



**DAYANANDA SAGAR COLLEGE OF ARTS  
SCIENCE & COMMERCE**  
Affiliated to Bangalore University



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## **CRITERION V**

### **STUDENT SUPPORT & PROGRESSION**

#### **5.2: Student Progression**

#### **OFFER LETTERS**

**2020 - 21**



**9-Aug-21**  
**Kumar Shatrughan**  
**Bangalore**

Dear **Kumar**,

Here at Navi, we believe that a company should be measured by the quality of its people. That is why we invest significant time and resources in hiring the best.

With that in mind, it gives me great pleasure to say: Welcome Aboard!

Navi is on a mission to make financial services simple, accessible and affordable and in doing so, we hope to positively impact millions of lives.

In the following pages, you will see the key terms and conditions that govern your employment and the details of your compensation and benefits.

Please note that this offer is subject to the successful completion of background and credential checks.

We look forward to a mutually rewarding, positively challenging and meaningful relationship.

We hope that this opportunity gives you the chance to do some of the best work of your life.

Sincerely,

For **NAVI General Insurance**



**Authorised Signatory**



## TERMS & CONDITIONS OF EMPLOYMENT

Your employment with Navi General Insurance Limited (“**Company**”) shall be on the following terms and conditions:

### JOB ASSIGNMENT

- **Joining Date:** Your date of joining will be on or before **11-Aug-21**
- **Duties:** You will be employed in the position of **Executive - Digital Sales**
- **Location:** Your initial place of posting will be Bengaluru. However, you may be posted/transferred/seconded to any other place or offices of the Company or its affiliates including other group companies, subsidiaries, joint venture companies etc., as the Company may from time to time deem necessary, either in India or abroad. On such posting, you will be governed by the terms and conditions of service applicable to the new assignment, which shall however not be in any manner detrimental to the terms and conditions applicable to you immediately prior to such transfer.
- **Exclusive Services:** Your employment with the Company is on a full-time basis. While you are in the services of the Company, you are not permitted to directly or indirectly, engage yourself or devote any time or attention to any full time or part time employment, trade, business or occupation, with or without remuneration, for any third person or concern (including self-employment) unless otherwise agreed by the Company.

### COMPENSATION & LEAVE

- **Compensation:** Details of your annual gross compensation, along with benefits and other allowances are detailed in **Annexure A**.
- **Leave:** You will be eligible for leave as specified in the Company Leave Policy which is in force and as may be modified from time to time.

### BACKGROUND & CREDENTIALS

- The Company shall be entitled to conduct background and reference checks at any time, and your employment shall always be conditional on the result of such checks. In the event the results of such checks are unsatisfactory on any account, the Company may, in its sole discretion, terminate your employment without any notice.
- For this purpose, you explicitly consent to independent background checks by the Company or third-parties appointed by the Company, which will include the collection and transfer of your data by the Company for purposes related to your employment and agree to take all reasonable steps the Company may seek to facilitate the same.

### OWNERSHIP OF INTELLECTUAL PROPERTY / INVENTIONS

- You agree that the ownership of all existing and future intellectual property rights (including patents, copyright and related rights) in any invention, discovery or other work, including without limitation, any new or advanced methods, designs or improvements, processes/systems (collectively, the “**Developments**”) in relation to the business or operation of the Company, or which results from any work performed on Company premises or by use of the Company’s resources, or which is developed during your tenure at the Company, whether or not patentable or registrable under copyright or similar statutes in India or any other country, and discovered by you individually or jointly with any other person(s) during the course of your employment shall be deemed ‘work-for-hire’ and is hereby assigned in perpetuity and on a worldwide basis and without any additional consideration, solely to the Company, who will be entitled to deal with them in any manner in the Company’s sole discretion and will continue to remain the sole property of the Company. You shall immediately disclose to the Company any such Developments and promptly execute all documents and do all things as might, in the opinion of the Company, be necessary to enable the Company to give effect to the terms hereof. You hereby agree to waive any and all moral rights with respect to any such Developments, including without limitation any and all rights of identification of authorship and/or rights of approval, restriction or limitation on use of or any subsequent modifications thereto.
- You will indemnify the Company against any and all damages, losses and expenses arising to the Company from your unauthorised use of any intellectual property of the Company or infringement of a third party’s intellectual property during the course of your employment.

## NON-DISCLOSURE OF COMPANY INFORMATION

- You should assume that all information or data regarding the Company or third-parties that you obtain during the course of your employment is confidential in nature unless otherwise specifically indicated by the management. If you have any questions about what constitutes confidential information and appropriate disclosures, please contact the Company's Legal or HR departments.
- Confidential information refers to: (a) any data or information that you obtain during the course of your employment at the Company, including, but not limited to, algorithms, business plans, business strategies, reports, projections, customer data, customer lists, documents, drawings, engineering information, financial analysis, forecasts, formulas, hardware configuration information, know-how, ideas, inventions, market information, marketing plans, processes, products, product plans, research, specifications, software, source code, trade secrets of the Company and/or its clients, affiliates or of any third party to whom the Company or its affiliates owe a duty of confidentiality or any other information which by its very nature may be deemed to be confidential; and (b) any information that contains, reflects, or is derived from any of the foregoing ("**Confidential Information**").
- You shall at all times, whether during your employment with the Company or in perpetuity thereafter, keep in strictest confidence and trust and not disclose, divulge, report or use, for any purpose, the Confidential Information, including that which you may have created or which you have obtained or which may have come to your knowledge, in the course of your employment except as expressly authorised by the Company or as required by law.
- You acknowledge that any Confidential Information, whether or not formally marked or identified as confidential is the exclusive property of the Company and you will fully indemnify the Company and its employees and agents against any losses, expenses and damages suffered by the Company arising from any unauthorised disclosure and/or use of any part of Confidential Information by you.
- You will comply with the Data Security; Confidentiality and any other related policies of the Company as may be adopted / amended from time to time.
- You shall keep the Company duly and promptly informed, in writing, if you are bound by any confidentiality, non-compete or other similar agreements with any of your previous employers / clients.

## DATA PROTECTION

- You acknowledge that you must not collect, process, publish or disclose or otherwise use any Personal Data without authorization, except your own personal data or any personal data to which you may have lawful rights, ("**Personal Data**" means any information relating to an identified or identifiable natural person; in particular by reference to an identification number or to one or more factors specific to his/her physical, physiological, mental, economic, cultural or social identity), and use the same only in accordance with applicable laws and regulations and as per the instructions provided by the Company.

#### **TERMINATION**

- Upon your confirmation, your employment shall be terminable by either party, without cause, by giving the other party 90 days' notice. The Company reserves the right to pay or recover salary in lieu of the notice period, or waive the requirement for you to serve notice, at its discretion.
- The Company reserves the right to terminate your employment without notice, on grounds of breach of any applicable laws, Company policy, misconduct, fraud or moral turpitude. Further, the Company reserves the right to terminate your employment without notice for absence of a continuous period of 7 (seven) days without prior approval of your supervisors (including overstay of leave/ training).

#### **INDEMNITY**

- You will indemnify the Company in respect of any loss or liability incurred as a consequence of your negligence, breach of the terms and conditions herein, breach of the Company rules, regulations, instructions, policies, practices and procedures and of any applicable law.

#### **COMPANY PROPERTY**

- On termination of your employment with the Company, irrespective of the circumstances, you are bound to return to the Company (and will not keep in your possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, equipment, other documents or property, or reproductions of any aforementioned items developed by you pursuant to your employment with the Company or otherwise belonging to the Company, its successors or assigns, including, without limitation, those records maintained for and on behalf of the Company.

#### **NON-COMPETE, NON-SOLICIT & NON-CIRCUMVENT**

- You agree at all times during the period of employment and for 1 (one) year thereafter, you will not directly or indirectly in any capacity: (a) engage or participate in any business anywhere else in the world, which is competitive or substantially similar to the business of the Company; (b) recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee or contractor of the Company, to terminate their employment or engagement with the Company; and/or (c) cause, influence, solicit or induce any actual or prospective client or customer of the Company to circumvent the Company or affect/damage in anyway their business relationship with the Company.
- The foregoing restrictions shall not apply to investments made by you into any: (a) mutual funds; (b) discretionary investment portfolios; and/or (c) listed companies, which are not: (I) grey-listed by the Company from time to time; and/or (II) specifically excluded from being invested into by a certain class of employees of the Company (as designated by the Company from time to time). In the event during the term of your employment the Company introduces an investment policy for its employees, the terms thereof shall override the aforementioned exception.

#### **GOVERNING LAW & JURISDICTION**

- The Terms and Conditions set out hereunder shall be construed with and be governed by the laws of India. Any dispute or controversy arising hereunder shall be subject to the jurisdiction of courts at Bengaluru. Notwithstanding the foregoing, nothing contained herein shall be deemed to prevent either you or the Company from seeking and obtaining injunctive and equitable relief from any court of competent jurisdiction without the posting of any bond or other security.

**OTHER TERMS & CONDITIONS**

- Any notice that maybe required to be given to you shall be deemed to be duly and properly given, if hand delivered to you personally, or sent by registered post to you at your address or your personal email address, as per the records available with the Company.
- The letter of appointment, read with these Terms and Conditions, the Company Code of Conduct and other Company Policies (including, without limitation, the Leave Policy, IT Policy, Policy for the Prohibition, Prevention and Redressal of Sexual Harassment at the Workplace and other applicable policies) shall be the documents governing our relationship and supersedes all other letters of appointment previously issued and/or all other agreements, memoranda, documents and discussions.

