organization on the following terms and conditions:-

1. Your Salary has been discussed, agreed and accepted by you INR 22,000/- per month CTC and incentive would be Rs.500/- per candidate job placement.

2. Your KRA / Target would be to Placement, Corporate Client Relationship, Recruitment, Administration.

2.1 The target shall be to tie up 10 IT companies (Free Services) for placement of our students and take the fresher requirements from IT companies and full fill their requirements .

2.2 The target shall be to tie up the IT companies and place our students for JOB - minimum 10 students per month . You has to be provide 10 interview calls per student per month.

2.3 You shall be responsible to take care of entire end to end recruitment of external third party / third party clients as well as you shall responsible for internal hiring as per management guidelines as and when require.

2.4 You shall be responsible for to tie up Collages for mass admissions.

2.5 You shall responsible for Recruitment , Training and administration activity. You can train our students for HR related .

3. Your Job profile would be as per above point no 2.1 to 2.5

4. After SIX MONTH your salary would be revised on the subject of your satisfied performance

5. You would be applicable of company rules and regulations I.e. you shall not divert our student to with you or any third party or any training institute or you cannot speak to student about fees or any personal dialogue or unprofessional things . If any mistake/ misconduct under this Claus then SV Digital India have right to take legal action with recover the damages charges with entire fee amount recover from your end with penalty charges.

6. You shall join on duty on 7th February 2022 and report to the following signatory at Chandan Nagar Head Office at 9 am. Your notice period would be 60 days during your an assignment / probation period and if u will left before two months then you shall be responsible to pay the notice pay compensation to SV Digital India.

7. You shall be bring the documents on the time of joining day one like as 10th/12th/ Graduation / Post-Graduation academic qualifications, experience and relieving letters from past all and current companies, last three months' salary slips, bank statement , three color photos, appointment letter from current /last companies, bank statement , bank details (Cancel Cheque / Bank Pass Book) ,two contact number from your family members and medical fitness certificate.

8. This Offer is valid and subject to all your above documents as per point no.7 are in line with our expectation and standards as well as your employee background verification green / satisfied report.

9. As per WhatsApp Communication General Rules & Regulations is mandatory .

10. If performance / Target will be Zero or not satisfied then your service would be terminated without any notice period compensation.

Please revert back as ‘Accepted’.

Any delay in joining on your part will be entitled cancelation / deemed cancellation of our offer letter.

All the best for your new assignment.

Thanks & Regards,

Thanks & Regards,

SSUDHIR VARPE

Director- Human Resources-APAC

SV Digital India Pvt.Ltd.,

Head Office : Near Mittal Autombile, Vijay Sales Lane, Nagar-Pune Road , Chandan Nagar , Pune-411014,INDIA

Contact Number : +917755996970 I **Email Id** : sudhir@svdigitalindia.in

Website : www.svdigitalindia.in

Google Meet Link @ https://meet.google.com/nxo-mngv-nhp



2 attachments



image003.jpg
9K



image003.jpg
9K

Offer: Computer Consultancy
Ref: TCSL/CT20182384462/Chennai
Date: 09/04/2021

Ms. Komal Subhash Awagan
C/O Subhash Awagan, Patil Nagar,Akola Road,,
Near Watane Lawn,,
Washim-444505,
Maharashtra.
Tel# -7066072237

Dear Komal Subhash Awagan,

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
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹14,784/-** per month.

BOUQUET OF BENEFITS (BoB)
Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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)

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

*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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

GROSS SALARY SHEET **Annexure 1**

Name	**Komal Subhash Awagan**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Shri Sant Gajanan Maharaj Coe - Shegaon**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore / Xperience Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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	

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

(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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Offer: Computer Consultancy
Ref: TCSL/CT20192797317/Chennai
Date: 09/12/2021

Ms. Mrunal Jagdish Arudkar
At Post Belkhed, Tq-Telhara ,Dis-Akola,
Shivaji Chauk,
Belkhed-444108,
Maharashtra.
Tel# -8698502636

Dear Mrunal Jagdish Arudkar,

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.

Arudkar

1

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

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.

Gaudkar

TCS Confidential
TCSL/CT20192797317

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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.

Rajurkar

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

TCS Confidential
TCSL/CT20192797317

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

written permission of TCSL.

9. **Confidentiality Agreement**
As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Work in SBWS mode**
TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related 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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training.The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

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

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

TATA

GROSS SALARY SHEET

Annexure 1

Name	**Mrunal Jagdish Arudkar**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Shri Sant Gajanan Maharaj Coe - Shegaon**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore / Xperience Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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	

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

4. **Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. **Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. **Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. **Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. **Restriction on Associate's Rights**
Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. **No License**
TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Borkar

10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

(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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
615-21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2535 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

Gmail sumit muddalkar <sumitmuddalkar@gmail.com>

Fwd: Offer Stack up - Worldline India

1 message

Prajakta Bore <prajaktabore99@gmail.com>
To: sumit muddalkar <sumitmuddalkar@gmail.com>

This is mail regarding offer letter.

---------- Forwarded message ---------
From: **Komal Tendulkar** <komal.tendulkar@worldline.com>
Date: Sat, Mar 13, 2021, 12:33 AM
Subject: Offer Stack up - Worldline India
To: prajaktabore99@gmail.com <prajaktabore99@gmail.com>

Dear **Prajakta,**

Season's Greetings from Worldline India.

Further to our discussions, we are pleased to offer you the position **Trainee - Engineer** *in our organization at* **Mumbai.**

Please note you will have to sign a separate bond of 2 years with the company.

A small note to explain the philosophy behind our compensation structure.

- *The first is your current salary & your expected raise*
- *Second is the internal equity within the system*

All these factors determine the offer we make you. Apart from the monetary details, what you should also consider is the brand, career growth opportunities & the work culture at Worldline.

*Request your acceptance within **2 working days**, post which the offer will not be valid, also mention your likely date of joining.*

Kindly ensure a copy of duly accepted resignation letter, reaches us within 2 working days after acceptance of our offer.

This offer is valid subject to positive reference checks and other verifications carried out by the company.

Looking forward to having you on board with us soon, so that together we can deliver the best.

Please note the CTC shown is a gross component and will have deductions of Provident Fund & professional tax as per statutory norms
Company contribution towards PF is 12%
Fringe Benefit Tax arising out of any of the above components will be deducted as and when applicable
Performance Pay will be payable twice a year based on company & individual performance

aologo.gif aologo.gif

	NAME	**:**	**P**
	DESIGNATION	**:**	**Trai**
	GRADE	**:**	
	GCM Level	**:**	
	Expected DOJ	**:**	**18**
	Joining Location	**:**	
A	***Monthly Salary***		
	Basic		
	Statutory bonus		
	Other Allowance		
	Sub-total (A) Per Month		
	Sub-total (A) Per Annum		
B	***Benefits***		
	Provident Fund		
	Mediclaim		

	Sub-total (B) Per Month		
	Sub-total (B) Per Annum		
	Total (A+B)		
C	Performance Pay (As Per Company Policy)		
	Total Gross Remuneration (A+B+C+D)		**3,30,000**

A. You are given the flexibility to allocate your Other Allowance as per your desire. You can choose from the following:

1	Leave Travel Allowance
2	House Rent Allowance
3	Conveyance
4	Education Allowance
5	Medical Expenses Reimbursement

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

a. Mediclaim is applicable to your family (self, spouse & 2 children) on a floater basis. This policy covers the hospitalization expenses.

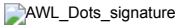
b. You will be covered under Personal Accident Policy

c. You will be covered under Life Insurance policy

D.You are entitled to Gratuity as per Act.

***Performance Pay* is payable as per rules of the company and subject to review.**

Kind Regards,



Komal Tendulkar

Sr. Manager - HR

Worldline, an atos company

Tel 022 71980020

Mobile +91 9819025177

komal.tendulkar@worldline.com

Raiaskaran Tech Park (formerly known as Logitech Park),

Tower-1, 2nd floor, Phase – 2 ,

Andheri East , Mumbai – 400072, India

Landmark : Sakinaka Metro Station

in.worldline.com



Disclaimer: This e-mail and the documents attached are confidential and intended solely for the addressee; it may also be privileged. If you receive this e-mail in error, please notify the sender or to awl-in.sysadmin@atos.net immediately and destroy it. A the message content. Although the sender endeavours to maintain a computer virus-free network, the sender does not warrant that this transmission is virus-free and will not be liable for any damages resulting from any virus transmitted

8 attachments

image005.jpg
2K



image006.jpg
3K



image001.png
8K

image002.jpg
1K

image003.jpg
1K



image004.png
15K



image007.jpg
3K

image003.jpg
1K

Worldline

Worldline India Pvt. Ltd.

Raiaskaran Tech Park,Tower-1, 2nd floor, Phase-2 Off
Mathuradas Vasanji Road,Near Sakinaka Metro Station,Andheri
East 400072

Pay Slip for the month of January 2022
All amounts in INR

Emp Code	: AWL2168	**Location**	: Mumbai
Emp Name	: Prajakta Bore	**Bank/MICR**	:
Department	: MS/I/WLO/PR/ASTRASW\ASTRA Lead 1	**Bank A/c No.**	: 919010065576959 (Axis Bank Limited)
Designation	: Trainee - Engineer	**Cost Center**	: Worldline India Pvt. Ltd.
Grade	: 5	**PAN**	: DBQPB3418D
Gender	: Female	**PF No.**	: MH/43265/13005
DOB	: 26 Jan 1999	**PF UAN.**	: 101674224276
	DOJ: 22 Mar 2021 **Payable Days:** 31.0 **LWP:** 0.0	**ESI No.**	:
	Arrear Day(s): 0.0		

Earnings

Description	Rate	Monthly	Arrear	Total
BASIC	10450.00	10450.00	0.00	10450.00
HRA	1045.00	1045.00	0.00	1045.00
OTHER ALLOWANCE	11593.00	11593.00	0.00	11593.00
STATUTORY BONUS	1045.00	1045.00	0.00	1045.00
GROSS EARNINGS	**24133.00**	**24133.00**	**0.00**	**24133.00**

Deductions

Description	Amount
PF	1800.00
PROF. TAX	200.00
GROSS DEDUCTIONS	**2000.00**

Net Pay : 22133.00 (TWENTY TWO THOUSAND ONE HUNDRED THIRTY THREE ONLY)

Income Tax Worksheet for the Period April 2021 - March 2022

*You have opted for Old Tax Regime

Description	Gross	Exempt	Taxable
BASIC	128771.00	0.00	128771.00
HRA	9405.00	0.00	9405.00
OTHER ALLOWANCE	146328.00	0.00	146328.00
PERFORMANCE PAY	2891.00	0.00	2891.00
STATUTORY BONUS	12877.00	0.00	12877.00
PF in excess of 12%	6147.00	0.00	6147.00
Gross	306419.00	0.00	306419.00

Tax Working	
Standard Deduction	50000.00
Previous Employer Taxable Income	0.00
Previous Employer Professional Tax	0

Deduction Under Chapter VI-A		
Investments u/s 80C		
Provident Fund	21600.00	
Total Investments u/s 80C	**21600.00**	
U/S 80C	21600.00	
Total Ded Under Chapter VI-A	**21600.00**	
Perq Detail		

Taxable HRA Calculation(Non-Metro)	
Rent Paid	0.00
From: 01/04/2021	
To: 31/03/2022	
1. Actual HRA	9405.00
2. 40% or 50% of Basic	51508.00
3. Rent - 10% Basic	0.00
Least of above is exempt	0.00
Taxable HRA	9405.00

TDS Deducted Monthly	
Month	**Amount**
April-2021	0.00
May-2021	0.00

AppointmentLetter_V1.0
Date: 26.10.2021

Ms Sakshi Bobade
Employee ID: 00145557
Unit: SBU2

Dear **Sakshi**,

This is with reference to your application and the subsequent interviews you had with us. We are pleased to appoint you in our company with effect from 25.10.2021 as:
Role: Trainee
Designation: Trainee
Grade: A Grade

The broad terms of this appointment are as follows:

1. You are being hired for our SEZ Unit at Plot no.17, Rajiv Gandhi Infotech park, Phase 3, MIDC-SEZ, Hinjawadi, Pune 411057, You will be a confirmed employee from the date of joining, Please note that you may be required to work at any other location for specific assignments, depending on exigencies of work.

2. Your **Total Target Compensation will be Rs.600,000.00 /-** and the compensation package will comprise of the components specified in **ANNEXURE A & B**.

3. Compensation structure as well as the structure governing role/grade/designation is liable for modification from time to time at company's sole discretion.