**EMPLOYEE ACCEPTANCE** I hereby state that I have read, understood and agree to all the Terms and Conditions mentioned herein and shall comply with the same, as required by me, during the period of my employment with the Company and thereafter.

Signature: \_\_\_\_\_  
Full Name

Date:

For **NAVI General Insurance**

Signature:  \_\_\_\_\_  
**Authorised Signatory**

Date: 9-Aug-21

**ANNEXURE A**

**Employee Name:** Mr. Kumar Shatrughan  
**Designation:** Executive - Digital Sales  
**Department:** Digital Call Centre

The breakup of your annual compensation is:

<b>Sr. No</b>	<b>Computation of Salary as per various Basic %</b>	<b>Amount P.A.</b>
1	Basic Salary	184,800
2	Other Allowance	26,064
3	Statutory Bonus (if any)	36,960
4	Provident Fund	22,176
<b>A</b>	<b>Total Fixed Cost to Company (Sum of 1 to 4)</b>	<b>270,000</b>
<b>B</b>	<b>*Performance Linked Variable Pay</b>	<b>30,000</b>
<b>C</b>	<b>Total Cost to Company (A + B)</b>	<b>300,000</b>

*\* Performance linked variable will be paid based on the applicable variable pay policy and can range between 0% to 150% of pro-rated target based on Company and employee performance*

**OTHER BENEFITS:**

You will be eligible for the Group Medical Cover, Group Personal Accident Cover and Group Term Life Cover as per the Company policies, details of which shall be provided to you.

You will be entitled to payment of Gratuity after 5 (five) years of continuous service with the Company. Gratuity will be paid out in accordance with the Payment of Gratuity Act, 1972.

**NOTE:**

- Your contribution to Provident Fund (“PF”) shall be deducted and deposited with the PF Authorities, along with the Company’s contribution, as per the statutory requirements.
- Professional Tax and all incidence of income tax will be borne by the you as per applicable Income tax rules; and
- All amounts shall be paid after deducting tax at source, as applicable.

*You acknowledge and agree that your emolument package is a matter purely between yourself and the Company and you are to keep this information and any changes thereto, strictly confidential. Your salary/ emoluments will be periodically reviewed as per the Company’s policies.*



\_\_\_\_\_  
**Authorised Signatory**

\_\_\_\_\_  
 Mr. Kumar Shatrughan



WINSPARK INNOVATIONS LEARNING PVT LTD.  
1108-1109, 11<sup>th</sup> floor, JMD Megapolis, Sohna Road, Gurgaon  
<http://www.planetspark.in>

**Offer Letter**

Date: 28/04/2021

**To**

**Shalini L**

Employee Code: \_ PS02311

Dear Shalini,

**Sub: Offer Letter**

We are pleased to appoint you in our organization as a **Business Development Counsellor** with effect from **18<sup>th</sup> May 2021**. You will be working from home. Your shift timings will be 3:00 PM to 12:30 AM

You will be paid gross emoluments and incentives as detailed in Annexure – A.

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure – B.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards sparking the joy of learning in every child in India. We assure you of our support for your professional development and growth.

Yours truly,

For WINSPARK INNOVATIONS LEARNING PRIVATE LIMITED.

AUTHORIZED SIGNATORY

Encl.: As above

Annexure – A

**Emoluments can be bifurcated as under:**

<b>Particulars</b>	<b>Monthly</b>	<b>Yearly</b>
Basic Pay	15600	187200
House Rent Allowance	7800	93600
Medical Allowance	2000	24000
Supplementary Allowance	2000	24000
Shift allowance	5000	60000
<b>Gross Salary</b>	32400	388800
*Performance Linked Incentive based on Individual Target	20000	240000
Employer PF Contribution	1800	21600
<b>Total CTC</b>		<b>650400</b>

During first month fixed component will be 20000 INR and second month onwards CTC will be revised according to annexure A.

Annexure – B

**1. Personal Particulars:**

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

**2. Probation**

You will be in probation period of 21 Days from the date of joining and will not be confirmed if you are unable to get license to sell i.e. successfully complete the training within 21 days of joining.

**3. Nature of Work:**

You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities within **Business Development Counsellor** will be assigned and explained to you from time to time.

**4. Training:**

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense.

**5. Intellectual Property Right:**

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use and utilize such improvement and you shall

assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

**6. Secrecy/Confidentiality:**

You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so.

**7. Annual Leave:**

You will be entitled to 4 annual leaves for every completed quarter at the company.

**8. Termination of Service:**

Either party can terminate this employment by serving a notice of one week on the other. The Full and Final settlement will be processed after 45 days from the last working date.

**9. Appointment in Good Faith:**

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

Sincerely,

For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



“I hereby accept this offer and I Confirm that I have signed out of the placement process”



A handwritten signature in blue ink, appearing to be 'Ari'.

Signature

Date

15<sup>th</sup> June 2021

Mr. Srujan S,

Bangalore

Letter of Offer

Dear Srujan S,

We are pleased to make you an offer of employment with us and this letter sets forth the terms of appointment.

- 1) Designation: **IT Trainee / Global Title – InP - IT Trainee**
- 2) Place of Posting: 2<sup>nd</sup> & 3<sup>rd</sup> Floor, Tower3, Block Warp, SJR I Park, EPIP Zone  
Whitefield Road, Bangalore – 560066
- 3) Date of Joining **28<sup>th</sup> June 2021**
- 4) Compensation & Benefits  
Annual Fixed Pay : Rs. 465116/-  
Performance Pay : Rs. 34884/-  
**Total Compensation(TC) : Rs. 500000/-**  
(Break up of above Compensation details are provided in Annexure 1)
- 5) Background Checks Your appointment is subject to the background check clearance in all aspects, any discrepancies in the background check will lead to withdrawal of the offer. Our TPO Team will let you know the final status of your check once it is completed.
- 6) Confidentiality You are requested to maintain confidentiality on all aspects of the letter of offer at all times. You shall not divulge, communicate or pass on any information, regarding the company, its business, customers, work practices and security practices to any outsider or any external vendor or contractor employed by the Company.
- 7) Notice Period: Notwithstanding anything stated above, your services are liable to be terminated by the Company without assigning any reason, by giving you 75 days' Notice or salary in lieu of such Notice. Likewise, you may resign from the services of the Company by giving 75 days' Notice or salary in lieu of Notice. Salary for this purpose will be computed on Basic Salary.
- 8) Probation period: You shall be on probation for a period of six months from the date of your joining. Your services shall be confirmed based on the performance review conducted by your Manager.

Sharing of this information will result in withdrawal of your letter of offer

A detailed Appointment Letter will be issued to you soon after you have joined the Company.

We request you to submit

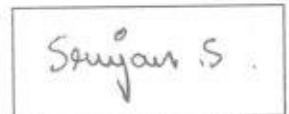
- 1) The documents listed in **Annexure 2** at the time of acceptance of offer.
- 2) The documents listed in **Annexure 3** on the day of joining

We look forward to having you on board with Team FIS.

Yours sincerely



Amol Gupta  
Regional TPO Lead – India & Philippines



I hereby accept the above offer  
Srujan S



July 28, 2021

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme  
Wipro Limited, Dodda Kannelli  
Sarjapur Road, Bengaluru - 560 035.  
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear S N Gagan,

**Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program**

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M. Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment for academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,  
For **Wipro Limited**,

A handwritten signature in black ink, appearing to read "Aparna Shailen", is written over a horizontal line.

**Aparna Shailen**  
General Manager - Human Resources

**Endorsement**

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

**Terms & Conditions of Scholarship**

**1. PROFILE:**

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M. Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

**2. DURATION:**

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic

October 6, 2021

**Mahalakshmi**

Bangalore

mahalakshmiofficial06@gmail.com

### Offer Letter

Dear Mahalakshmi,

We are pleased to make you an offer of employment with us and this letter sets forth the terms of appointment.

- |                            |  |
|----------------------------|--|
| 1. Designation             | <b>IT Trainee / Global Title – InP - IT Trainee</b>  |
| 2. Company                 | <b>Fidelity Information Services India Private Ltd</b>   |
| 3. Place of Posting:       | 2 <sup>nd</sup> & 3 <sup>rd</sup> Floor, Tower 3, Block Warp, SJR I Park, EPIP Zone<br>Whitefield Road, Bangalore – 560066     |
| 4. Date of Joining         | <b>25<sup>th</sup> October 2021</b>  |
| 5. Compensation & Benefits | Annual Fixed Pay : <b>Rs. 325581/-</b><br>Performance Pay : <b>Rs. 24419/-</b><br><b>Total Compensation (TC): Rs. 350000/-</b> |

Break up of above Compensation details are provided in Annexure I

6. **Background Checks:** Your appointment is subject to the background check clearance in all aspects, any discrepancies in the background check will lead to withdrawal of the offer.
7. **Confidentiality:** You are requested to maintain confidentiality on all aspects of the letter of offer at all times. You shall not divulge, communicate or pass on any information, regarding the company, its business, customers, work practices and security practices to any outsider or any external vendor or contractor employed by the Company.
8. **Notice Period:** Notwithstanding anything stated herein, your services are liable to be terminated by the Company without assigning any reason, by giving you **75 days** Notice or salary in lieu of such Notice. Likewise, you may resign from the services of the Company by giving **75 days** Notice or salary in lieu of Notice. Salary for this purpose will be computed on Monthly Base pay excluding Employer PF contribution.
9. **Probation Period:** You will be on probation initially for a period of **6 [six]** months during which time your progress will be monitored. At the end of this period, your employment will be deemed confirmed, provided you achieve performance standard. In the event of unsatisfactory progress, appropriate procedures will be implemented which may either result in extension of your probationary period or termination of your employment either during or at the end of probation.



28/09/2021

To,  
**Payal Acharya**  
**Room No: 302, GR Comforts, No:169, 7th Cross, 1st Lane,**  
**Teachers colony, Kumara Swamy Layout, Bangalore – 560078**

## **OFFER OF EMPLOYMENT**

I am delighted to offer you the position of **Front Office Graduate Trainee** with IG Infotech (India) Private Limited, (a company incorporated under the Indian Companies Act, 1956 and hereinafter, the “Company”), based at our offices in Bangalore. This employment offer is contingent on signing the Employment, Confidential Information, Invention Assignment and Arbitration Agreement and to both the satisfactory completion of a background check and to the receipt of satisfactory references. You should not regard this offer as giving you any reason or encouragement to act in a manner which would cause you to breach any of your obligations to your present employer.

## **Role and Commencement Date**

I am writing to set out the terms of your employment starting on **22 November 2021**. You will be employed by the Company but you may be required to work for any of the companies within the IG Group. Your job title does not limit your duties and the company may require you to do any work within your capacity and / or you may be required to help out in other departments should the need arise.

## **Probationary Period and Notice**

There will be a probationary period of **six** months, during which either side may terminate the employment by giving the other party one month’s written notice. On successful completion of the probationary period the notice period given by the company will be two month’s written notice. During any notice period, the Company may require you not to perform or to perform only limited duties and not to attend your place of work. The Company reserves the right (but shall not be obliged) to pay in lieu of notice. Please note that it will only be deemed that you have successfully passed your probationary once a formal Appraisal meeting and review has been carried out with you by your line manager. You will also receive written confirmation of the result of this appraisal meeting.

1



## **Background Verification**

This offer of employment is conditional upon you passing our pre-employment screening which may include referencing, a verification of your qualifications and CV, and satisfactory credit and criminal checks. Failure to pass the pre-employment screening may result in your offer being withdrawn or your employment being terminated with immediate effect.

## **Hours of Work**

The Company expects you to work up to 48 hours of work spread over 5 days in a week. You may be required to work in shifts, if required based on project and organisational requirements, but this will be discussed and agreed with you in advance.

## **Salary**

Your total CTC will be **INR 5,43,020 per annum** and gross salary will be **INR 4,50,000 per annum (37,500 per month)**. This is payable monthly directly to your Bank Account. It is also expected that it will be first reviewed at the end of financial year i.e. 31st May 2022. Any salary review will take into account your length of service with the company during the financial year and the standard of your performance.

## **Bonus**

You may also be eligible for a discretionary company bonus which is not, however, part of your contract of employment. The purpose of this bonus scheme is to reward those staff that consistently work hard, perform well and achieve good results during the financial year.

## **Holiday**

Our holiday year is from 1st June until 31st May and you are entitled to 15 days per year. We will notify you of your holiday entitlement shortly after you've joined us. Your leave entitlement will rise to 20 days per year the holiday year after you have achieved 2 years' service. Please note that you will also be entitled to the standard statutory Indian holidays although it can happen that you are required to work on some statutory holidays. If so, you will be entitled to a day in lieu for every statutory holiday that you are required to work. Upon the termination of your employment any accrued but untaken holiday will be paid to you based on your pro-rated accrual, or, any taken but

not yet accrued annual leave will be deducted from your final salary payment from the Company.

### **Other Benefits**

As a full time employee of the Company, you will become eligible to participate in Company sponsored benefits such as medical insurance, contribution to Employees Provident Fund (EPF) and gratuity and other benefits when the Company sponsors them at a later date. The

Company reserves the right to modify, increase or reduce the benefits offered to its employees.

### **General Terms and Conditions**

We have a group disciplinary policy and a copy of this, and other HR policies and procedures are available on the Company INTRANET site. If you have a grievance relating to your employment you should report it to our Head of HR. She will consider any grievance but if her decision is not acceptable the matter may be referred in writing to the Chief Operating Officer or an alternative member of the Company's senior management team, whose decision shall be final and binding.

If you are absent from work due to sickness or injury, the Company will pay your salary for a period of up to 7 days' absence due to ill health or injury in any 12-month rolling period. This is a discretionary benefit and will be monitored by your line manager in conjunction with HR.

Please note that the Company will be entitled to deduct from your salary or any other payment due to you from the Company, including any payment due to you on termination of your employment, any sums properly due from you to the Company. Such sums include, without limitation, repayment of any loans or advances (including advances on expenses), repayment of any overpaid holiday pay, salary, benefits, bonus or sales incentive payments and the cost of any damage to or loss of Company property caused by you. Also, as it may be relevant to agree to send you abroad by the Company for advanced training, you will have to execute a bond, the period and value of which will depend on the type and duration of the required training.

Upon acceptance of employment, the terms described in this letter shall be the terms of your employment. The Company may make reasonable changes to the terms and conditions of your employment, but you will be given reasonable notice of any significant changes which are made.

If you agree to the terms set out in this letter, please will you sign the enclosed copy where indicated below and return it in the enclosed envelope. Please also enclose the most recent copy of your current company pay-slip as well as a copy of your birth certificate, passport or other proof of your identity and entitlement to work in India.

If, however, there is anything at all in the letter about which you would like to ask or which you feel may not be quite correct, please do not hesitate to give me a call.

You will have to sign (1) Employment, Confidential Information, Invention Assignment and Arbitration Agreement, and (2) Sexual Harassment Statement after you join duty at IG Infotech. Also, please return the completed Employment Application if you have not yet done so.

A copy of the letter has also been included for your files. It shall be mandatory to sign and return these agreements. If not accepted, this offer will expire at the end of business day on **29 September 2021**.


Finally, notwithstanding anything herein before or after contained any difference, disputes or doubts arising irrespective of the interpretation thereof or in any manner covering the relationship between the parties concerning the terms and conditions hereof or arising here from shall be referred to arbitration under provisions of The Arbitration And Conciliation Act, 1996 or any statutory modifications or any enactments thereof for the time being in force, only if the parties fail to reach an amicable settlement.

Sincerely,



**Suhail Akhtar**  
**Head of IG, India**

*I have read, understood and accept this offer of employment based on the terms and conditions outlined in this letter dated 28/09/2021.*

DocuSigned by:  
  
Signed .....  
Payal Acharya 643D0CE59AA8491...

Date 28/9/2021 | 07:47 BST .....



**Annexure – I**  
**Compensation details**

<b>Gross Salary per annum</b>	<b>(Rs.)</b>	<b>(Rs.) Monthly</b>
Gross Salary		37,500
Allowance		6,300
Conveyance	1,600	
Food Vouchers	2,200	
Medical reimbursement	1,250	
Leave Travel Allowance	1,250	
Gross minus Allowances (A)	31,200	
Basic Pay (45% on A)		14,040
HRA (20% on A)		6,240
Special Pay (35%on A)		10,920
<b>Monthly Gross Salary</b>		<b>37,500</b>
<b>Annual Gross Salary</b>		<b>4,50,000</b>
There will be professional tax, PF and tax as applicable		
OTHER BENEFITS		
Medical Insurance Premium (for six)	1,167	14,000
EPF - Employer (12% on 60% of Gross salary)	2,700	32,400
Gratuity 0.5*(Basic)	585	7,020
Bonus (including Christmas Bonus) *		
Gym expenses+	1,500	18,000
Internet expenses+	1,800	21,600
	4,452	
<b>Annual Salary in Rupees</b>		<b>5,43,020</b>
+ on producing the Bills * Discretionary		

Mr. Abhinaba Banik  
1st Stage Kumarswamy layout,  
1st Stage Kumarswamy layout,  
Bangalore-111111  
India

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear Abhinaba,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

- |                           |                               |
|---------------------------|-------------------------------|
| a) Role                   | : Process Executive           |
| b) Role designation       | : Process Executive           |
| c) Job Level              | : 2B                          |
| d) Date of Joining        | : 4-November-2021             |
| e) Location of posting    | : BANGALORE, KARNATAKA, India |
| f) Gross salary per month | : Rs 19798/-                  |

Please refer to the Appendices to this letter for details of your CTC and other allowances.

**1. Voice and Shift Allowances**

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

a) Voice Allowance - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.

b) Shift Allowance - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

All allowances are payable as per the policies of the Company, which are subject to change from time to time

## 2. Joining Bonus

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.

## 3. Submission of documents

You are required to submit originals and two photocopies of the following documents on the date of joining the Company. In case of any discrepancy found in the documents/details furnished, the company reserves the right to revoke the offer letter/terminate your employment without any prior notice or notice period.

Sl. No.	Document	Details
1	10th standard marks card*	Mandatory
2	12th Standard marks card*	Mandatory
3	Marks cards for all the years of graduation, degree, diploma certificate*	Mandatory
4	Relieving Letter from all organizations worked*	Mandatory
5	Passport size photographs*	6 (mandatory)
6	Diploma marks cards* and certificate(if applicable)	6 (mandatory)
7	Professional Qualification marks cards* and certificate (if applicable)	Mandatory
8	Post graduate mark cards* and certificate (if applicable)	Mandatory
9	NSR registration number or ITPIN number or web registration number	Mandatory
10	Passport**	Optional
11	Driving License	Optional
12	Passport/Driving License/PAN Card/Voters ID	Mandatory
13	Aadhar Card***	Mandatory

\*Failure to produce the document on the date of joining will entail suitable action by the Organization including withdrawal of employment offer & termination of employment. Originals of the above documents that you have submitted will be returned to you post verification. Under situations where the employee works for a client which needs the employee to furnish details on his past employments, the same will need to be provided.