4. For fulfilling the company's business needs from time to time, you may be transferred; assigned or deputed to the locations of the clients of the company, or locations of the group companies or subsidiaries of the company as a representative of KPIT Technologies Limited or of its group companies.

5. The company can initiate movement of your employment to any other organization for any reason including but not only limited to mergers, movement to joint ventures/ group companies/ sister concerns, divestment, in case of mutual agreement between KPIT Technologies Limited & customer for you moving to customer's roll etc.

6. You will be entitled to paid leave as per company policy.
All female employees are eligible for Maternity, Adoption, Miscarriage Leave & relevant benefits as per The Maternity Benefit (Amendment) Act.

7. You will be bound by the company policies which will be communicated to you, from time to time. It will be your responsibility to keep yourself abreast of the same and comply with code of conduct & all the
Company policies.

8. You will not undertake any representation or employment, retainership, assignment, apprenticeship / traineeship, consultancy engagement or in any other manner whatsoever, or carry out any other profession / business / activity / vocation, nor engage in any such activities (even if such association, activity, etc. is on part-time basis) for any other company while in the employment of KPIT Technologies Limited.

Contd.2

KPIT Technologies Ltd. (Formerly KPIT Engineering Ltd.)
Registered & Corporate Office: Plot 17, Rajiv Gandhi Infotech Park, MIDC-SEZ, Phase-III, Maan, Taluka Mulshi, Hinjawadi, Pune-411057, India
CIN: U74999PN2018PLC174192

O +91 20 6770 6000
E info@kpit.com
W kpit.com

9. Considering the urgency of meeting the deadlines of specific assignments and other conditions prevailing at the time, you may be required to put in extra hours/ days at work/ work in any shift as required.

10. Your training period, which will include formal training and on-the-job assignments, will be for a maximum period of one year from the date of joining.

11. On joining you would undergo a rigorous training program (formal training and on-the-job assignments) with us. During this period you will be assessed at regular intervals. In case your performance during training period is not satisfactory, the company has the right to terminate your services with immediate effect without any notice or without any salary in lieu of.

12. During the course of your assignment, you will deal with some important or confidential information and/or material either of the company or of the client. It is understood that you will not part with this information to anyone at any point of time without the written consent of the company.

13. You will be responsible for the proper care of all hardware, software and other related valuables entrusted to you.

14. You will be required to read and comply with the confidentiality undertaking of the company.

15. Your continued appointment will be based on several factors which will be reviewed from time to time, including, the accuracy and completeness of all the information mentioned in your application and the interviews you had with us, your flexibility in taking on assignments which are allotted to you after due discussions and your overall performance in the company.

16. In case your performance is not satisfactory as per the role expectations, the Company has the right to initiate strict actions deemed fit.

17. This appointment may be ended by either side with a notice period of 90 days or pay in lieu of notice. The discretion to accept pay in lieu of notice rests with the company and you will be bound by any such decision, which will be taken based on work exigencies and you therefore may be required to work through the notice period. In case you resign at your own will, the company reserves the right to release you prior to the notice period of 90 days, taking into consideration business needs and work exigencies and the company will not be liable to make any payment lieu of the notice period. period, employee needs to serve notice period of 30 days and the company will not be liable to make any payment in lieu of the notice period.

18. The company also reserves the right to recover the costs of any specific expenditure incurred at the time of joining (relocation expenses, joining bonus etc. if any), 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 fulfill your part of the obligation, either to travel or to complete the assignment.

19. In case your services are terminated by the company for any reason whatsoever including termination due to breach of the existing policies or for any kind of misconduct, then the company may take the decision of releasing you with immediate effect and will not be liable to pay the notice payment for the full or balance notice period.

Contd.3

20. The company has taken you on rolls 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.

21. You are required to submit all documents that have been detailed in the offer letter, to the company within 30 calendar days of your date of joining. In the event that you do not submit all the required documents as detailed in the offer letter within this time period, the discretion to terminate your services (the employment relationship may be treated as 'void ab initio') rests with the company and you will be bound by any such decision.

22. During the term of this agreement, you shall devote as much of your productive time, energy, and abilities to the performance of your duties hereunder as is necessary to perform the required duties in a timely and productive manner.

23. Limitations on Authority:
Under the general terms and conditions of employment relationship between you and the company, you are not authorized to and must not, at any time:

i Trade on your own account by pledging the credit of the company.

ii. Enter into any transaction of a speculative or gambling nature or otherwise subject the company to risks, which are beyond the company's financial capacity to bear.

iii. Enter into any commitment, dealing or obligation on behalf of the company, except to the extent you are for the time being empowered by a resolution of the Board of Directors of the company, or otherwise specifically authorized by a competent senior functionary of the company.

24. For a period of one (1) year following your separation from KPIT Technologies Limited, you shall not, directly or indirectly, hire, solicit, or encourage to leave the company's employment, any employee, consultant, or consultant of the company or hire any such employee, consultant or consultants of company who has left the company's employment or contractual engagement within one year of such employment or engagement. You shall not solicit/entice the customers of KPIT Technologies Limited, for a period of two (2) years from the date of separation from KPIT Technologies Limited.

We welcome you to the organization and look forward to a long and fruitful association.

Kindly sign the attached copy of this appointment letter by way of confirmation.

Sincerely yours,

For**: KPIT Technologies Limited**

RK singh

Rajesh Kumar Singh

Agreed & accepted
(**Sakshi Bobade)**

Annexure A

Name	Sakshi Bobade
Employee ID	00145557
Date of Joining	25.10.2021
Role	Trainee
Grade	A Grade
Designation	Trainee
Components	**Amount (in Rs.)**
Basic Salary	198,000.00
House Rent Allowance	99,000.00
Monthly Bonus	39,600.00
Employer's contribution to Provident Fund	23,760.00
Car Value	0.00
Flexi Basket*	0.00
Other Allowance	131,640.00
Special Allowance	108,000.00
Fixed Compensation**	**600,000.00**
Skill Allowance	0.00
Other Compensation	**0.00**
Variable Performance Incentive****	0.00
Incentive and Bonus	**0.00**
Total Target Compensation	**600,000.00**
Other Benefits	**14,724.00**
Cost to Company	**614,724.00**

Note: All the amount mentioned above are per annum.

* The details for Flexi Basket and Other Benefits Component have been mentioned in Annexure B.

** 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.

Annexure B

Components	Amount (in Rs.)
Hostel Allowance	0.00
Meal Allowance	0.00
Professional Development Reimbursement	0.00
Medical Allowance	0.00
Children's Education Allowance	0.00
Employer's contribution to NPS	0.00
Leave Travel Assistance	0.00
Flexi Basket*	**0.00**
Notional Provision for Statutory Gratuity**	9,524.00
Employer's contribution to Insurance Premium**	5,200.00
Employer's contribution to ESIC	0.00
Special Benefits	0.00
Other Benefits	**14,724.00**

*You have an option of restructuring your Flexi Basket components from 1st to 15th of the succeeding month of your joining, based on your tax planning (the amounts changed will be adjusted in the Additional Allowance). The amounts under flexi allowance are taxable in case of no supporting receipts or expense bills, except for Meal Allowance.

1.Submission of actual bills against your flexi declaration for tax exemption purpose would be done at the end of financial year for which you will receive a communication from HR.

2.All allowances except for Leave Travel Assistance will be paid on monthly basis while Leave Travel Assistance will be paid on claim basis. Leave Travel Allowance (LTA) can be claimed only after three months of joining the company.

3.Employer's contribution to NPS will be deducted from your salary on monthly basis and will be paid directly into your PRAN account.

** 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.

Note:

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

For: KPIT Technologies Limited

RK singh

Rajesh Kumar Singh
Global Head - HR

Agreed & accepted
(Sakshi Bobade)

Mindtree
A Larsen & Toubro Group Company

Date:26-Feb-2021

To

Ketan Pise
INDIA

Dear Ketan Pise,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree in the campus of Kalinga.

2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an ENGINEER in the Salary Grade C1 subject to the following terms and conditions.

2.1. a) You should complete the Degree which you are now pursuing without any backlog (subjects where you have not obtained the passing marks) at the time of joining

b) Secure 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 and the training location will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs.

2.3. Your joining location would be Mindtree Kalinga, Bhubaneswar and joining date would be communicated in subsequent emails.

Mindtree
A Larsen & Toubro Group Company

2.4. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.5. The period of Orchard is 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree.

2.6. The other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time

2.7. You shall bring with you the following documents at the time of reporting for Training at Mindtree, Kalinga, Bhubaneshwar, for completing the joining formalities.

- 10th, 12th and graduation (all semesters) mark sheets originals and 2 sets of photocopies
- Degree completion/provisional certificate originals and 2 sets of photocopies
- Pan card originals and 2 photocopies
- Aadhaar card originals and 2 photocopies
- Voter ID / Driving license originals and 2 photocopies
- 4 passport size photographs

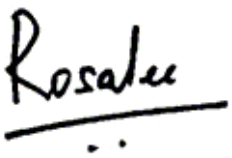
If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

If you have any questions or need any clarification, please do not hesitate to contact us at campus@mindtree.com.

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,
For Mindtree Limited



Rosalee M Kombial
Vice President-People Function

Mindtree
A Larsen & Toubro Group Company

Enclosed: Annexure to your Offer of Employment

Acceptance of the offer

I, Ketan Pise, 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	KETAN PISE

Annexure 1

Compensation stack during the Orchard Learning Program **(from the date of joining till the date of confirmation)**

Name **: Ketan Pise**

Salary Grade **: 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 if your training location is Mindtree Kalinga (excluding food expenses)
- Food expenses will have to be borne by you.
- Premium for Insurance during your learning program will be **INR 550 per month**.
- Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.

You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for 2021 - 2022 is as follows.

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 500,000 per annum per family.Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.

Mindtree
A Larsen & Toubro Group Company

Annexure 2

Compensation stack effective from date of confirmation

Name : Ketan Pise

Salary Grade : C1

Designation : ENGINEER

Detailed break up of your CTC components is given below (all figures are in INR and per annum)

Basic	180,000
HRA	89,916
Provident Fund	21,600
Gratuity	8,640
Insurance Benefits*	6,600
Allowance in Lieu of Reimbursement	1,248
Annual Gross	**308,004**
Bonus / Variable Compensation**	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
A Larsen & Toubro Group Company

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 cover your Parents or Parents-in-law. If you opt for this, the additional premium for the parental coverage will be deducted from your salary.

More details on these options will be provided to you at the time of your confirmation.

**The bonus component per annum is 12% of CTC. The payout will be governed by the Bonus plan applicable for the respective year. More details of the plan will be available on joining. The actual amount payable is inclusive of bonus, if any, as per the Bonus Act, 1965 and amendments thereto.

The structure of CTC shown above is indicative and by the time of your confirmation, there could be changes in the structure arising out of changes in the Income tax rules or Insurance or organization wide compensation philosophy changes. However, the CTC amount will be protected i.e., will remain the same.

Mindtree
A Larsen & Toubro Group Company

Annexure - 3

Terms and conditions of the Offer of Training and Employment

1. All employees of Mindtree are referred to as Mindtree Minds. Mindtree Minds who join us from campuses are referred to as Campus Minds of the particular batch of **joining for convenience and identification.**

2. The term, 'the Company' refers to Mindtree Limited.

3. This letter contains broad terms and conditions of service governing this appointment which are subject to change from time to time **and shall have to be read along with the rules, regulations and policies of the Company.**

4. You are also bound by the terms relating to Non - Disclosure, Intellectual Property Assignment, Non-Solicitation, Confidentiality, Non-Compete agreement annexed hereto at Annexure 3, and Mindtree Code of Conduct. **You are requested to go through the documents carefully and understand the terms thereof before sending your acceptance.**

5. You are requested to contact the People Function team (HR team at Mindtree) for any clarifications on policies/rules/regulations, which are applicable to you. **Salary details are personal to you and you are expected to keep them confidential.** We expect you to keep the salary details confidential at all times.

6. Orchard Learning Program

6.1 On joining, you will be part of our Orchard Learning Program. The Orchard Learning Program will consist of new age methods that enable you with real world problem solving capabilities.

6.2 Orchard Learning Program spans for about 90 calendar days. However, the duration could be shortened or extended based on the business requirements and an individual's readiness for working on projects as determined by Mindtree.

6.3 The Orchard Learning Program is intensive and fast paced, requiring your focus and hard work, to learn effectively and demonstrate capabilities expected by Mindtree. You are required to ensure your 100% availability and undivided attention during the tenure of the program.

6.4 You will be continuously assessed and given feedback by experts throughout the learning program. You will be provided opportunities to demonstrate the acquired capabilities on skills such as Communication, design, programming, problem solving, presentation and professionalism on engineering, business and social projects. You must clear a set of mandatory capabilities, as the qualifying criteria, for successful completion of Orchard Learning Program. The details of qualifying criteria will be communicated to you upon your joining.

Your continued employment with Mindtree is subject to your meeting the qualifying criteria during and at the end of the Orchard Learning Program. If you meet the qualifying criteria for successful completion of the Orchard Learning Program, your employment with Mindtree will be confirmed through a written intimation shall be sent to you. If you do not meet the qualifying criteria, you will be asked to leave the services with no further assurances, risk or liability of Mindtree. Unless otherwise confirmed in writing, you will be deemed to be under the Orchard Learning Program.

7. Confirmation of Employment

7.1 Upon confirmation, your designation will be ENGINEER and in the Salary Grade of C1 will continue. The date of confirmation is reckoned as the start date of service for all practical purposes, including statutory requirements. Date of confirmation is the start date used for provident fund, gratuity, tenure calculation for performance management cycle, increments, progression, vacation or leaves as per general policy, loans and other benefits etc.

7.2 All confirmations will be aligned to the 16th of the same month or 1st day of the succeeding month post successful completion of the Orchard Learning Program. For e.g. if you successfully complete the Orchard Learning Program any day between 1st to 15th during the month of September 2021, the date of confirmation will be 16-Sept-2021 or if you successfully complete the Orchard Learning Program any day between 16th to 30th of September 2021, the date of confirmation will be 01-Oct-2021.

7.3 The duration between the successful completion of the Orchard Learning Program and the date of confirmation is considered as part of the Orchard Learning Program.

7.4 On confirmation, your work location will be decided based on the business requirements. You are expected to report at your work location as advised.

7.5 Your joining may be revoked or your confirmation will be withheld, if any of the required joining formalities, for e.g., submission of all marks cards, degree certificates, etc., are not complied with.

7.6 Determination of adequacy and authenticity of the proofs submitted will be at the sole discretion of the Company.

8. Compensation and benefits

8.1 During the Orchard learning program, you will be paid a stipend of INR 22,000 per month. Please refer Annexure 1 for details. On successful completion of the Orchard learning program, your employment with Mindtree stands confirmed. On confirmation, your total compensation would be INR 350,004.00 per annum Please refer to Annexure 2 for details. All payouts are aligned to salary payout, which is the last working day of the month, unless otherwise mentioned. Any payment will be after deduction of applicable taxes prevailing at the time of payout.

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 for sanction of loans and salary advance, payment of year-end payout component of bonus (if applicable), compensation revisions, promotions etc. You will have to refund any amounts received by you when you are not entitled for the same.

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 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. Both Mindtree and you agree that this amount is fair and legally enforceable in the event of any default from your side. Mindtree, at its sole discretion, may provide waiver on the notice period. If there is any failure to comply with the separation procedures within a reasonable time frame, then it will be handled as Termination on disciplinary grounds. If Mindtree terminates your employment, for reasons other than disciplinary grounds, you will be given an advance notice of three months, in writing.

2. If Mindtree decides to relieve you before the completion of the notice period, the salary for the balance notice period would be paid to you after adjusting the amounts payable by you to Mindtree.

3. Salary for the purpose of notice period means the two components of Basic & Flexible Expenditure Plan (FEP), in your compensation at the time of termination of your employment.

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 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.

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 :

Date :

MURF SOFTWARE SOLUTIONS PVT. LTD.

PRIVATE AND CONFIDENTIAL

01/07/2021

Nilesh S Inkane
India

Dear Nilesh,

Murf AI is an early stage start-up, working on simplifying and making high-quality voice overs accessible to everyone, using artificial intelligence. As we continue to evolve, we look for people who are committed to leadership and our culture of innovation. We would like to invite you to join our team as a **Software Development Engineer** based in Bangalore.

Your scope of responsibilities will include those for which you are engaged, as well as any other duties given to you by your Manager. In accepting this offer of employment you will be required to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms. You are also required to use substantially all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Compensation and Allowances
You are entitled to a compensation of INR 14,19,000/- per annum. The details of your compensation structure are outlined in Annexure A.

Benefits and terms of employment
Additional benefits and terms of employment are described in Annexure C. For more details on relevant policies and procedures, you should contact the Manager.

Policies and Procedures
You are required to comply with all Murf policies and procedures as they may be amended or added to from time to time.

Other Engagements
You are not allowed to work either full time, part time or in advisory, consultant, associate or any other role with any other company, organization or any kind of freelance work till the time you are employed with the Company. You need to take specific approval in writing from your manager before being associated or contributing to any forums, groups, projects or non-profit seeking bodies.

Termination
Your employment may be terminated by the Company giving one (1) months' notice or one (1) month's pay in lieu of notice. In case the employee resigns/ gives notice for termination of employment, he/she shall give one (1) month's notice. Further, the Company at their sole

discretion may relieve the employee before expiry of the notice period without any financial liability or commitment to allow them to continue in service till the end of notice period.

The company may terminate your employment without notice if you wilfully disobey a lawful and reasonable instruction or direction, commit an act of misconduct, including but not limited to, fraud or dishonesty, or are habitually negligent in your duties, you will be liable to dismissal by the Company without notice.

Intellectual Property

All the work that you will produce during your employment will be the intellectual property of Murf Software Solutions Private Limited. If, during your employment with Murf Software Solutions Private Limited, you (either wholly or partially) make, invent, suggest or in any manner acquire any invention, process or recipe capable of being used in or relating to the development, manipulation, storage, improvement, service or launch of any products developed by or dealt in by Murf Software Solutions Private Limited, the same will be deemed to have been made, invented, suggested or acquired on behalf and for the benefit of the Company alone, and you will, assign to Murf Software Solutions Private Limited the full benefit of such invention, process or recipe and any letters patent or other similar rights obtained by you in any country.

Non-compete

Non-compete period shall mean the period commencing with the date of this employment agreement and ending two (2) years from the date of termination of your employment with the company (including its affiliates). You agree that during the Non-compete period, you shall not in any manner either directly or indirectly solicit or entice the other employees, vendors or customers of the Company and its affiliates to join or enter into transactions, as the case may be with either you directly or indirectly or with other entities which are in direct or indirect competition with the company and its affiliates.

Return of company property

On termination of your employment, for any reason, you must immediately return to the company all company property and all documents and items relating to the company's business. This includes, but is not limited to, any car, equipment, papers, keys, reports, computers, information and programs, records and documents and other information in whatever form, relating in any way to the company. Company is entitled to deduct or set off any amount owing to you on termination for the value of any property not returned, or amounts owing to the company.

Conflict of Interest

You must use all reasonable endeavours to avoid any situation where your personal interests may conflict with or be inconsistent with the interests of the company. Notify your manager should a conflict arise, or is likely to arise. You must not use company letterhead or resources for any purpose other than approved company business.

Closing

This offer of employment is conditional upon the following:
- Signing the acceptance clause under the heading “Acceptance of Employment Offer”; and - You are under no obligation to anyone, including any former employer, which prevents you from entering into this Agreement or restricts the activities or duties which may be assigned to you by the company
- All information provided by you is accurate, including academic credentials.
- Successful completion of any background check or security clearance investigation, if required.
- Satisfactory reference having been obtained from your previous and present employers.
- Successful completing the Degree/ Diploma with no standing backlog in any of the semesters during the course of study.

Your Date of Joining is **1st August, 2021.**

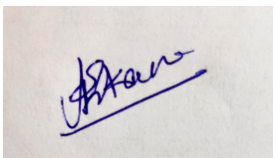
We look forward to receiving your acceptance of this offer and joining the Murf AI team

Sincerely,

On behalf of Murf Software Solutions Pvt. Ltd.

Sneha Roy,
COO & Co-Founder

Acceptance:
I, Nilesh S Inkane, have read, understood, and accepted this offer of employment, as set forth above, with the company and will report on 1st August, 2021.

Signature:  Date: 05/07/2021

Attachments:

1. Annexure A – Compensation Structure Information
2. Annexure B – Benefit Summary

MURF SOFTWARE SOLUTIONS PVT. LTD.

Annexure A
Compensation Structure Information

Dear **Nilesh**,

Your Total Annual Salary will be INR 14,19,000/-. The breakdown of your basic salary and allowances are as follows :

Designation: **Software Development Engineer**

	Compensation Components	**Per Annum (INR)**
Salary Part	Basic Salary	5,16,000
	HRA	2,06,400
	Special Allowance	5,26,800
	Transport Allowance	19,200
Retirement	PF (Employer Contribution)	21,600
	Total Fixed CTC	**12,90,000**
Variable Pay for Performance**	Variable Pay	1,29,000
	Total including VPP	**14,19,000**
Other Valued Benefits	Medical Insurance (as per company policy)	5,00,000

All amounts above are pretax amounts and will be taxable in accordance with the taxation laws in India. All allowances will be paid in accordance with applicable taxation laws. For allowances requiring reimbursements, as non- taxable components, you will need to submit receipts/bills; otherwise they will be paid as taxable components.
** Variable payout mentioned is subject to organization achieving targets at threshold and individual performance.

Annexure B

Terms & Benefits Summary* (For Regular Full time Employees)

Terms & Benefit Items	**Description**
Working Hours	Your minimum weekly hours of work are 40 per week between Monday and Friday inclusive but you will be required to work such additional hours as are necessary to meet the business demands of your job.
Notice Period	One (1) month's notice period unless otherwise specified by employment contract.
Mileage allowance	Employees who are required to travel for business related purposes (travel from home to office is NOT included) are eligible to claim mileage of Rs.9/km if they use their own car and Rs.4/km if they use their two wheeler. In the case of taxi usage, employees must submit such bills for reimbursement. Claims must be submitted within 30 days of the journey.
Medical Insurance	Employees will be eligible for group medical insurance as per company's policy.
Vacation & Leave Entitlements	
Annual Leave	Employees are eligible for 24 calendar days per year. Annual Leave entitlement will be prorated for the first and last year of service. This leave can be availed throughout the year anytime for vacation, sickness, personal commitments etc.
Maternity Leave	Applicable to all female employees, 3 months (paid) that can be extended for another 3 months (unpaid; Case to Case basis).
Paternity Leave	Applicable to all male employees. 4 weeks of leave that can be utilized anytime within six months of birth of the child.
Country Holidays (mandated)	Employees will be entitled to 13 public holidays (including floating public holidays). Dates for 10 mandatory holidays will be published at the beginning of each calendar year, and employees can choose the rest 3 based on their preference.

*The information in this summary is presented for the convenience of benefit plan and program participants only. If there are any discrepancies between the information in this summary and the applicable Murf AI benefit plan, the actual benefit plan document shall, in all cases, govern. In accordance with each plan and/or program, Murf AI reserves the right to amend or discontinue the plan and/or program described in this summary at any time without prior notice to, or consent by, employees.



APPOINTMENT LETTER

March 11, 2022

Dear Pushkar Jaodand,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company’s discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be*** **liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Pushkar Jaodand, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Pushkar Jaodand

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – V

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2021-22.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other

charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

   You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

   Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

   Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

   The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under ‘Pension’ component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** Pushkar Jaodand 11/3/2022 3:34 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited

Doddakannelli

Sarjapur Road

Bengaluru 560 035

India

T :+91 (80) 2844 0011

F :+91 (80) 2844 0054

E :info@wipro.com

W :wipro.com

C :L32102KA1945PLC020800

22736806

zensar™

Ref: OFL/HR/PUN/ZENSAR/1618220 **Date:- 31-Dec-2021**

To **Shyam Waghmare ,**

Sub: Offer of Employment

Dear Mr. Shyam ,

Thank you for the keen interest you have shown in joining our organization. With reference to the interview and the discussions you had with us recently, we are pleased to offer you a career at Zensar. Please accept our heartiest congratulations and warm welcome to the Zensar family.

1. You are required to join on **04-Jan-2022** and the offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. your 'Annual Compensation' is attached herewith as in Annexure – A. The terms and conditions of employment are in Annexure-B.

Please note this offer is conditional to verification of documents listed in Annexure C and your being found medically fit for employment.