\*\*The Company reserves the right to initiate background verification (BGV) for all employees.

\*\*\*Certain statutory regulations relating to employment processes (including but not limited to enrolment to Employee's Provident Fund Scheme) mandate the employer to produce Aadhar card details of its employees. For this purpose, all employees are required to produce their Aadhar card details to the Company prior to or at the time of joining the Company.

#### **4. Background Verification**

The Company may, in its sole discretion conduct background checks, prior to or after your date of joining the Company, including but not limited to, for the purpose of validating your identity, your suitability to the concerned employment, the address provided by you, the education details provided by you, the details of your prior work experience (if any) and criminal checks. You expressly consent to, the Company conducting such background checks. In this connection, you are required to furnish the documents as mentioned in the section titled as 'Submission of Documents' in this Offer Letter and the Company reserves the right to seek further documents in addition to the documents listed in the said section to substantiate the details you have provided to the Company.

If the Company is not satisfied with the outcome of the background checks and/or any concerns are raised in a background check, attributable to, false information or mis-statement or misrepresentations or omission of facts in the details provided by you, 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.

#### **5. National Skills Registry**

The Company has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service & quality and in order to do this, we have maintained a strong focus on compliance. NASSCOM, the premier industry Organization has conceived the "National Skills Registry" that promises more effective information security standards. It aims to register employees working in our industry on a web enabled database and uniquely identify each industry person based on bio-metrics. You are required to complete your web registration with National Skills Registry before you join the Company. You will also have to produce the proof of registration when you join the Company. Failure to produce the proof of registration as acceptable to the Company on the date of joining may entail in the withdrawal of this Letter of offer and no rights shall arise/ be enforceable by you under this Letter of offer. The cost of your registration with National Skills Registry and the subsequent verification of your database by Nasscom's empaneled background checkers will have to be borne by you. For more information on national skills registry, please visit [www.nationalskillsregistry.com](http://www.nationalskillsregistry.com).

#### **6. Relocation benefits**

As per the Company's policies you will be entitled to relocation benefits at the time of joining the Company. The Company will reimburse the relocation expenses incurred by you on actuals, provided you submit to the Company the receipts/invoices evidencing those expenses. The relocation benefits will be recovered from you, in case you choose to leave your employment within 180 days of your joining the Company.

#### **7. Transfer/Secondment**

Please refer to the 1 page of this Offer of employment for your location of posting. However, you can be transferred/seconded to any of the Company's units/departments or affiliate entities/partners situated anywhere in India or abroad. The terms and conditions relating to transfer/secondment shall be as stated in the relevant documents executed at the time of such secondment/transfer.

## 8. Probation Period

You will be on probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. Probation can be extended for a further period at the sole discretion of the Company.

Please note that as per the Company's policies, all confirmations take place only on the 1st working day of a month. If the date of joining of an employee falls between the 1st and 15th day (both days inclusive) of a month, then the employee would be confirmed effective the 1st day of the 7th month from his/her date of joining subject to fulfillment of all criteria related to confirmation. If the date of joining of an employee falls between the 16th and the last day (both days inclusive) of a month, then the employee would be confirmed on the 1st day of the 8 month subject to fulfillment of all criteria related to confirmation.

During your probationary period, the Company can dispense with your services without ascribing any reasons on giving you 30 calendar day's prior notice or basic and dearness allowance and basket of allowances in lieu of such notice. Similarly, it will be permissible for you to resign from our services subject to a calendar month's prior notice of your intention to do so, however, the Company may, at its discretion, dispense with such notice and ask you to pay basic and dearness allowance and basket of allowances in lieu of notice. It is expressly understood and agreed between us that neither party will have cause for complaint if the other party wishes to take advantage of this right of termination.

If you are considered satisfactory in all aspects, your employment will be confirmed on the expiry of your probationary period.

## 9. Notice Period

As an employee of the Company, you will be required to give either (a) 30 calendar days' notice or (b) one month's salary in lieu thereof, in case you decide to leave our services. Please note that acceptance of payment in lieu of notice period and the issue of the relieving order is at the Company's discretion. Similarly, the Company can terminate your services by giving 30 calendar days' notice or salary in lieu thereof, at the Company's sole discretion.

Notwithstanding the above, in the event of your violation of the Code of Conduct and the Disciplinary policy of the Company, the Company can terminate your services by giving you up to 30 calendar days' notice or payment of salary in lieu thereof.

"Salary" for the purposes of this section will be basic and dearness allowance and basket of allowances.

## 10. Training Period and Process

Upon joining the Company, you may be required to undergo training programs-as stipulated by the organization. Upon successful completion of a training program, which includes scoring the minimum stipulated grades or passing the assessment and certification process as mandated for the process and the client, you may be assigned to a process team at Organization's sole discretion. Upon failure to complete requisite assessments and certifications, the Company is free to take suitable action as it deems fit which can include termination of your employment.

## 11. Organizational Rules

You will familiarize with and adhere to the Organization's Rules and Regulations in force and as modified by the Organization from time to time. You shall execute such agreements/bonds as required by the Organization. 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 requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

## 12. Personal taxation

Your salary and the perquisites are subject to income tax as per Indian Tax Laws and all personal taxation will have to be deducted at source as per the laws applicable from time to time and the Company does not accept any responsibility for its accuracy.

## 13. Termination of employment

Your services with the Company may be terminated by either party upon giving a written notice of 30 calendar days notice or salary in lieu of such notice.

The Company may also terminate your services, should you be absent from work or incapacitated from properly performing your duties owing to ill health or accident for a period of 30 days, by giving you 15 days' notice in writing of its intention to do so. Further the Company reserves the right to terminate the service for your failure to pass the Company's-requisite assessments and certifications as applicable.

You are liable to be summarily dismissed should you be guilty of breach of this appointment, insobriety, addiction to drugs, dishonesty, disobedience, neglect of duty or any other misconduct under the Company's service rules which is detrimental to the business or interests of the Company.

## 14. Other Terms & Conditions

a) You agree not to undertake employment, whether full-time or part-time, as the Director/Partner/member/employee of any other company/entity engaged in any form of business activity without the consent of the Company. 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 sole discretion of the Company.

b) All or any of the privilege and benefits extended can be altered or withdrawn by the Company at any time.

c) You will be governed by the schemes relating to personal accident, medical insurance and transport facilities in accordance with company regulations, as changed from time to time.

d) You will be governed by the rules and regulations of the company as applicable to your category of employees, which may change from time to time.



**APPENDIX 1**

<b>COMPENSATION DETAILS</b>	
<b>Name</b>	<b>Mr. Abhinaba Banik</b>
<b>Role Designation</b>	<b>Process Executive</b>
<b>Job Level</b>	<b>2B</b>
<b>Date of Joining</b>	<b>4-November-2021</b>
<b>Location of Posting</b>	<b>BANGALORE, KARNATAKA, India</b>
<b>Fixed Components</b>	<b>Amount in INR per month</b>
Basic	13,371
Fixed Dearness Allowance (FDA)	1,100
Basket of Allowances (BOA)*	
Sub Total 1	14,471
<b>Statutory Components</b>	
Company Contribution to Provident Fund	1,737
Gratuity	696
Bonus	2,894
Sub Total 2	5,327
<b>Gross Salary per month - Sub Total 1+2</b>	<b>19,798</b>
<b>Total Annual CTC</b>	<b>237,576</b>

Over and above the gross salary mentioned above you will be eligible to the following allowances provided you satisfy the conditions as laid down in Clause 1 of this letter

<b>Voice Allowance (paid monthly on allocation to a voice process)</b>	<b>Rs 2,500</b>
<b>Shift Allowance (paid monthly if you are working in night shift)</b>	<b>As applicable</b>

\*Basket of Allowances (BOA) comprises of HRA, LTA, Medical, Children's Education and Conveyance to be split according to an individual's tax plan.



ESI (Employee's State Insurance) may also be applicable to individual employees as per statutory regulations. If ESI is applicable, employee will contribute 1.75% of salary as ESI contribution while the Company will contribute 4.75% of salary as ESI contribution. Salary for the purpose of ESI calculation includes Subtotal 1 and Bonus.

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, 1972 including but not limited to the minimum service periods set forth therein

<p>Offered by:</p> <p>03-11-2021</p> <hr/> <p>Sign your name Umashankar N</p> <hr/> <p>Print your name 926577      HRD</p> <hr/> <p>Emp No.      Dept. Name</p>	<p>Candidate:</p> <p>Date: _____, 20_____</p> <hr/> <p>Sign your name Abhinaba Banik</p> <hr/> <p>Print your name</p> <hr/>	<p>SAP data provided by:</p> <p>Date: _____, 20_____</p> <hr/> <p>Sign your name</p> <hr/> <p>Print your name</p> <hr/> <p>Emp No.      Dept. Name</p>	<p>SAP data updated by:</p> <p>Date: _____, 20_____</p> <hr/> <p>Sign your name</p> <hr/> <p>Print your name</p> <hr/> <p>Emp No.      Dept. Name</p>
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## APPENDIX 2

### Deductions\*

Deduction	Description	Month of Deduction	Approximate Amount
Mysore Accommodation	Accommodation provided in Mysore during the training period will be charged	13th /14th month from joining	Up to Rs. 133/day*
Transport* (based on location)	The transport rates depend on the distance travelled	Monthly	Rs. 250* - Rs. 1085*

\*The amounts mentioned above are indicative and may vary based on location of posting.