Please confirm your acceptance, in writing, of this offer on or before **01-Jan-2022.** to the undersigned given below address:

Zensar Knowledge Park, Kharadi, Plot # 4, MIDC, Off Nagar Road, Pune – 411014, Maharashtra, India.Tel:+91-20-66057500/ 66074000

Yours Sincerely,
For Zensar Technologies Limited

Sanjeeva Maithani
Vice President – Human Resources

Encl: Annexure – A (Salary Structure),
Annexure – B (Terms and Conditions of employment)
Annexure – C (Document Check List)

An RPG Company

https://kiosk.onlinesbi.com/idcardGeneration.do?parameter=QUERYFORM 31-12-2021

zensar™

Annexure – A

Name: Shyam Waghmare
Designation: Jr Software Engineer
Grade : G0
Location: PUNE

Component	Annual Gross (INR)	
Basic	192000	Base salary component.
Customized Allowance Pool*	159725	This is used towards HRA / CLA, LTA, Medical Allowance and Children's Education. You may want to split the basket as per your tax plans.
Bonus	16000	Paid out as per the Payment of Bonus Act if Basic is less than 21000
Total	**367725**	
Company's contribution to PF	23040	12% of Basic
Gratuity	9235	As per Gratuity Act
Gross Compensation	**400000**	
Group Personal accident Insurance	6864	Sum Insured is Rs. 1150000/- Please refer to policy
Group Health Insurance Scheme		Up to four family members (in order of: Associate, Spouse, 2 Dependent Children below age 25) are covered up to a limit of Rs. 2,00,000/- P.A
Term Life Insurance		Sum Insured is Rs. 5,00,000/- Please refer to policy
Total Cost to Company	**406864**	

An RPG Company

zensar™

Annexure – B

1. GRATUITY:

For every associate, the organization contributes 4.81% of the Basic salary towards the Gratuity fund.
All associates who have completed minimum 5 years of continuous service with the organization are entitled for Gratuity.

The entitlements are as per the following slabs:

- 5 years or more, and less than 10 years of service, Gratuity will be calculated @ 15 days basic salary for the number of years completed.
- More than 10 years and less than 15 years of service, Gratuity will be calculated @ one month basic salary for the number of years completed.
- More than 15 years of service, Gratuity will be calculated @ 1½ month's basic salary for the number of years completed, subject to maximum of 26 months' salary.

The gratuity amount is payable on resignation/retirement subject to above conditions.

In case of death of the associate during the service, the associate's nominee is entitled for the Gratuity benefit calculated on the basis of anticipated service subject to the conditions under the scheme entered with LIC.

2. PROVIDENT FUND:

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

- The company deducts 12% of the basic every month through payroll as the associate's contribution to PF. Additionally, the company contributes 12 % of the associate's basic salary and the same is deposited with the Provident Fund Trust.
- Out the associate's contribution, 8.33% (subject to maximum of Rs. 541 p.m.) is remitted to The Regional Provident Fund Commissioner (RPFC), Pune towards the contribution for pension administered by RPFC.
- The associate on resignation or retirement can apply to Trust for transfer or withdrawal of Provident Fund accumulation as per the Provident Fund rules.
- The associate is also entitled for Pension from RPFC on resignation or retirement as per the pension rules of RPFC.
- Voluntary Provident Fund: The associate, if wishes, may request for additional PF contribution minimum if 12% & maximum of 20% of Basic salary by way of deduction through payroll.

An RPG Company

zensar™

3. Other Benefits

- **Hospitalization**
  You and your spouse will be eligible to avail of the medical insurance cover.

- **Leave**
  You will be eligible to 30 days of total leave during a year. This will include 18 days of privilege leaves and 12 days of flexi leaves. Flexi leave can be availed as casual leave, sick leave and paternity leave reasons. The details of the policy would be available to you when you join.

4. Probationary Period

You will be on probation for a period of 12 months from the date of joining and may be confirmed as a permanent associate upon successful completion of your probation. The period of probation can be extended at the discretion of the Company.

During the probation period, the Company has the right to terminate your services at any time upon serving one day's notice to you.

5. Notice Period

You will be required to give three months' notice in case you decide to leave our services and the same is subject to the company's discretion. The company reserves the right at its sole discretion, to substitute the notice period by paying whole or part of your base salary in lieu of the notice period.

In case you leave the services of Zensar within 1 year of your joining the Organization, due to any reason, you will be required to repay the total expenses incurred by the company towards reimbursement to you on account of your relocation, notice pay buyout and joining bonus, if any.

Statement of Facts

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 minimum standards set by the company, the company shall have the right to terminate your services at its own discretion.

6. Group Insurances

- From the month following your joining, Company will provide you coverage under the Group Mediclaim Policy and Group Accident Insurance Policy, at no cost to you.

- It is mandatory to declare dependent (Dependent Spouse, Dependent Children) information to include them in the company Mediclaim Insurance policy.

7. Confidentiality

You agree at all times during the term of your employment and thereafter (without limit of time):

- Hold Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of the Company, and

An RPG Company

- Not to disclose or divulge Confidential Information to any person or entity without written authorization of the Company
- You agree to return to Zensar all proprietary information, including copies of paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment.

- For the purposes of Clause, "Confidential Information" means any Company 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 the Company 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 the Company in any country or jurisdiction (until the same is generally available to the public), and any other business information of the Company 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 the Company, or which is generally known outside the Company.

- You understand that retaining the confidential nature of Confidential Information is of utmost importance to the business of the Company and in addition to the terms stipulated in this agreement herein you agree to execute a Non-Disclosure Agreement with the company.

- Any breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

8. Non-Solicitation of Associates and Clients

- You agree that during the period of your employment with the Company, 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 the Company, you will not, either directly or indirectly:
- Solicit, divert, take away, hire, or recruit, entice or attempt to solicit any associate of the Company or the business of any client, customer, potential client, potential customer, person, or entity with whom Associate had dealings for any purpose related in any manner to the business of the Company.
- Approach or seek employment with the Company's client(s) where you are/were deployed by the Company
- You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of the Company's present business and the duties of your employment.
- This clause shall be binding on you even after your separation from the company

9. Intellectual Property

CIN: L72200PN1963PLC012621
+(20) 6607 4000, 2700 4000
+(20) 6605 7888
www.zensar.com
Zensar Technologies Limited, Zensar Knowledge Park, Plot No. 4, MIDC Kharadi, Off Nagar Road, Pune 411014

- All intellectual property rights, 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 the Company shall be the exclusive property of the Company and you agree to assign all such Intellectual Property created during your employment to the company .

- You agree, at the Company's expense, to provide, during and after this employment, all such assistance as the Company reasonably considers necessary, to secure the vesting of such rights in the Company or Terms of Employment.

Retirement:

- You will retire/ superannuate from the company on reaching the age of 58 years.
- Notwithstanding the clause on retirement from the company's service, your employment with the Company is subject to termination on three month's prior notice by either side. The Company however, reserves the right to, at its sole discretion, substitute the notice period by paying you basic salary in lieu of the notice period.
- 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 the Company, and that your termination/resignation letter (by whatever name it is called) will be accepted by the Company only on your satisfying the required notice period as stated in
  our Company's HR manual.
- Notwithstanding anything else stated above, the Company shall also have the right to terminate your employment immediately without notice or payment in lieu of notice if:
  - You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with the Company policies and code of conduct; or
  - 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 the Company is likely to bring the
    Company any disrepute whether or not such act is directly related to the affairs of the Company; or o You commit any breach of any of your duties or obligations under this agreement or the policies of the Company.
  - There is a discrepancy in the documents/certificates given by you as a proof in support of the information provided by you at the time of interview and in the candidate data sheet.

Jurisdiction

Even though the company may depute you overseas for on-site work to any other location, any issues arising out of your contract of employment, shall be governed by the laws of India and the courts of Pune shall have the exclusively jurisdiction

An RPG Company

zensar™

10. Indemnification

You agree to indemnify the Company for any losses or damages sustained by the Company caused by or related to your breach of any of the provisions contained in this Terms of Employment

11. Other Terms and conditions

- You agree not to undertake employment, whether full-time or part-time of any other organization / entity engaged in any forms of business activity without the consent of Zensar. 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.

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 Zensar to verify your educational, previous employment, 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 objection. 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 terminate the employment at any time during your service You agree to abide by all the policies of the Company in force from time to time.

12. SMS Notification

You agree that the Company can contact you via SMS notifications or any other telephonic mode, before , during and after Zensar's joining process, in order to, inter-alia, keep you updated and well informed on joining and/or subsequent processes and developments.

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them:

An RPG Company

zensar™

Name in Full: Shyam R. Waghmare

Signature:

Address: At. Rajura Post. Akoli Jahangir Tq. Akot District: Akola.

Phone: 9545781388

E-mail ID: waghmareshyam121@gmail.com

Date:

Place: Rajura Maharashtra 444101.

Note: This document gives indicative details of all plans. Their implementation is governed by policies of Zensar and applicable legal agencies and may change from time to time without prior notice. Latest Details and specifics of each plan are available with the Human Resources Function.

An RPG Company

zensar™

Annexure – C

At the time of joining, you are requested to bring the following documents in Original, along with a copy of each

1. Proof of Age either copy of passport or school leaving certificate
2. Last Qualification Certificate
3. Mark sheet of last qualification
4. Last salary slip
5. Two passport size color photographs
6. Copy of Pan Card
7. Copy of Passport (if available)
8. Bank Account Number and details

You must 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

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 terminate the employment at any time during your service

Please submit all the certificates supporting your educational qualifications along with mark sheets in original for verification only.

Private & Confidential

An RPG Company

Dear Candidate

Congratulations!!

Welcome to Atos Family

We have pleasure in offering you as “Trainee” in Grade T1, in our Company for with effect from your date of joining as 28 June 2021.

Please note that if you do not join on 28 June 2021 this offer will be treated as withdrawn.

Attached is the Salary Stack & Address FOR joining location refer induction pack :

Reporting Time : **9:30 AM Sharp via Online Mode**

Important information :

- Carry Original and 2 photocopies of ALL academic mark sheets (SSC + HSC + Graduation + Post graduation all semester mark sheets) -If originals are with college carry 2 photocopies of marksheets.
- Carry Original +Photocopies of birth certificate, passport, driving license, PAN card, and Aadhar card.
- If Pan Card is not available-Please apply immediately and carry acknowledgment.
- 2 Passport size photos (self).
- Candidates are requested to Open Bank account on or Before Date Of Joining. Cancelled Cheque or Passbook copy needs to be Produced on date of Joining.
- A two years’ service Agreement will be Applicable.

Your above offer will hold true subject to below pointers:

- At the time of joining you require to submit photocopies of 10th 12th Graduation and post-graduation mark sheets mandatorily.

And as explained to you at the time of Interview, you need to be:

- Flexible to work in any shift pattern.

We welcome you to the House of Atos and look forward to your valued contribution in taking Atos to greater heights.

Please refer & review your offer letter and provide your acceptance by EOD via email to dl-ro-leads@atos.net .

Regards,

Offer Management Team

IELTS™

Test Report Form

ACADEMIC

NOTE *Admission to undergraduate and post graduate courses should be based on the ACADEMIC Reading and Writing Modules. GENERAL TRAINING Reading and Writing Modules are **not** designed to test the full range of language skills required for academic purposes. It is recommended that the candidate's language ability as indicated in this Test Report Form be re-assessed **after two years** from the date of the test.*

Centre Number	IN855	Date	10/NOV/2022	Candidate Number	574802

Candidate Details



Family Name	PATKI
First Name	YASHASWI
Candidate ID	U2053397

Date of Birth	27/03/1998	Sex (M/F)	F	Scheme Code	Private Candidate

Country or Region of Origin	
Country of Nationality	INDIA
First Language	MARATHI

Test Results

Listening	7.5	Reading	6.0	Writing	6.0	Speaking	7.0	Overall Band Score	6.5	CEFR Level	B2

Administrator Comments

Centre stamp

idp IELTS TEST CENTRES /N855

Validation stamp

VALIDATION STAMP IELTS CAMBRIDGE ENGLISH/BRITISH COUNCIL/IDP/IA

Administrator's Signature

Date 23/11/2022

Test Report Form Number 22IN574802PATY855A

Katz
Katz School
of Science and Health

May 24, 2023

Dear Yashaswi Rajesh,

On behalf of the Katz School of Science and Health at Yeshiva University, it is my pleasure to inform you that you have been accepted to the Artificial Intelligence (MS) degree for the Fall 2023 semester. Congratulations! We are also thrilled to offer you a **$15,860.00 Science and Technology Fellows scholarship** for the program. A Science and Technology Fellows scholarship guarantees that your tuition will be $25,000 for the length of the program plus semester fees. To maintain this scholarship, you must successfully complete your courses with passing grades and keep an overall GPA of 3.0 or above. Your total funding will be disbursed in equal amounts over the duration of the program.

The Katz School of Science and Health is dedicated to providing an exceptional education and world-class experience to the brightest minds, and competition for admission this year was rigorous. Your inclusion in this group is a testament to your hard work, superior academic achievements, and personal and professional qualities that distinguish you from your peers. We believe strongly in your potential for further success. Here, you will learn alongside a dynamic and creative student body, be surrounded by unparalleled diversity in the most vibrant city in the world, and eventually, join a global family of scholars and thought leaders who have the highest standards for success, learning, and creating change.

Once again, congratulations on your acceptance and welcome to the Katz School of Science and Health at Yeshiva University!

Sincerely,



Paul Russo, Ph.D. Vice Provost and Dean
Katz School of Science and Health
Yeshiva University

Katz
Katz School
of Science and Health

ADMISSIONS DETAILS
Student Last Name: Patki
Student First Name: Yashaswi Rajesh
Program: Artificial Intelligence (MS)
Student/Banner ID #: 800763808
Program Type: New Graduate Student
Full Time or Part Time: Full Time
Semester: Fall 2023

Admission Conditions:

1. Submission of your non-refundable **$500 deposit** is required to reserve your seat **within 10 business days** of receiving this admission letter. The deposit goes towards tuition and is not an additional fee. Please reserve your seat within your Yeshiva University online application portal at www.yu.edu/graduate/apply.

2. If you will be studying on campus, you must complete the immunization form which can be downloaded at www.yu.edu/immunizationform. You are not required to submit the immunization form if Yeshiva University already has a recent one on file. Please email the completed form and any health related questions to yuhealthcenter@yu.edu. In addition, students who plan to visit/attend campus are required to be fully vaccinated against Covid-19. Please send proof of Covid-19 vaccination documentation to gradcovidline@yu.edu.

3. All incoming students are required to have official transcripts from universities where you received nine or more credits including the official degree conferred **transcript to be sent directly from your universities no later than the first day of class** via email to gradschool@yu.edu. If you attended Yeshiva University as an undergraduate student, you are not required to submit the official transcript, but your undergraduate degree must be conferred prior to the first day of class.

   If your university is unable to email the official documents, please have the university send a physical sealed copy directly to our office:

   Yeshiva University
   Graduate Admissions
   500 West 185th Street
   New York, NY 10033

   Additionally, **if you studied outside of the US or English-speaking Canada**, a copy of your final official diploma including the degree conferred date is required to be emailed to katzgrad@yu.edu prior to the first day of class.

4. Optional FERPA Waiver: Student education records, including enrollment, financial aid and billing account information, are confidential and will only be discussed with the student. Pursuant to the Family Educational Rights and Privacy Act (FERPA), the University may not release this information without written consent of the student, subject to the exceptions specified under FERPA. At times, the university may want to share your student education records with our recruiting agency. This is not a condition of your admission. To accept, please fill out this form: www.yu.edu/ferpawaiver

Yeshiva University

The Katz School

STUDENT

Yashaswi Rajesh Patki



VALID DURING

FALL 2023

PROPERTY OF YESHIVA UNIVERSITY NON TRANSFERABLE

2200070439

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: 862651/2058110/ELTP **14-APR-2022**

Mr. Shubham Anilrao Khandare
Aurangabad (Mah) - 431001
Mobile: 9130520645

Subject: Offer of Appointment

Dear **Mr. Shubham Anilrao Khandare**

It is our pleasure to welcome you to **Tech Mahindra Limited.**

1. With reference to our discussions, we are pleased to offer you an appointment in our organization as **Associate Software Engineer** at **Band 'U' and Sub Band 'U1'** under **ELTP Scheme**. However, in the current COVID situation, the Company hereby allows you to work from your hometown or any other place in India. However you shall be required to report to your base location as and when required by the Company. Any travel for official work must be in strict compliance with the prevailing travel policy of the Company. While you are working from home, if you wish to travel outside India in your personal capacity, you shall inform in advance in writing to your reporting manager and Business HR SPOC. You may be permitted to travel outside India only after approval of your reporting Manager and BHR lead.

2. You will be on probation for a period of **3 months** from the date of joining the Company during which you will be on training. The training program called "**Entry Level Integrated Training and Enablement**"(**ELITE**) will include classroom training as well as on-the-job training. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.

3. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the ELITE program and satisfactory performance on the job.

4. Your remuneration while on probation has been detailed in **Annexure A**. Upon confirmation, your "Annual Total Cash Compensation" will be **Indian Rupees 3,25,000 (Rupees Three Lac Twenty Five Thousand Only).** Please refer **Annexure B** for details on the compensation and statutory deductions.

5. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

6. This offer is valid subject to your fulfilling the following:-

   - The academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
   - Meeting the set eligibility criteria at the end of your academic course
   - Meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
   - Submission of all necessary legal documentation pertaining to your employment.

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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. Your joining to Tech Mahindra will be subject to successful submission of all mandatory documents, failing which the company reserves the right to withdraw your employment offer. In case you are not posted at your home town, you are entitled to a one-time settlement allowance not exceeding **INR15,000/-** (**Rupees Fifteen Thousand Only**) towards travel & movement of baggage, initial hotel accommodation and deposit for residential accommodation at the place of initial training and subsequent posting on production of relevant receipts / lease agreement. The Company shall recover the resettlement allowance in case of cessation of service within 2 year from date of joining. Subsequent to your initial training if you are posted outside your training location you are eligible to claim the travel expenses only as per the travel policy of the Company.

8. Your employment with us will be governed by terms and conditions as specified in **Annexure C**.

9. You are required to join on **19-APR-2022** at the address mentioned in the below Paragraph for training. This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. The location of posting would be communicated to you upon successful completion of training.

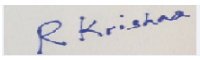
10. You are requested to report to **Ashwin Derick** at **9:00 AM** through Virtual Joining Process to complete the joining formalities at **TECH MAHINDRA LTD,PLOT NO 01, RAJIV GANDHI INFOTECH PARK, PHASE 3, HINJEWADI, PUNE,SPECIAL ECONOMIC ZONE,PUNE-411057(MAHARASHTRA),INDIA**., You are required to submit soft copies of the original documents as per **Annexure D** to the recruiter and HR Team respectively.

11. Please note that this Offer is subject to your background check report being found without any discrepancy either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency. In case of any discrepancy in your background verification, the Company shall, in its absolute discretion, withdraw this Offer or terminate your employment with immediate effect, without any notice pay, by giving you a written notice thereof.

12. This Offer is issued to you based on the information provided by you in your application form along with the supporting documents to be submitted within the timelines as stipulated in as per Annexure ?D. In case the Company notice any discrepancy and/or incorrect information in your application form or you fail to submit your supporting documents for background verification within one week of receiving the offer or within 72 hours of joining whichever is earlier , the Company shall, in its absolute discretion, withdraw this Offer or terminate your employment with immediate effect, without any notice pay, by giving you a written notice thereof.

13. Kindly confirm your acceptance of this offer of appointment to **campusjoining@techmahindra.com** by **19-APR-2022.**

For Tech Mahindra Limited



Krishna Ramaswami

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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:
Shubham Anilrao Khandare

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 Shubham Anilrao Khandare**
TITLE	**Associate Software Engineer**
BAND	**U1**
LOCATION	**PUNE**

COMPONENTS	**Per Annum** (All figures in INR)
BASIC (@40% OF TOTAL FIXED PAY)	89393
HRA (@70% OF BASIC)	62575
BONUS / STATUTORY BONUS	48000
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	10727
FLEXIBLE COMPONENTS OF TFP	12787
TOTAL FIXED PAY..... (A)	**223482**
TOTAL VARIABLE PAY (TVP)..... (B)	**24831**
ADDITIONAL BENEFITS..... (C)	**11687**
GRATUITY	4300
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	7387
TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	**260000**

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...)

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 (Contd...)

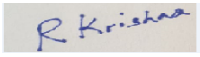
3. **Additional Benefits:** Associates shall be eligible for below mentioned benefits:
   - **a) Group Term Life Insurance (GTLI) Coverage**: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit 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

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 Shubham Anilrao Khandare**
TITLE	**Associate Software Engineer**
BAND	**U1**
LOCATION	**PUNE**

COMPONENTS	**Per Annum** (All figures in INR)
BASIC (@40% OF TOTAL FIXED PAY)	112394
HRA (@70% OF BASIC)	78676
BONUS / STATUTORY BONUS	48000
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	13487
FLEXIBLE COMPONENTS OF TFP	28428
TOTAL FIXED PAY.....(A)	**280985**
TOTAL VARIABLE PAY (TVP)..... (B)	**31221**
ADDITIONAL BENEFITS..... (C)	**12794**
GRATUITY	5407
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	7387
TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	**325000**

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...)

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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(Contd...)

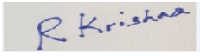
3. **Additional Benefits:** Associates shall be eligible for below mentioned benefits:
   - **a) Group Term Life Insurance (GTLI) Coverage**: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit 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

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 ? 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

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

(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.

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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.

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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.

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

(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

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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.

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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. In case you are requested to report to the office , 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 :

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 - D - Checklist of Documents

A. Following documents required to be submitted in soft copies to the Recruiter for Background Verification within one week of receiving the offer or within 72 hours of joining whichever is earlier**.**

a) Tech Mahindra Application & BV Form

b) All educational certificates including

i) Class 10th 12th marksheets and passing certificate or qualifying exam marksheet and passing certificate.

ii) Graduation Degree / Certificate

iii) Post Graduation Degree / Certificate, if applicable

iv) Any other Degree/Certificates/Diploma which has been mentioned by you in your Resume

v) Gap Justification, if any

vi) PAN Card Copy

vii) Aadhaar Card Copy (Both Front & Back copy)

viii) Any other additional documents required for Customer specific checks

B. At the time of joining, you are requested to submit soft copies of the folloing documents to the HR Team on or before your date of joining.

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

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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) PF UAN Number: *You MUST provide your PF UAN Card copy or UAN Number, if issued earlier. If you don't have a UAN number or if your previous organization has not created a UAN then you need to create self UAN number on EPFO website and share the same on or before your joining date.*

h) 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.

Candidate's Declaration:

I _____hereby solemnly declare that I'll submit the required document as per the timelines mentioned above and I understand that if I fail to submit the required document within the stipulated time. I'll allow company to exercise its absolute discretion, to withdraw this Offer or terminate my employment with immediate effect, without any notice pay, by giving me a written notice thereof.

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

Name in full	:	**Date**	:
Signature	:	**Place**	:

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 - 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 :

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 - 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?			

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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)

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 - 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

_____

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 - 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.

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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.

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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.

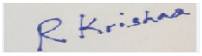
14. **Choice of Forum:** The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

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

_____

(Shubham Anilrao Khandare)

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 - 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 **Mr. Shubham Anilrao Khandare** "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, **Shubham Anilrao Khandare** 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: _____

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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 - 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**.

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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.

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

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

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

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

HTNP INDUSTRIES

Dear Himanshu Banait,

I am pleased to offer you a position with HTNP Industries Pvt. Ltd. as a CFD Engineer/ Researcher reporting directly to the CTO, Saurav Chaudhari. Based on your experience, interviews, and discussion, we are looking forward to seeing how you will take your offered expedition to the next level.

We would like to offer you equity in the company. You will be granted 3% shares as option grants of the Project, which shares shall vest under the following vesting schedule: 25% on your first-anniversary date, and the remaining 1/9th for each quarter of continuous service thereafter. You should note that the company can modify job titles, salaries, and benefits from time to time as it seems necessary.

If you decide to accept this role, your anticipated start date will be 8th of June, 2020. In the most probable scenario after joining HTNP you would have to shift to the incubation center with the team (in proximity of Ahmedabad, Gujarat). There is no specific duration of working hours per week. You'll have to keep up the company's timeline to complete the objectives of the task undertaken.

Please find the attached copy of the job description to get more idea about; why you should join HTNP, its mission, values, and working culture, and your position's duties and responsibilities.

Please confirm your acceptance of this offer by signing and returning this letter by 7th of June, 2020. We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

_____

Regards
Name: Saurav L. Chaudhari
Designation: Executive Director/CTO
Date: 01/06/2020
Seal of signing authority

HTNP INDUSTRIES PVT LTD * EXECUTIVE DIRECTOR

HTNP INDUSTRIES PVT LTD
CIN: U29305MH2019PTC331471
DIPP: DIPP47837
Regd. HTNP Industries Pvt Ltd, plot No.614, Bawanbir, Sangrampur, Buldhana.
www.htnpindustries.com
contact.htnp@pm.me



Mr. Atharvasingh Bais

50128676

Reliance RETAIL

Rel Pro & Prop ManSer Ltd

EC NO : 50128676

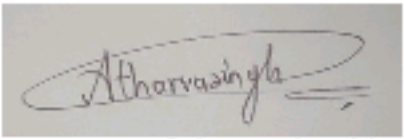
DOB : 05/09/1998

DOJ : 28/11/2022

Height : 175

ID Mark : Scar below left thumb

Blood Group : B +



Signature of the Card Holder

AXISB/LOA/RH2893284/168138
02/02/2024

Akshay Ravindra Patil
8380999871

LETTER OF APPOINTMENT

Dear Akshay Ravindra,

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 Assistant Manager in RB - BB, RL & Products.