\*\*The above amounts are subject to change.

\*The first deduction mentioned above will be made in the 13th /14th month from joining. In case you leave the company before that, this amount will be deducted from your Full & Final Settlement.

### APPENDIX 3

Shift Definition			
In Time	Total Hours	Out Time	Shift
<b>Shift 2 - From 2:30 PM to 5:29 PM</b>			
2:30 PM	9:15	11:45 PM	2
3:00 PM	9:15	12:15 AM	2
3:30 PM	9:15	12:45 AM	2
4:00 PM	9:15	1:15 AM	2
4:30 PM	9:15	1:45 AM	2
5:00 PM	9:15	2:15 AM	2
<b>Shift 3 - From 5:30 PM - 2:29 AM</b>			
5:30 PM	9:15	2:45 AM	3
6:00 PM	9:15	3:15 AM	3
6:30 PM	9:15	3:45 AM	3
7:00 PM	9:15	4:15 AM	3
7:30 PM	9:15	4:45 AM	3
8:00 PM	9:15	5:15 AM	3
8:30 PM	9:15	5:45 AM	3
9:00 PM	9:15	6:15 AM	3
9:30 PM	9:15	6:45 AM	3
10:00 PM	9:15	7:15 AM	3
10:30 PM	9:15	7:45 AM	3
11:00 PM	9:15	8:15 AM	3
11:30 PM	9:15	8:45 AM	3
12:00 AM	9:15	9:15 AM	3
12:30 AM	9:15	9:45 AM	3
1:00 AM	9:15	10:15 AM	3
1:30 AM	9:15	10:45 AM	3
2:00 AM	9:15	11:15 AM	3
<b>Shift 4 - From 2:30 AM - 5:30 AM</b>			
2:30 AM	9:15	11:45 AM	4
3:00 AM	9:15	12:15 PM	4
3:30 AM	9:15	12:45 PM	4
4:00 AM	9:15	1:15 PM	4
4:30 AM	9:15	1:45 PM	4
5:00 AM	9:15	2:15 PM	4
5:30 AM	9:15	2:45 PM	4
<b>Shift 1 - After 5:31 AM (anytime swipe after 5:31)</b>			
6:00 AM	9:15	3:15 PM	1
6:29 AM	9:15	3:44 PM	1
<b>Shift 1-After 12:30 PM- 2:30 PM</b>			
12:30 PM	9:15	9:45 PM	1
1:00 PM	9:15	10:15 PM	1
1:30 PM	9:15	10:45 PM	1
2:00 PM	9:15	11:15 PM	1
2:00 PM - 2:29 PM			1
<b>Shift 0-After 6:30 AM (any time after 6:30 AM)</b>			
6:30 AM	9:15	3:45 PM	0
7:00 AM	9:15	4:15 PM	0
7:30 AM	9:15	4:45 PM	0
8:00 AM	9:15	5:15 PM	0
8:30 AM	9:15	5:45 PM	0
9:00 AM	9:15	6:15 PM	0
9:30 AM	9:15	6:45 PM	0
10:00 AM	9:15	7:15 PM	0
10:30 AM	9:15	7:45 PM	0
11:00 AM	9:15	8:15 PM	0
11:30 AM	9:15	8:45 PM	0
12:00 PM	9:15	9:15 PM	0
12:29 PM	9:15	9:44 PM	0

## **Shift Allowance Payout Scenarios**

(Optional: Shift Allowance cycle is from 1st - 30th /31st of the previous month)

### **Shift 0:**

Refer appendix above for timings, this shift is not eligible for any allowance.

### **Shift 1:**

Refer appendix above for timings, this is eligible for an allowance of 600/- per month.

### **Shift 2:**

Refer appendix above for timings, this is eligible for an allowance of 1,500/- per month.

### **Shift 3:**

Refer appendix above for timings, this is eligible for an allowance of 2,000/- per month.

### **Shift 4:**

Refer appendix above for timings, this is eligible for an allowance of 2,300/- per month

**APPENDIX 4**

**ADDENDUM TO EMPLOYMENT LETTER**

I, \_\_\_\_\_ do hereby acknowledge and confirm the following:

(1) I am accepting employment with Infosys BPM Limited ("Infosys BPM"), with the employee number \_\_\_\_\_ effective from \_\_\_\_\_. Now, as per the presents below, I agree to the terms herein, and acknowledge that this is a material condition of my employment with Infosys BPM.

(2) I may be required, on behalf of Infosys BPM, to provide services to, or solicit business from, various clients of Infosys BPM (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 BPM for any reason, I will not:

a. accept any offer of employment from any Customer, where I had worked in an official capacity with that customer in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM;

b. accept any offer of employment from a Named Competitor of Infosys BPM, 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 BPM.

For the purposes of this Addendum, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:

- i. Tech Mahindra Limited
- ii. Genpact Limited
- iii. WNS Limited
- iv. Tata Consultancy Services Limited
- v. Accenture Limited
- vi. International Business Machine Corporation
- vii. Cognizant Technology Solutions
- viii. Wipro Ltd
- ix. HCL Limited

Place:

Employee Signature:

Date:

Employee Name:

Employee Number:

Acknowledged by Infosys BPM Limited:

26<sup>th</sup> November, 2020

To,

**Ms. Arpita Mukherjee,**

Dear Arpita,

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

**Find below compensation details:**

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

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

Regards,  
Jaro Education



**Sushant Mallya**  
**General Manager – Human Resource**

I agree to the above terms & conditions \_\_\_\_\_ Dated \_\_\_\_\_

**Jaro Institute of Technology Management and Research Limited**

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

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

Mr. Arvind J A  
21, 1st main, 1st cross, Amarjyothinagar  
Vijayanagar  
Bangalore-560040  
India

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear Arvind,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

- |                           |                               |
|---------------------------|-------------------------------|
| a) Role                   | : Process Executive           |
| b) Role designation       | : Process Executive           |
| c) Job Level              | : 2B                          |
| d) Date of Joining        | : 16-November-2021            |
| e) Location of posting    | : BANGALORE, KARNATAKA, India |
| f) Gross salary per month | : Rs 19798/-                  |

Please refer to the Appendices to this letter for details of your CTC and other allowances.

**1. Voice and Shift Allowances**

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

a) Voice Allowance - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.

b) Shift Allowance - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

All allowances are payable as per the policies of the Company, which are subject to change from time to time

## 2. Joining Bonus

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.

## 3. Submission of documents

You are required to submit originals and two photocopies of the following documents on the date of joining the Company. In case of any discrepancy found in the documents/details furnished, the company reserves the right to revoke the offer letter/terminate your employment without any prior notice or notice period.

Sl. No.	Document	Details
1	10th standard marks card*	Mandatory
2	12th Standard marks card*	Mandatory
3	Marks cards for all the years of graduation, degree, diploma certificate*	Mandatory
4	Relieving Letter from all organizations worked*	Mandatory
5	Passport size photographs*	6 (mandatory)
6	Diploma marks cards* and certificate(if applicable)	6 (mandatory)
7	Professional Qualification marks cards* and certificate (if applicable)	Mandatory
8	Post graduate mark cards* and certificate (if applicable)	Mandatory
9	NSR registration number or ITPIN number or web registration number	Mandatory
10	Passport**	Optional
11	Driving License	Optional
12	Passport/Driving License/PAN Card/Voters ID	Mandatory
13	Aadhar Card***	Mandatory

\*Failure to produce the document on the date of joining will entail suitable action by the Organization including withdrawal of employment offer & termination of employment. Originals of the above documents that you have submitted will be returned to you post verification. Under situations where the employee works for a client which needs the employee to furnish details on his past employments, the same will need to be provided.

\*\*The Company reserves the right to initiate background verification (BGV) for all employees.

\*\*\*Certain statutory regulations relating to employment processes (including but not limited to enrolment to Employee's Provident Fund Scheme) mandate the employer to produce Aadhar card details of its employees. For this purpose, all employees are required to produce their Aadhar card details to the Company prior to or at the time of joining the Company.



#### **4. Background Verification**

The Company may, in its sole discretion conduct background checks, prior to or after your date of joining the Company, including but not limited to, for the purpose of validating your identity, your suitability to the concerned employment, the address provided by you, the education details provided by you, the details of your prior work experience (if any) and criminal checks. You expressly consent to, the Company conducting such background checks. In this connection, you are required to furnish the documents as mentioned in the section titled as 'Submission of Documents' in this Offer Letter and the Company reserves the right to seek further documents in addition to the documents listed in the said section to substantiate the details you have provided to the Company.

If the Company is not satisfied with the outcome of the background checks and/or any concerns are raised in a background check, attributable to, false information or mis-statement or misrepresentations or omission of facts in the details provided by you, 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.