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 2,97,945 subject to tax deductions at source, as applicable by law.

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 for a period of 6 (six) months from the date of your joining. This period may be extended upto a maximum of 6 months in two tranches of 3 months each, if further assessment and observations are considered necessary on the sole discretion of the Management. Thereafter, on failure to be confirmed in the service of the Bank, your employment shall be terminated on account of non-confirmation of service.

5.2 On satisfactory completion of probation you will be confirmed in the services of the Bank.

5.3 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.

5.4 Notwithstanding what is stated above, the bank reserves the right to confirm you in the services of the bank even during the extended period, provided, the extension of probation was solely due to non-completion of the joining formalities and such formalities are completed within the said period.

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 1 month from the date of joining, failing which your salary after 1st 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.

If you are joining Axis Bank from other employer, any restrictions and obligations associated with other employer should be fully disclosed prior to joining, and adhered to, by you

AXIS BANK

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,



Anand Bardhan,

Head – Talent Acquisition

Human Resources

STRICTLY PRIVATE AND CONFIDENTIAL

Date: 31 Mar 2021

Dear Vaibhav Suresh Unhale,

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 "**Executive - Credit Operations**" at **GB01 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 **08 Apr 2021** (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 5.1 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 **Lamkani FI** 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. 8,000**/- (**Rupees Eight Thousand only**) and your house rent allowance will be **Rs. 4,000**/- (**Rupees Four Thousand 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.

5. TERMINATION OR RESIGNATION FROM SERVICE

The employment can, subject to the policies of the

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

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. However, the said notice period is NOT applicable in the event if your representation are found to be wrong and which resulted breach of clause 2.1.

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.

8. COMPANY POLICIES AND PROCEDURE

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

8.1. 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.

11. INTELLECTUAL PROPERTY

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

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.

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,

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

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.

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,

Subeer Bakshi
Senior Head – 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
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

Annexure - A

Detailed Salary Structure

Date : 31 Mar 2021
Name : Vaibhav Suresh Unhale
Band : GB01

Particulars	Annually	Monthly
Basic	96,000	8,000
House Rent Allowance	48,000	4,000
Special Allowance	15,045	1,254
Statutory Bonus	30,538	2,545
Contributory Provident Fund	13,325	1,110
ESIC	6,161	513
Fixed Pay	**209,069**	**17,422**
Gratuity	4,618	
Indicative Performance Pay#	52,267	
Total Cost to Company	**265,954**	

#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

ISO 9001 : 2015

चिंतामणी अर्बन

क्रेडिट को-ऑपरेटीव्ह सोसायटी लि.यवतमाळ

लक्ष्य तुमचं साथ आमची...

Date : 09 Jan 2024

Ref.No.:CUCCS/59/2024

To,

Mrs. Payal Shubham Angaitkar

Yavatmal Branch

Subject: Appointment As **HR (MARKETING)**

Dear,

We are pleased to inform you that you are appointed as **HR,Yavatmal Branch** for 180 days from 11/01/2024 **To** 11/07/2024 which can be extended considering your work performance.

Society is offering you Rs.8000/- per month as Salary. Your job would consist of handling all the responsibilities of **HR** in its routine course of business, as per the prevailing systems & processes of society. You would be eligible for one leave per month after completion of 30 days service.

Society reserve the right to cancel the order before the stipulated if your work is not found satisfactory as per the society's standards.

You have to mobilize Rs. **40 lakh** deposit during this probation period. Deposit mobilized would be for a minimum period of **180 days** and above.

In the event resignation, you are required to give **15 days** of notice mandatorily, failure to which would result in legal action then in effect. You will have to deposit your Gross Salary Also you will not be eligible to claim back the Security Deposit amount accumulated with the Society. Further the notice period cannot be adjusted against **any accrued leave** .

General Conditions:

a) In case of any fraud / misconduct / misbehavior, society would terminate your services immediately & appropriate legal action would be initiated.
b) If any penalty/ interest is levied by the Govt. Authority on account of your negligence/mistake regarding the calculation of the statutory Obligation like TDS.Service Tax and/or any other Statutory compliances, the amount would be recovered/ deducted from your Salary, without asking any excuse.
c) Even during the Notice period you will have to achieve your Targets for that month.

Chintamani Urban Credit Co-op. Society Ltd. Reg. No. 139 Yavatmal

रजि.कार्यालय : ४४, सिद्धेश्वर नगर, चौसाळा रोड, यवतमाळ ४४५००१

Reg. No. : YML/RSR/CR/139/2022-23

Email : chintamaniurban77@gmail.com Phone : 960 786 88 99 Website : www.chintamaniurban.com

AGREEMENT FOR WORK FROM HOME (WFH) GIG EMPLOYEMENT

Please go through the following terms and conditions for Work from Home with **Cooper Lybranth Services Limited:**

1. Your monthly fee will be 10K per month.
2. Incentive 10% of billing amount as per company policy.
3. Once our office is operational and if you want to join office you will be considered as a permanent employee of our company and will have separate appointment order for the same.
4. You will have to perform as per the WFH KRA i.e. Min. 3L for 3 months that includes PIH and selection.
5. Your performance will be reviewed after every 3 months.
6. You will not undertake any other assignment during association with our company.
7. You will maintain full confidentiality of company policy, client information and any other internal documents.
8. You will not share your NAUKRI ID to any other user without taking approval from HR department. If you are changing your location of WFH you need to inform HR department so that your new IP address can be updated in NAUKRI server.
9. You can take 1 paid leave in a month, with prior approval.
10. Extension of leave more than the sanctioned leave without information and sudden leave without information will considered as absent and it will be calculated as double leave.
11. We are not under any statutory obligation since it is a gig contract.
12. Either party has to give one month notice for separation.

INFRASTRUCTURE REQUIRED FOR WFH

You are required to set up following infrastructure

1. Laptop/Desktop
2. Hi-Speed internet
3. Separate working area with table and chair (You need to share working area photograph to HR Department)
4. We will reimburse mobile charges as per company policy.

WISH YOU GOOD LUCK AND HAPPY WFH !!

Cooper Lybranth Services Ltd.

CORPORATE HR DEPARTMENT

POOJA WARADE

INNOV

YOUR PEOPLE PARTNER

A FirstMeridian Company

A Sales Service Provider for SBI Card



Name: Nikita Dhannalal Mandoliya

Employee ID: 202139179

cation : Nagpur

Emergency Contact: 9421993668-Nikhil

Date of Issue: 28-Jul-2021



Authorized Signature

- ID Card should be carried at all times while on duty and should be produced on demand.
- f ID Card is lost, the ame should be intimated o the admin Department Immediatly.
- Please Surrender this card to the Admin Department on cessation of service or transfer out of location.

INNOVSOURCE SERVICES PRIVATE LIMITED
501, 5th Floor, Jolly Board Tower 1, I - Think Techno Campus, Kanjurmarg- (E) Mumbai - 400042
Email: ar@innov.in | Toll Free: 1-800-22-4456

महाराष्ट्र दुकाने व आस्थापना (नोकरीचे व सेवाशर्तीचे विनियमन) नियम, २०१८

नमुना "ग"

(नियम ९ पहा)

सूचना दिल्याबाबत पावती

अर्जदाराने नमूना फ द्वारा व्यवसाय सुरु केल्याबाबतची सूचना खाली नमूद केलेल्या तपशीलासह या कार्यालयास दिलेली आहे. त्याचा तपशील पुढीलप्रमाणे:

१.	पावती क्रमांक	:	१८५३२००३१२२८१८५१
२.	अर्जाचा (सूचनापत्राचा) आयडी क्रमांक	:	१०४२१५९२१८०३
३.	आस्थापनेचे नाव	:	श्रीराम एजंसी SHRIRAM AGENCY
४.	कामगारांची एकूण संख्या	:	४

पुरुष	स्त्री	इतर	एकूण
४	०	०	४

५.	अ) मालकाचे नाव	:	राजेश वासुदेव टिबडेवाल RAJESH VASUDEO TIBDEWAL
	ब) आस्थापनेचा पत्ता	:	रेल्वे स्टेशन रोड, अग्रसेन चौक शेगांव, शेगांव, -, शेगांव (एम क्ल), शेगाव, बुलडाणा, ४४४२०३
६	सदरची पावती ही केवळ अर्जदाराने त्याचा व्यवसाय सुरु केल्याबद्दल कार्यालयास पाठविलेल्या सूचना पत्राची पोच पावती असून व्यवसाय अथवा व्यवसायाची जागा अस्तित्त्वात असल्याबद्दलचा पुरावा नाही. व्यवसायासाठी व व्यवसायाच्या जागेसाठी आवश्यक असणारी संबंधित सक्षम प्राधिकारी यांच्याकडील पूर्व / पश्चात परवानगी, अनुज्ञप्ती, परवाना धारण करण्याची सर्वस्वी जबाबदारी मालकाची राहिल. ही पोच पावती व्यवसायाच्या जागेचा मालकी हक्क किंवा मालमत्तेचा मालकी हक्क किंवा ताबा या प्रयोजनार्थ कोणत्याही कायद्यांतर्गत ग्राह्य धरता येणार नाही.		
७.	व्यवसायाचे स्वरुप	:	एजन्सी
८.	पूर्वीचा नोंदणी प्रमाणपत्राचा क्रमांक व दिनांक, लागू असल्यास	:	२२३६ ०६/०७/२००५

टीप : सदरची पोच पावती संगणकीय प्रणालीद्वारे तयार करण्यात आलेली असल्याने त्यावर स्वाक्षरीची आवश्यकता नाही.

दिनांक : ०३-०८-२०१८

ठिकाण : Buldana

कार्यालयाचा पत्ता : Shop Inspector Office, Shegaon, Address- Aathavda Bajar,Shetaki Kharedi-Vikry Kendra, Shegaon, District-Buldhana

स्वतंत्र
"self sufficiency through efficiency"

PRIVATE & CONFIDENTIAL

13-Jun-2022

To,
Arvind Tukaram Mankar
Khatkhed Malegaon Buldhana Maharashtra
443404
Emp Id: 12730

SUBJECT: APPOINTMENT LETTER

Dear **Arvind,**

With reference to your application and the subsequent interview with **Svatantra Microfin Pvt. Ltd.**, we are pleased to make an offer of employment on the following terms & conditions:

1. Appointment:

1.1. You shall be appointed to the position of **Credit Officer** in our organization.
1.2. Your date of appointment will be effective from **13-Jun-2022**.

2. Compensation & Benefits:

2.1. Your Cost to Company per annum would be **INR 241764/- PA** (Rupees Two Lakh Forty One Thousand Seven Hundred Sixty Four Only) subject to deduction of income tax in accordance with the provisions of the Income Tax Act, 1961 and Rules made there under as, also other applicable laws, if any, as may be in force from time to time (Annexure attached herewith).
2.2. Any other reimbursement, if applicable, will be paid to you as per the Company Policy.

3. Work Location

3.1. Your initial employment location shall be based at **Pachora branch.**
3.2. However your Services are liable to be transferred from one job to another, from one section or department to another, from one location to another location, from one unit to another or to any of our establishments or to any of our Associates' establishments either in existence or that may come into existence at a later date anywhere in the Country at the sole discretion of the management.
3.3. On your transfer to any other station, you shall be eligible to the transfer benefits as per Company rule.

4. Working Days and Hours

4.1. The Company will work for 6 (Six) days a week
4.2. You will be required to work 48 hours a week and such other hours as may be reasonably required to complete your business duties.
4.3. Your Weekly Off will be 2nd and 3rd Saturdays and all Sundays of every month

Svatantra Microfin Pvt. Ltd.
Corporate & Regd. Office: Sunshine Tower,
Level 20, S.B. Marg, Elphinstone Road,
Mumbai 400013. Maharashtra

Telephone +91 22 61415900
Website www.svatantramicrofin.com
E-mail infor@svatantra.adityabirla.com
Corporate Identity No. U74120MH2012PTC227069

5. Leaves

5.1. You shall be entitled for Leave Benefits as per Company Policy.

6. Probation, Confirmation, Resignation & Termination

6.1. You will be on Probation for a period of **6 (Six) months** from your date of joining. Based on your satisfactory performance, your services will be confirmed by means of a written intimation. The employee will be deemed to be on probation till confirmation order is issued. The company may extend, reduce or withhold the probation period at its absolute discretion.

6.2. During the probation period, an Employee will be liable to be discharged from the company's services at any time with 15 days prior notice in writing with / without assigning any reason or salary in lieu thereof.

6.3. Upon Confirmation, your services are liable to be terminated by the Company after providing you 90 days' notice in writing or payment of gross salary, in lieu thereof. In case of termination due to gross misconduct or any fraudulent practice, notice pay by the company will not be applicable.

6.4. In the event of your resignation, you will have to serve notice as applicable to your band or role whichever is higher as per the policy. Notice will not be adjustable against leave. The organization does not encourage early relieving keeping in mind the requirements of the position and availability of resources to take over the charge of the position.

6.5. However, In case of certain critical roles (as defined in the annexure), the notice period of the employees in 'Officer, Executive and Supervisors' bands, are subject to change which may be 30-60 days above the notice period as per the prescribed Band, capped at 90 days.

6.6. In the event an employee resigns and leaves the company without giving the stipulated notice as agreed in writing by the immediate supervisor, he / she will be treated as absconding.

6.7. In case the employee wants to be relieved earlier without serving the full notice. The same can be approved only as an exception approved by the Head of the Department in concurrence with the Core Management Committee. However even in case of exceptions, he/ she is relieved before the notice period, he/ she shall surrender in lieu thereof a full gross salary equivalent to the days for which the notice falls short of the period, along with applicable taxes, if any.

6.8. The company will have the right to terminate your employment without notice or payment of salary in lieu thereof if:

a. You commit any breach of any of the terms of this letter and rules and regulations of the Company's Manual.
b. If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise which contravenes the expressed or implied conditions of your Employment.
c. For any breach of Confidentiality pertaining to the Company or its businesses.
d. You are absent for a continuous period of **Three (3) days** without prior approval (including overstay of Leave).
e. If you commit any act prejudicial to the continuing good relationship between you and the company.
f. If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude.

Svatantra Microfin Pvt. Ltd.
Corporate & Regd. Office: Sunshine Tower,
Level 20, S.B. Marg, Elphinstone Road,
Mumbai 400013, Maharashtra

Telephone +91 22 61415900
Website www.svatantramicrofin.com
E-mail infor@svatantra.adityabirla.com
Corporate Identity No. U74120MH2012PTC227069

6.9. Upon termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

7. Employment Regulations

7.1. While in the employment of the Company, you will not engage in any trade or profession or undertake any employment, temporary, full or part- time basis or offer your services with or without pay to any person, without the prior written consent of the Company.

7.2. During the course of your employment, you may acquire or have access to confidential information, documents, company related data, or any other internal business processes, and it will be a condition of your employment that you treat this as the property of the company, and refrain from disclosing it under any circumstances to any third party and /or any unauthorized person.

7.3. You will devote your full time & attention to the work of the Company and shall not engage/undertake any direct or indirect business or assignment within same or similar industry or work honorary or remunerative except with the written permission of the employer.

7.4. You will not divulge to any entity, by word of mouth or otherwise, any particulars or details of our company information or data including process, security arrangements, administrative or organizational matters whether confidential, secret or otherwise either during employment with us or afterwards, which you may acquire during the course of your employment.

7.5. If at any time during your employment, you (whether alone or with any other person or persons) make any improvement in design/invention, which relates either directly or indirectly to the business of the Company or any Group Company, you shall promptly disclose all full details to the Company. Decisions as to patenting and exploration of any inventions of the Company shall be at the sole discretion of the Company.

7.6. You will carry out your duties with diligence and loyalty at all times, keeping the Company's interest paramount.

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

7.8. The terms and conditions of service are strictly confidential and it should be treated as such.

7.9. In the event of your employment, in case you voluntary resign within one (1) year from your date of joining the company, you will be required to pay the recruitment expenses, over and above any other expenses which has been incurred during your tenure.

8. Consent

8.1. You give your consent and irrevocable authorization to the Company: (i) to share and disclose the information and documents relating to your current and previous employment and academic credentials with any person, and/or any authority engaged by the Company for the purpose of background check and verification, both during the term of employment and thereafter (ii) to provide information to any third party or repository agency conducting a reference check on behalf of any other employer or agency, as may be approached either during the term of your employment or thereafter.

8.2. For your contract of employment and related purposes, such as updating our records, filing of statutory returns, legal and regulatory compliances etc., you have supplied to Company your personal information

Svatantra Microfin Pvt. Ltd.
Corporate & Regd. Office: Sunshine Tower,
Level 20, S.B. Marg, Elphinstone Road,
Mumbai 400013, Maharashtra

Telephone +91 22 61415900
Website www.svatantramicrofin.com
E-mail infor@svatantra.adityabirla.com
Corporate Identity No. U74120MH2012PTC227069

and documents (including bank account number, address, identification number, date of birth, name, photograph, salary etc.) and Company can therefore process, use and disclose personal data about you as is necessary in compliance with applicable laws. Some personal information and documents may be supplied to external suppliers who provides products and services to the Company solely for the purpose of providing those benefits to you.

8.3. Company shall retain your personal information as long as required to satisfy its purposes or as required under the applicable law.

9. Retirement

You shall retire from the services of the Company on attaining the Superannuation age as per Company Rules, which is presently 58 years, subject to change at the sole discretion of the Management.

10. Acceptance

By accepting this Appointment Letter you provide Svatantra your consent to share/ verify your KYC details from Regulatory Authorities/ Organizations

Please sign and return the duplicate copy of this letter and annexure duly countersigned by you on each page as a token of your acceptance of the terms and conditions mentioned herein.

We Welcome you and Wish you for a long, successful and mutually beneficial association with Svatantra Microfin Pvt. Ltd.

Yours faithfully,
SVATANTRA MICROFIN PRIVATE LIMITED



AUTHORISED SIGNATORY
KRANTI SETY
PRESIDENT - HUMAN RESOURCES

I hereby accept the above mentioned terms & conditions of employment.

Name: ……..... Signature: ……

Date: ……..... Place:……..

Svatantra Microfin Pvt. Ltd.
Corporate & Regd. Office: Sunshine Tower,
Level 20, S.B. Marg, Elphinstone Road,
Mumbai 400013, Maharashtra

Telephone +91 22 61415900
Website www.svatantramicrofin.com
E-mail infor@svatantra.adityabirla.com
Corporate Identity No. U74120MH2012PTC227069

Ref No. : Atos Manual / 2021

State Street Syntel Services
A State Street and Syntel Company

StateStreet Syntel Ser Pvt Ltd
Block S-5 Plot No. B-1
MIDC Software Technology Park
Talawade, Tal - Haveli
Pune-411062, India
Tel:020-30615000/40701000
CIN No: U72200MH2004PTC144362

Date: 01-Nov-2021

Ms. Ashvini Supada Kirtane,
Khamgaon
444303.

Dear Ashvini,

Subject: Employment Letter

We are pleased to inform that you have been selected for employment with **State Street Syntel Ser Pvt Ltd** as **Associate KPO** (**GCM 2**). Your total emoluments are **Rs. 286000/-** per annum and are described in "Annexure A". Your salary/emoluments shall be kept strictly confidential and you shall not disclose the same to any third party.

You will be able to opt for Flexi Pay option to the extent of Basket of Allowance (BOA) amount. Flexipay covers various allowances inclusive of Leave Travel Allowance, Telephone Reimbursement, Meal Allowance etc. Option to avail flexipay will be available on our payroll vendor portal, post your first payout effective your date of joining.

Your appointment is transferable and the Company at its discretion may transfer you to any other department or to any place in India or outside India and as such you may at any time be transferred to any of the offices of the Company, its associates, affiliates or organizations with whom the Company has transactions whether the office, subsidiary, associates, affiliates or organizations is in existence today or to be set up hereafter. While every attempt would be made to give you reasonable advance notice of such transfer, however in case of emergency such transfers may be made effective immediately. Your employment shall be confirmed effective from your date of joining the Company.

Either party can terminate this employment agreement by providing a notice period of 90 days, to the other party. Payment of basic pay in lieu of such notice, to the other party, will be at the sole discretion of the company.

For Company Initiated relocation request, relocation reimbursement will be fully recovered in case of separations due to default from your end including but not limited to neglect of duties, misconduct/ misdemeanor or any other reason owing to breach of your employment agreement within 12 months of relocation.
Your retention in Company's employment will be subject to your being found and remaining medically (physically and mentally) fit. The Company reserves the right to ask you to undergo medical examination as and when considered necessary.

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.

The terms and conditions of the employment are listed in "Annexure B".
You are requested to report to duty in our office on **02-Nov--2021**, at **9.30 am** at the following address: **Unit S -4, Training Room No-1, A- Wing, Plot No B-1, Software Technology Park, MIDC Talawade, failing which this employment offer shall be considered null and void.**

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

Company is committed to protect your privacy. The Privacy Statement ("Statement") explains how we use and protect your personal data in our human resources systems throughout the course of your employment relationship with the Company. This privacy statement is available on our website portal (https://www.atos-syntel.net/legal) for your reference.

We take this opportunity to welcome you to the Company and look forward to a very fruitful association with you.

Yours sincerely,
For State Street Syntel Ser Pvt Ltd,

Antony Kumar
Deputy General Manager
Encl: Annexure A – Remuneration Details; Annexure B – Terms and Conditions of Employment Annexure C - Acceptance Copy.

I accept the employment offer on the stipulated terms and conditions (including Annexure A and B) and shall join the Company on _____Date & Signature_____.

Ref No. : Atos Manual / 2021

State Street Syntel Services
A State Street and Syntel Company

Annexure A – Remuneration Details

Name: Ms. Ashvini Supada Kirtane

Designation: Associate KPO

GCM Level: GCM 2

Compensation Components		Annual (Rs.)
Salary & Allowances		
Basic Salary		130500
Basket of Allowance		63200
Total Salary & Allowances	**(A)**	**193700**
Company's Contribution to Provident Fund (PF) (B)		**21600**
Advance Statutory Bonus		30700
Total Gross Emoluments	**C = (A+B)**	**246000**
Monthly Incentive Plan*	**(D)**	40000
Total Cost to Company (CTC)	**(C+D)**	**286000**

Note:

(1) The Salary / allowance structure is liable for modification from time to time and all payments are subject to appropriate taxation as per the Income TaxLaws.

(2) All payments would be as per company rules & regulations and administrative procedures / regulations. Individual components and amounts against each component may undergo modification from time to time depending on statutory regulations.

(3) As per the Company policy, you will be covered under a company provided MedicalInsurance.

(4) You can opt for Provident Fund@12% ofbasic as your contribution and company contribution towards Provident fund. This is a Scheduled activity you will be communicated in advance to avail this benefit.

(5) Advance Statutory Bonus amount is currently paid on monthly basis and is adjustable against any liability, statutory or otherwise that may arise in the future. The frequency of payment of "Bonus" Component is subject to further modification as per Management Discretion

Antony Kumar
Deputy General Manager

Ref No. : Atos Manual / 2021

State Street Syntel Services
A State Street and Syntel Company

StateStreet Syntel Ser Pvt Ltd
Block S-5 Plot No. B-1
MIDC Software Technology Park
Talawade, Tal - Haveli
Pune-411062, India
Tel:020-30615000/40701000
CIN No: U72200MH2004PTC144362

Date: 01-Nov-2021

Ms. Chaitali Uttam Gathe,
Khamgaon
444303.

Dear Ashvini,

Subject: Employment Letter

We are pleased to inform that you have been selected for employment with **State Street Syntel Ser Pvt Ltd** as **Associate KPO** (**GCM 2**). Your total emoluments are **Rs. 286000/-** per annum and are described in "Annexure A". Your salary/emoluments shall be kept strictly confidential and you shall not disclose the same to any third party.

You will be able to opt for Flexi Pay option to the extent of Basket of Allowance (BOA) amount. Flexipay covers various allowances inclusive of Leave Travel Allowance, Telephone Reimbursement, Meal Allowance etc. Option to avail flexipay will be available on our payroll vendor portal, post your first payout effective your date of joining.

Your appointment is transferable and the Company at its discretion may transfer you to any other department or to any place in India or outside India and as such you may at any time be transferred to any of the offices of the Company, its associates, affiliates or organizations with whom the Company has transactions whether the office, subsidiary, associates, affiliates or organizations is in existence today or to be set up hereafter. While every attempt would be made to give you reasonable advance notice of such transfer, however in case of emergency such transfers may be made effective immediately. Your employment shall be confirmed effective from your date of joining the Company.