#### **5. National Skills Registry**

The Company has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service & quality and in order to do this, we have maintained a strong focus on compliance. NASSCOM, the premier industry Organization has conceived the "National Skills Registry" that promises more effective information security standards. It aims to register employees working in our industry on a web enabled database and uniquely identify each industry person based on bio-metrics. You are required to complete your web registration with National Skills Registry before you join the Company. You will also have to produce the proof of registration when you join the Company. Failure to produce the proof of registration as acceptable to the Company on the date of joining may entail in the withdrawal of this Letter of offer and no rights shall arise/ be enforceable by you under this Letter of offer. The cost of your registration with National Skills Registry and the subsequent verification of your database by Nasscom's empaneled background checkers will have to be borne by you. For more information on national skills registry, please visit [www.nationalskillsregistry.com](http://www.nationalskillsregistry.com).

#### **6. Relocation benefits**

As per the Company's policies you will be entitled to relocation benefits at the time of joining the Company. The Company will reimburse the relocation expenses incurred by you on actuals, provided you submit to the Company the receipts/invoices evidencing those expenses. The relocation benefits will be recovered from you, in case you choose to leave your employment within 180 days of your joining the Company.

#### **7. Transfer/Secondment**

Please refer to the 1 page of this Offer of employment for your location of posting. However, you can be transferred/seconded to any of the Company's units/departments or affiliate entities/partners situated anywhere in India or abroad. The terms and conditions relating to transfer/secondment shall be as stated in the relevant documents executed at the time of such secondment/transfer.

## **8. Probation Period**

You will be on probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. Probation can be extended for a further period at the sole discretion of the Company.

Please note that as per the Company's policies, all confirmations take place only on the 1st working day of a month. If the date of joining of an employee falls between the 1st and 15th day (both days inclusive) of a month, then the employee would be confirmed effective the 1st day of the 7th month from his/her date of joining subject to fulfillment of all criteria related to confirmation. If the date of joining of an employee falls between the 16th and the last day (both days inclusive) of a month, then the employee would be confirmed on the 1st day of the 8 month subject to fulfillment of all criteria related to confirmation.

During your probationary period, the Company can dispense with your services without ascribing any reasons on giving you 30 calendar day's prior notice or basic and dearness allowance and basket of allowances in lieu of such notice. Similarly, it will be permissible for you to resign from our services subject to a calendar month's prior notice of your intention to do so, however, the Company may, at its discretion, dispense with such notice and ask you to pay basic and dearness allowance and basket of allowances in lieu of notice. It is expressly understood and agreed between us that neither party will have cause for complaint if the other party wishes to take advantage of this right of termination.

If you are considered satisfactory in all aspects, your employment will be confirmed on the expiry of your probationary period.

## **9. Notice Period**

As an employee of the Company, you will be required to give either (a) 30 calendar days' notice or (b) one month's salary in lieu thereof, in case you decide to leave our services. Please note that acceptance of payment in lieu of notice period and the issue of the relieving order is at the Company's discretion. Similarly, the Company can terminate your services by giving 30 calendar days' notice or salary in lieu thereof, at the Company's sole discretion.

Notwithstanding the above, in the event of your violation of the Code of Conduct and the Disciplinary policy of the Company, the Company can terminate your services by giving you up to 30 calendar days' notice or payment of salary in lieu thereof.

"Salary" for the purposes of this section will be basic and dearness allowance and basket of allowances.

## **10. Training Period and Process**

Upon joining the Company, you may be required to undergo training programs-as stipulated by the organization. Upon successful completion of a training program, which includes scoring the minimum stipulated grades or passing the assessment and certification process as mandated for the process and the client, you may be assigned to a process team at Organization's sole discretion. Upon failure to complete requisite assessments and certifications, the Company is free to take suitable action as it deems fit which can include termination of your employment.

## 11. Organizational Rules

You will familiarize with and adhere to the Organization's Rules and Regulations in force and as modified by the Organization from time to time. You shall execute such agreements/bonds as required by the Organization. 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 requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

## 12. Personal taxation

Your salary and the perquisites are subject to income tax as per Indian Tax Laws and all personal taxation will have to be deducted at source as per the laws applicable from time to time and the Company does not accept any responsibility for its accuracy.

## 13. Termination of employment

Your services with the Company may be terminated by either party upon giving a written notice of 30 calendar days notice or salary in lieu of such notice.

The Company may also terminate your services, should you be absent from work or incapacitated from properly performing your duties owing to ill health or accident for a period of 30 days, by giving you 15 days' notice in writing of its intention to do so. Further the Company reserves the right to terminate the service for your failure to pass the Company's-requisite assessments and certifications as applicable.

You are liable to be summarily dismissed should you be guilty of breach of this appointment, insobriety, addiction to drugs, dishonesty, disobedience, neglect of duty or any other misconduct under the Company's service rules which is detrimental to the business or interests of the Company.

## 14. Other Terms & Conditions

a) You agree not to undertake employment, whether full-time or part-time, as the Director/Partner/member/employee of any other company/entity engaged in any form of business activity without the consent of the Company. 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 sole discretion of the Company.

b) All or any of the privilege and benefits extended can be altered or withdrawn by the Company at any time.

c) You will be governed by the schemes relating to personal accident, medical insurance and transport facilities in accordance with company regulations, as changed from time to time.

d) You will be governed by the rules and regulations of the company as applicable to your category of employees, which may change from time to time.



**APPENDIX 1**

<b>COMPENSATION DETAILS</b>	
<b>Name</b>	<b>Mr. Arvind J A</b>
<b>Role Designation</b>	<b>Process Executive</b>
<b>Job Level</b>	<b>2B</b>
<b>Date of Joining</b>	<b>16-November-2021</b>
<b>Location of Posting</b>	<b>BANGALORE, KARNATAKA, India</b>
<b>Fixed Components</b>	<b>Amount in INR per month</b>
Basic	13,371
Fixed Dearness Allowance (FDA)	1,100
Basket of Allowances (BOA)*	
Sub Total 1	14,471
<b>Statutory Components</b>	
Company Contribution to Provident Fund	1,737
Gratuity	696
Bonus	2,894
Sub Total 2	5,327
<b>Gross Salary per month - Sub Total 1+2</b>	<b>19,798</b>
<b>Total Annual CTC</b>	<b>237,576</b>

Over and above the gross salary mentioned above you will be eligible to the following allowances provided you satisfy the conditions as laid down in Clause 1 of this letter

<b>Voice Allowance (paid monthly on allocation to a voice process)</b>	<b>Rs 2,500</b>
<b>Shift Allowance (paid monthly if you are working in night shift)</b>	<b>As applicable</b>

\*Basket of Allowances (BOA) comprises of HRA, LTA, Medical, Children's Education and Conveyance to be split according to an individual's tax plan.

ESI (Employee's State Insurance) may also be applicable to individual employees as per statutory regulations. If ESI is applicable, employee will contribute 1.75% of salary as ESI contribution while the Company will contribute 4.75% of salary as ESI contribution. Salary for the purpose of ESI calculation includes Subtotal 1 and Bonus.

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, 1972 including but not limited to the minimum service periods set forth therein

<b>Offered by:</b> 11-11-2021 <hr/> <b>Sign your name</b> Umashankar N <hr/> <b>Print your name</b> 926577      HRD <hr/> _____ <b>Emp No.      Dept. Name</b>	<b>Candidate:</b> Date: _____, 20_____ <hr/> <b>Sign your name</b> Arvind J A <hr/> <b>Print your name</b>  <hr/> _____ <b>Emp No.      Dept. Name</b>	<b>SAP data provided by:</b> Date: _____, 20_____ <hr/> <b>Sign your name</b>  <hr/> <b>Print your name</b>  <hr/> _____ <b>Emp No.      Dept. Name</b>	<b>SAP data updated by:</b> Date: _____, 20_____ <hr/> <b>Sign your name</b>  <hr/> <b>Print your name</b>  <hr/> _____ <b>Emp No.      Dept. Name</b>
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## APPENDIX 2

### Deductions\*

Deduction	Description	Month of Deduction	Approximate Amount
Mysore Accommodation	Accommodation provided in Mysore during the training period will be charged	13th /14th month from joining	Up to Rs. 133/day*
Transport* (based on location)	The transport rates depend on the distance travelled	Monthly	Rs. 250* - Rs. 1085*

\*The amounts mentioned above are indicative and may vary based on location of posting.

\*\*The above amounts are subject to change.

\*The first deduction mentioned above will be made in the 13th /14th month from joining. In case you leave the company before that, this amount will be deducted from your Full & Final Settlement.