Either party can terminate this employment agreement by providing a notice period of 90 days, to the other party. Payment of basic pay in lieu of such notice, to the other party, will be at the sole discretion of the company.

For Company Initiated relocation request, relocation reimbursement will be fully recovered in case of separations due to default from your end including but not limited to neglect of duties, misconduct/ misdemeanor or any other reason owing to breach of your employment agreement within 12 months of relocation.
Your retention in Company's employment will be subject to your being found and remaining medically (physically and mentally) fit. The Company reserves the right to ask you to undergo medical examination as and when considered necessary.

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.

The terms and conditions of the employment are listed in "Annexure B".
You are requested to report to duty in our office on **02-Nov--2021**, at **9.30 am** at the following address: **Unit S -4, Training Room No-1, A- Wing, Plot No B-1, Software Technology Park, MIDC Talawade, failing which this employment offer shall be considered null and void.**

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

Company is committed to protect your privacy. The Privacy Statement ("Statement") explains how we use and protect your personal data in our human resources systems throughout the course of your employment relationship with the Company. This privacy statement is available on our website portal (https://www.atos-syntel.net/legal) for your reference.

We take this opportunity to welcome you to the Company and look forward to a very fruitful association with you.

Yours sincerely,
For State Street Syntel Ser Pvt Ltd,

Antony Kumar
Deputy General Manager
Encl: Annexure A – Remuneration Details; Annexure B – Terms and Conditions of Employment Annexure C - Acceptance Copy.

I accept the employment offer on the stipulated terms and conditions (including Annexure A and B) and shall join the Company on _____Date & Signature_____.

Ref No. : Atos Manual / 2021

State Street Syntel Services
A State Street and Syntel Company

Annexure A – Remuneration Details

Name: Ms. Chaitali Uttam Gathe

Designation: Associate KPO

GCM Level: GCM 2

Compensation Components		Annual (Rs.)
Salary & Allowances		
Basic Salary		130500
Basket of Allowance		63200
Total Salary & Allowances	**(A)**	**193700**
Company's Contribution to Provident Fund (PF) (B)		**21600**
Advance Statutory Bonus		30700
Total Gross Emoluments	**C = (A+B)**	**246000**
Monthly Incentive Plan*	**(D)**	40000
Total Cost to Company (CTC)	**(C+D)**	**286000**

Note:

(1) The Salary / allowance structure is liable for modification from time to time and all payments are subject to appropriate taxation as per the Income TaxLaws.

(2) All payments would be as per company rules & regulations and administrative procedures / regulations. Individual components and amounts against each component may undergo modification from time to time depending on statutory regulations.

(3) As per the Company policy, you will be covered under a company provided MedicalInsurance.

(4) You can opt for Provident Fund@12% ofbasic as your contribution and company contribution towards Provident fund. This is a Scheduled activity you will be communicated in advance to avail this benefit.

(5) Advance Statutory Bonus amount is currently paid on monthly basis and is adjustable against any liability, statutory or otherwise that may arise in the future. The frequency of payment of "Bonus" Component is subject to further modification as per Management Discretion

Antony Kumar
Deputy General Manager

Ref No. : Atos Manual / 2022

State Street Syntel Services
A State Street and Syntel Company

Date: 06-Jun-2022

StateStreet Syntel Ser Pvt Ltd
Block S-5 Plot No. B-1
MIDC Software Technology Park
Talawade, Tal - Haveli
Pune-411062, India
Tel:020-30615000/40701000
CIN No: U72200MH2004PTC144362

Ms. Payal Kamalkishor Lakhotiya
Akot
444108.

Dear Payal,

Subject: Employment Letter

We are pleased to inform that you have been selected for employment with **State Street Syntel Ser Pvt Ltd** as **Associate KPO** (**GCM 2**). Your total emoluments are **Rs. 286000/-** per annum and are described in "Annexure A". Your salary/emoluments shall be kept strictly confidential and you shall not disclose the same to any third party.

You will be able to opt for Flexi Pay option to the extent of Basket of Allowance (BOA) amount. Flexipay covers various allowances inclusive of Leave Travel Allowance, Telephone Reimbursement, Meal Allowance etc. Option to avail flexipay will be available on our payroll vendor portal, post your first payout effective your date of joining.

Your appointment is transferable and the Company at its discretion may transfer you to any other department or to any place in India or outside India and as such you may at any time be transferred to any of the offices of the Company, its associates, affiliates or organizations with whom the Company has transactions whether the office, subsidiary, associates, affiliates or organizations is in existence today or to be set up hereafter. While every attempt would be made to give you reasonable advance notice of such transfer, however in case of emergency such transfers may be made effective immediately. Your employment shall be confirmed effective from your date of joining the Company.

Either party can terminate this employment agreement by providing a notice period of 90 days, to the other party. Payment of basic pay in lieu of such notice, to the other party, will be at the sole discretion of the company.

For Company Initiated relocation request, relocation reimbursement will be fully recovered in case of separations due to default from your end including but not limited to neglect of duties, misconduct/ misdemeanor or any other reason owing to breach of your employment agreement within 12 months of relocation.

Your retention in Company's employment will be subject to your being found and remaining medically (physically and mentally) fit. The Company reserves the right to ask you to undergo medical examination as and when considered necessary.

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.

The terms and conditions of the employment are listed in "Annexure B".

You are requested to report to duty in our office on **07-Jun-2022**, at **9.30 am** at the following address: **Unit S -4, Training Room No-1, A- Wing, Plot No B-1, Software Technology Park, MIDC Talawade, failing which this employment offer shall be considered null and void.**

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

Company is committed to protect your privacy. The Privacy Statement ("Statement") explains how we use and protect your personal data in our human resources systems throughout the course of your employment relationship with the Company. This privacy statement is available on our website portal (https://www.atos-syntel.net/legal) for your reference.

We take this opportunity to welcome you to the Company and look forward to a very fruitful association with you.

Yours sincerely,

For State Street Syntel Ser Pvt Ltd,



Antony Kumar
Deputy General Manager

Encl: Annexure A – Remuneration Details; Annexure B – Terms and Conditions of Employment Annexure C - Acceptance Copy.

I accept the employment offer on the stipulated terms and conditions (including Annexure A and B) and shall join the Company on _____Date & Signature_____.

Ref No. : Atos Manual / 2022

State Street Syntel Services
A State Street and Syntel Company

Annexure A – Remuneration Details

Name: Ms. Payal Kamalkishor Lakhotiya

Designation: Associate KPO

GCM Level: GCM 2

Compensation Components		Annual (Rs.)
Salary & Allowances		
Basic Salary		130500
Basket of Allowance		63200
Total Salary & Allowances	**(A)**	**193700**
Company's Contribution to Provident Fund (PF) (B)		**21600**
Advance Statutory Bonus		30700
Total Gross Emoluments	**C = (A+B)**	**246000**
Monthly Incentive Plan*	**(D)**	40000
Total Cost to Company (CTC)	**(C+D)**	**286000**

Note:

(1) The Salary / allowance structure is liable for modification from time to time and all payments are subject to appropriate taxation as per the Income Tax Laws.

(2) All payments would be as per company rules & regulations and administrative procedures / regulations. Individual components and amounts against each component may undergo modification from time to time depending on statutory regulations.

(3) As per the Company policy, you will be covered under a company provided Medical Insurance.

(4) You can opt for Provident Fund@12% of basic as your contribution and company contribution towards Provident fund. This is a Scheduled activity you will be communicated in advance to avail this benefit.

(5) Advance Statutory Bonus amount is currently paid on monthly basis and is adjustable against any liability, statutory or otherwise that may arise in the future. The frequency of payment of "Bonus" Component is subject to further modification as per Management Discretion



Antony Kumar
Deputy General Manager

Ref No. : Atos Manual / 2021

State Street Syntel Services
A State Street and Syntel Company

StateStreet Syntel Ser Pvt Ltd
Block S-5 Plot No. B-1
MIDC Software Technology Park
Talawade, Tal - Haveli
Pune-411062, India
Tel:020-30615000/40701000
CIN No: U72200MH2004PTC144362

Date: 01-Nov-2021

Ms. Rohini Mukund Lanjulkar
Alasna
444203.

Dear Rohini,

Subject: Employment Letter

We are pleased to inform that you have been selected for employment with **State Street Syntel Ser Pvt Ltd** as **Associate KPO** (**GCM 2**). Your total emoluments are **Rs. 286000/-** per annum and are described in "Annexure A". Your salary/emoluments shall be kept strictly confidential and you shall not disclose the same to any third party.

You will be able to opt for Flexi Pay option to the extent of Basket of Allowance (BOA) amount. Flexipay covers various allowances inclusive of Leave Travel Allowance, Telephone Reimbursement, Meal Allowance etc. Option to avail flexipay will be available on our payroll vendor portal, post your first payout effective your date of joining.

Your appointment is transferable and the Company at its discretion may transfer you to any other department or to any place in India or outside India and as such you may at any time be transferred to any of the offices of the Company, its associates, affiliates or organizations with whom the Company has transactions whether the office, subsidiary, associates, affiliates or organizations is in existence today or to be set up hereafter. While every attempt would be made to give you reasonable advance notice of such transfer, however in case of emergency such transfers may be made effective immediately. Your employment shall be confirmed effective from your date of joining the Company.

Either party can terminate this employment agreement by providing a notice period of 90 days, to the other party. Payment of basic pay in lieu of such notice, to the other party, will be at the sole discretion of the company.

For Company Initiated relocation request, relocation reimbursement will be fully recovered in case of separations due to default from your end including but not limited to neglect of duties, misconduct/ misdemeanor or any other reason owing to breach of your employment agreement within 12 months of relocation.
Your retention in Company's employment will be subject to your being found and remaining medically (physically and mentally) fit. The Company reserves the right to ask you to undergo medical examination as and when considered necessary.

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.

The terms and conditions of the employment are listed in "Annexure B".
You are requested to report to duty in our office on **02-Nov-2021**, at **9.30 am** at the following address: **Unit S -4, Training Room No-1, A- Wing, Plot No B-1, Software Technology Park, MIDC Talawade, failing which this employment offer shall be considered null and void.**

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

Company is committed to protect your privacy. The Privacy Statement ("Statement") explains how we use and protect your personal data in our human resources systems throughout the course of your employment relationship with the Company. This privacy statement is available on our website portal (https://www.atos-syntel.net/legal) for your reference.

We take this opportunity to welcome you to the Company and look forward to a very fruitful association with you.

Yours sincerely,
For State Street Syntel Ser Pvt Ltd,

Antony Kumar
Deputy General Manager
Encl: Annexure A – Remuneration Details; Annexure B – Terms and Conditions of Employment Annexure C - Acceptance Copy.

I accept the employment offer on the stipulated terms and conditions (including Annexure A and B) and shall join the Company on _____Date & Signature_____.

Ref No. : Atos Manual / 2021

State Street Syntel Services
A State Street and Syntel Company

Annexure A – Remuneration Details

Name: Ms. Rohini Mukund Lanjulkar

Designation: Associate KPO

GCM Level: GCM 2

Compensation Components		Annual (Rs.)
Salary & Allowances		
Basic Salary		130500
Basket of Allowance		63200
Total Salary & Allowances	**(A)**	**193700**
Company's Contribution to Provident Fund (PF) (B)		**21600**
Advance Statutory Bonus		30700
Total Gross Emoluments	**C = (A+B)**	**246000**
Monthly Incentive Plan*	**(D)**	40000
Total Cost to Company (CTC)	**(C+D)**	**286000**

Note:

(1) The Salary / allowance structure is liable for modification from time to time and all payments are subject to appropriate taxation as per the Income Tax Laws.

(2) All payments would be as per company rules & regulations and administrative procedures / regulations. Individual components and amounts against each component may undergo modification from time to time depending on statutory regulations.

(3) As per the Company policy, you will be covered under a company provided Medical Insurance.

(4) You can opt for Provident Fund@12% of basic as your contribution and company contribution towards Provident fund. This is a Scheduled activity you will be communicated in advance to avail this benefit.

(5) Advance Statutory Bonus amount is currently paid on monthly basis and is adjustable against any liability, statutory or otherwise that may arise in the future. The frequency of payment of "Bonus" Component is subject to further modification as per Management Discretion

Antony Kumar
Deputy General Manager

This Document is Certified from Page 1 to 1586

SUNIL BHIKAMCHAND SOMANI

Digitally signed by SUNIL BHIKAMCHAND SOMANI
Date: 2024.04.05 21:19:01 +05'30'