### APPENDIX 3

<b>Shift Definition</b>			
In Time	Total Hours	Out Time	Shift
<b>Shift 2 - From 2:30 PM to 5:29 PM</b>			
2:30 PM	9:15	11:45 PM	2
3:00 PM	9:15	12:15 AM	2
3:30 PM	9:15	12:45 AM	2
4:00 PM	9:15	1:15 AM	2
4:30 PM	9:15	1:45 AM	2
5:00 PM	9:15	2:15 AM	2
<b>Shift 3 - From 5:30 PM - 2:29 AM</b>			
5:30 PM	9:15	2:45 AM	3
6:00 PM	9:15	3:15 AM	3
6:30 PM	9:15	3:45 AM	3
7:00 PM	9:15	4:15 AM	3
7:30 PM	9:15	4:45 AM	3
8:00 PM	9:15	5:15 AM	3
8:30 PM	9:15	5:45 AM	3
9:00 PM	9:15	6:15 AM	3
9:30 PM	9:15	6:45 AM	3
10:00 PM	9:15	7:15 AM	3
10:30 PM	9:15	7:45 AM	3
11:00 PM	9:15	8:15 AM	3
11:30 PM	9:15	8:45 AM	3
12:00 AM	9:15	9:15 AM	3
12:30 AM	9:15	9:45 AM	3
1:00 AM	9:15	10:15 AM	3
1:30 AM	9:15	10:45 AM	3
2:00 AM	9:15	11:15 AM	3
<b>Shift 4 - From 2:30 AM - 5:30 AM</b>			
2:30 AM	9:15	11:45 AM	4
3:00 AM	9:15	12:15 PM	4
3:30 AM	9:15	12:45 PM	4
4:00 AM	9:15	1:15 PM	4
4:30 AM	9:15	1:45 PM	4
5:00 AM	9:15	2:15 PM	4
5:30 AM	9:15	2:45 PM	4
<b>Shift 1 - After 5:31 AM (anytime swipe after 5:31)</b>			
6:00 AM	9:15	3:15 PM	1
6:29 AM	9:15	3:44 PM	1
<b>Shift 1-After 12:30 PM- 2:30 PM</b>			
12:30 PM	9:15	9:45 PM	1
1:00 PM	9:15	10:15 PM	1
1:30 PM	9:15	10:45 PM	1
2:00 PM	9:15	11:15 PM	1
2:00 PM - 2:29 PM			1
<b>Shift 0-After 6:30 AM (any time after 6:30 AM)</b>			
6:30 AM	9:15	3:45 PM	0
7:00 AM	9:15	4:15 PM	0
7:30 AM	9:15	4:45 PM	0
8:00 AM	9:15	5:15 PM	0
8:30 AM	9:15	5:45 PM	0
9:00 AM	9:15	6:15 PM	0
9:30 AM	9:15	6:45 PM	0
10:00 AM	9:15	7:15 PM	0
10:30 AM	9:15	7:45 PM	0
11:00 AM	9:15	8:15 PM	0
11:30 AM	9:15	8:45 PM	0
12:00 PM	9:15	9:15 PM	0
12:29 PM	9:15	9:44 PM	0



## **Shift Allowance Payout Scenarios**

(Optional: Shift Allowance cycle is from 1st - 30th /31st of the previous month)

### **Shift 0:**

Refer appendix above for timings, this shift is not eligible for any allowance.

### **Shift 1:**

Refer appendix above for timings, this is eligible for an allowance of 600/- per month.

### **Shift 2:**

Refer appendix above for timings, this is eligible for an allowance of 1,500/- per month.

### **Shift 3:**

Refer appendix above for timings, this is eligible for an allowance of 2,000/- per month.

### **Shift 4:**

Refer appendix above for timings, this is eligible for an allowance of 2,300/- per month

**APPENDIX 4**

**ADDENDUM TO EMPLOYMENT LETTER**

I, \_\_\_\_\_ do hereby acknowledge and confirm the following:

(1) I am accepting employment with Infosys BPM Limited ("Infosys BPM"), with the employee number \_\_\_\_\_ effective from \_\_\_\_\_. Now, as per the presents below, I agree to the terms herein, and acknowledge that this is a material condition of my employment with Infosys BPM.

(2) I may be required, on behalf of Infosys BPM, to provide services to, or solicit business from, various clients of Infosys BPM (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 BPM for any reason, I will not:

a. accept any offer of employment from any Customer, where I had worked in an official capacity with that customer in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM;

b. accept any offer of employment from a Named Competitor of Infosys BPM, 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 BPM.

For the purposes of this Addendum, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:

- i. Tech Mahindra Limited
- ii. Genpact Limited
- iii. WNS Limited
- iv. Tata Consultancy Services Limited
- v. Accenture Limited
- vi. International Business Machine Corporation
- vii. Cognizant Technology Solutions
- viii. Wipro Ltd
- ix. HCL Limited

Place:

Employee Signature:

Date:

Employee Name:

Employee Number:

Acknowledged by Infosys BPM Limited:

**Name:** Ayeesha Siddiqua

**Address:** Flat No 8, no 7,1st floor quddus apartment ,7th cross someshwarnagar,  
Jayanagar 1st block, Bangalore South,  
Karnataka - 560011,  
India

Dear Ayeesha Siddiqua ,

We are pleased to inform you that based on your application and the Subsequent interviews you had, you have been selected for the position of **Trainee Consultant-Talent Collaboration**.

Your joining date will be **Monday 08 November 2021**

On the first day of the employment, please report to:

**Company Address:** Joulestowatts Business Solutions Private Limited ,  
6th Floor, Vaswani Presidio, Panathur Main Road Kadubesanahalli,  
India

**Reporting Time : 9:30 AM**

You will be paid a gross annual salary of **Rs. 3,00,000/- (Three Lakhs only)**.

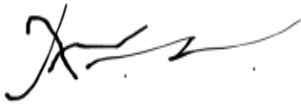
Your salary composition and other details are listed in the Employment Agreement annexed to this letter. Please indicate your acceptance to the Employment Agreement by signing and returning it within seven days from the date of this letter to the following address. Please retain the second copy for your records.

**Joules to Watts Business Solutions Pvt. Ltd**

3rd floor, Vaswani Presidio  
Bangalore - 560103

I look forward to welcoming you in our organization.

Should you need any further clarifications, please feel free to contact us.



HR Signature



Candidate Signature

**Joules to Watts Business Solutions Private Limited**

3rd Floor, Vaswani Presidio, Panathur Main Road,  
Off Outer Ring Road, Bangalore, Karnataka- 560103

[www.joulestowatts.com](http://www.joulestowatts.com)

CIN : U74900KA2014PTC076748

## EMPLOYMENT AGREEMENT

### COMPENSATION STRUCTURE:

Your individual compensation is strictly between yourself and the Company. It has been determined based on various factors such as your job, skills, specific background and professional merit. This information and any changes therein should be treated as personal and confidential.

Your total annual CTC will be **Rs. 3,00,000/-** and its composition will be as follows:

Head	Annual	Monthly
Basic Salary	1,50,000.00	12,500.00
House Rent Allowance (HRA)	60,000.00	5,000.00
Stat Bonus	12,495.00	1,041.25
Conveyance	9,205.00	767.08
Medical	15,000.00	1,250.00
Telephone	12,000.00	1,000.00
Leave Travel Allowance (LTA)	12,500.00	1,041.67
Gross Earning	2,71,200.00	22,600.00
PF Employer Contribution	21,600.00	1,800.00
PF Employee Contribution	21,600.00	1,800.00
Gratuity	7,200.0	600.0
Net Take Home (Varies depending on Taxes)	2,47,200.00	20,600.00
CTC	3,00,000.00	25,000.00

1. Income Tax, Professional Tax and other applicable taxes shall be deducted from the salary on a monthly basis as per Government Policy.

The salary will be processed on 7 Working day of every month. However, if the 7 falls on a holiday, salary will be paid on the next working day. The monthly pay slips will be made available electronically.

If the joining date is after 20th of the month first salary will be processed along with the next payroll.

Salary will be disbursed on receipt of your PAN card number.

**Joules**to**Watts Business Solutions Private Limited**

3rd Floor, Vaswani Presidio, Panathur Main Road,  
Off Outer Ring Road, Bangalore, Karnataka- 560103

[www.joulestowatts.com](http://www.joulestowatts.com)

CIN : U74900KA2014PTC076748



**TIME SHEETS:**

Shall send a hard copy/soft copy of the time sheets duly approved and signed by your Supervisor one business day in advance for processing salary every month to the following address:

**Joules to Watts Business Solutions Pvt. Ltd**

SJR I Park, Tower 4 Ground floor, Opposite to Satya Sai Hospital  
EPIP Zone, Whitefield, Bangalore-560066

Delay in receiving the approved time sheets will result in a delay in payment of your salary.

**STATUTORY BENEFITS:**

You will be governed as per the respective acts of ESIC, PF, Bonus & Gratuity, as per the rules in force, from time to time.

**BACKGROUND CHECK:**

The Company reserves the right to verify the information furnished by you in your application for employment and through other documents. If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed / suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof.

**MEDICAL CHECK:**

As per the Company policy, employees are required to undergo medical check on request at authorized medical centers and submit a duly certified copy of the medical certificate.

**NO-SHOW:**

Failure to report at the specified office on the **Monday 08 November 2021** shall be deemed as "No-Show". In such an event, the offer stands cancelled, and you shall be liable to pay one month's salary as penalty to the company for the loss suffered by the company.

**JOB ROLES & RESPONSIBILITIES:**

You shall be responsible for the performance of the functions expected of **Trainee Consultant-Talent Collaboration** and any additional functions and duties that may be assigned to you in connection with the business and operations of the Company.

You shall use the best of your efforts to promote, develop and extend the business of the Company and comply with the directions and regulations of the Company at all times, and in all respects.

**REVIEW PERIOD:**

Your performance will be reviewed to consider salary revision after 12 months from the date of joining.

**ASSIGNMENT:**

You shall acknowledge that the services to be rendered by you are unique and personal. During your service with the Company, you shall not assign any of the rights or delegate any of the duties or obligations under this Agreement without the prior written consent of the Company.

**Joules to Watts Business Solutions Private Limited**

**3rd Floor, Vaswani Presidio, Panathur Main Road,  
Off Outer Ring Road, Bangalore, Karnataka- 560103**

**[www.joulestowatts.com](http://www.joulestowatts.com)**

**CIN : U74900KA2014PTC076748**





**LEAVE:**

You would be entitled to get maximum of 24 days of leaves per year. (pro rata bases)

**HOLIDAYS:**

As each region may have a different set of holidays, your holiday schedule will be governed by your office location.

**DOCUMENTATION:**

Upon being so required by the Company, you shall make, sign and execute all deeds, documents, and declarations as may be deemed necessary by the Company and/or its clients (including privacy and confidentiality agreements).

**INDEMNITY:**

You shall keep the Company indemnified for any damages, which the Company or its client may suffer due to any act/acts by you including breach of any terms of this agreement.

**UN-AUTHORIZED ABSENCE:**

Any absence for 3 consecutive business days without prior permission will be treated as un-authorized absence from the work. In such a case, the Company is entitled to terminate your services and/or seek compensation for any loss suffered by the Company or its Client due to such an absence.

**CONFIDENTIALITY & NON DISCLOSURE:**

You hereby acknowledge that by the reason of your services with the Company you will have access to records, documents, drawings, forms, reports, studies, memoranda, correspondence, manuals, plans, magnetic media and other information sources ("Confidential Material") and such Confidential Material constitutes the property of the Company and/or its clients, enables the Company and/or its clients to compete successfully in business and was acquired or created by the Company and/or its clients at substantial expense. In consideration of your services and the above disclosures, you agree that:

You will disclose to the Company all information, inventions, discoveries, products, systems, programs, documentation including improvements or modifications ("Proprietary Material"), relating to the Company and its clients which you acquired or developed during the term of your services with the Company and that such Proprietary Material is the sole property of the Company or its clients, regardless of whether or not its acquisition or development occurred during work hours, at the Company facilities, or with the Company property or personnel. You will not disclose any such Proprietary Material to any unauthorized person during or after the completion of services with the Company.

You will not remove from the Company premises and/or the premises of its clients any Confidential Material, except in the performance of your duties. Upon termination of your services or when called upon by the Company, you will surrender all such Confidential Material together with any other the Company property that have been provided to him/her by the Company and/or its clients.

You agree to comply with a supplementary agreement, when issued, between the Company and a client regarding privacy and confidentiality. Such agreement will be incorporated into this Agreement by reference, including improvements or modification. "Proprietary Material" relating to the Company and its clients which you acquired or developed during the term of your services with the Company and its client is the sole property of the Company or its clients, regardless of whether or not its acquisition or development occurred during work hours.

**Joules to Watts Business Solutions Private Limited**

**3rd Floor, Vaswani Presidio, Panathur Main Road,  
Off Outer Ring Road, Bangalore, Karnataka- 560103**

**[www.joulestowatts.com](http://www.joulestowatts.com)**

**CIN : U74900KA2014PTC076748**

**NON COMPETE & NON SOLICITATION:**

You agree that during your services with the Company and continuing for a period of twelve (12) months after termination of your services with the Company, you:

- a) Will not individually or on behalf of or in conjunction with any other person or entity (except on behalf of the Company), directly or indirectly, solicit, sell to, or perform similar services as provided by or available from the Company, for any clients of the Company.
- b) Will not seek and obtain employment, training, or contract for employment or seek to serve as you or otherwise to clients of the Company, customers, accounts or prospects, without the written permission of the Company.
- c) Will not directly or indirectly solicit or hire or cause others to solicit or hire any other employee of the Company.
- d) Unless pre-approved by the Company in writing, you will not, during the period of this assignment, prepare, compile, submit or publish any articles or contribute to any other publication or television serials / films / video presentations or assist anyone directly or indirectly in this regard.

**WAIVER:**

A waiver by the Company of a breach of any provision of this Agreement by you shall not operate or be construed as a waiver or estoppel of any subsequent breach by you. No waiver shall be valid unless in writing and signed by an authorized officer of the Company.

**JURISDICTION:**

In case of any dispute arising out of the Agreement, it shall be subject to jurisdiction of appropriate Court of Bangalore, Karnataka, India.

**LEAVING THE COMPANY WITHOUT SERVING NOTICE PERIOD:**

If you wish to leave the services of the Company, a clear written notice of 30 Days days has to be given to the Company. In case of failure to give such written notice within the prescribed time, you are bound to make good the loss suffered by the Company and any other charges/liabilities Company incurs consequent to the failure to give required written notice.

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.

**TERMINATION BY THE COMPANY:**

The company may terminate your services with or without cause under the following conditions:

**With Cause:**The Company may, immediately and without notice, terminate your services with "Cause". The term "Cause" shall, as used in this Document, mean (1) the commission of a crime involving moral turpitude, theft, fraud or deceit; (2) conduct that has an adverse effect on the Company's reputation; (3) substantial or continued unwillingness or inability to perform duties assigned to the EMPLOYEE; (4) gross negligence or deliberate misconduct; (5) any material breach of terms and conditions specified in this letter; (6) Un-authorized absence from work for a period of three or more consecutive days without due consent or notifying your superior officer. (7) Providing any false information to the company.

**Without Cause:** (a) In the event that the employment is terminated without Cause, the EMPLOYEE will be provided with a 30 Days days written notice prior to such termination or paid severance pay in lieu thereof equivalent to the consolidated compensation package for a period of 30 Days days, calculated on the basis of the last basic salary.

(b) During probation period if the employment is terminated without Cause, the EMPLOYEE will be provided with 7 days prior written notice.

**TERMINATION BY EMPLOYEE:**

If you wish to leave the services of the Company, a clear written notice of 30 Days days has to be given to the Company. In case of failure to give such written notice within the prescribed time, you are bound to make good the loss suffered by the Company and any other charges/liabilities Company incurs consequent to the failure to give required written notice. 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.

**MORAL CONDUCT:**

You shall not resort to or in any way abet any form of strike or coercion or physical duress in connection with any matter pertaining to your service or the service of any other employee.

**ALTERNATIVE EMPLOYMENT:**

You will be a whole time employee of the Company and will not engage yourself directly or indirectly in any other trade, business, profession or any other employment part time or full time anywhere in any capacity, either honorary or otherwise, whilst in the services of the Company. The findings of the management in this respect are final and binding. Breach of this condition shall lead to the termination of your services by the company without any notice or compensation.

**COMPANY PROPERTIES IN YOUR POSSESSION:**

You are expected to take proper care of company properties entrusted to you by the company.

In the event of your resignation/termination you are obliged to return all the company's property like access/ ID card, documents, machines, data, files and books etc., in your possession in good condition, or reimburse the value of the same. You shall also officially hand over your job responsibilities to your immediate supervisor or any other person nominated by the management for this purpose.

**CHANGE OF ADDRESS:**

Any change of residential address should be intimated to the department head in writing within 3 days from the date of such change. Your address as indicated shall be the correct address for sending all communications to you unless other wise intimated in writing by you. Communications addressed to you at the above address shall deem to have been duly served.

**CODE OF CONDUCT:**

During your services with us, you are expected to behave and perform in a manner that preserves the Company's and its Client's values and commitments.

Any or all of the terms and conditions pertaining to your services with the Company may be modified or changed at the Company's discretion. In the event any terms/conditions are changed, the same shall be informed to you in writing.

**PLACE OF EMPLOYMENT AND TRANSFER:**

You acknowledge and agree that you may be assigned, or liable to be transferred or deputed from one place to another and / or from one department / unit to another or any other subsidiary /Associate Establishment/or their contractors and clients either existing or to be set up in future any where in India or abroad purely at the discretion of the management depending upon the needs and requirement of the company. On such assignment, transfer, or deputation you will be governed by the Rules and Regulations and other working /service conditions as applicable at the place of posting including to consent to add/or agree to certain other agreements.

**Joules to Watts Business Solutions Private Limited**

**3rd Floor, Vaswani Presidio, Panathur Main Road,  
Off Outer Ring Road, Bangalore, Karnataka- 560103**

**[www.joulestowatts.com](http://www.joulestowatts.com)**

**CIN : U74900KA2014PTC076748**



**PROBATION:**

The Employee shall be on probation for a period of three (3) months from the date of joining. The Company shall be entitled to forthwith terminate the services of the Employee and this Agreement at any time during the probation period. The Company may in its sole discretion extend the Employee's probation period based on the Employee's performance, conduct and/or other factors as the company may deem fit. The Employee's probation period shall not be considered to be completed, unless the Employee's services are confirmed by the Company in writing by a Letter of Confirmation. Employee is not entitled for leaves during the probation period and leaves taken during probation will be considered as Loss of Pay.

**DECLARATION:**

This is to confirm that the documents and information provided by me to the Company for the purpose of my services are true and accurate to the best of my knowledge and belief. I also agree that the various terms and conditions set forth in this Agreement are fair, just and reasonable and I shall strictly adhere to the terms specified.

 _____	November 3, 2021 -----
Signature	Date



**Joules to Watts Business Solutions Private Limited**

3rd Floor, Vaswani Presidio, Panathur Main Road,  
Off Outer Ring Road, Bangalore, Karnataka- 560103

[www.joulestowatts.com](http://www.joulestowatts.com)

CIN : U74900KA2014PTC076748

Snap2Insight India Private Limited  
No. 1392/16/1/1 NR Towers,  
19th Main Road, 17th Cross Road,  
Sector - 4, HSR Layout,  
Bangalore - 560102



**SNAP2INSIGHT**

**Fathima Azha Nafeeda Ali**

31 Dec 2021

9th Main, 5th Cross, Near masjid e Minhaj,  
JHBCS Layout, JP Nagar, Bangalore - 560078

Dear Fathima,

We are pleased to offer you the position of **Analyst** with **Snap2Insight India Private Limited**, a private limited company incorporated under the Companies Act, 2013 (the "Company") having its registered office at NR Towers, 19<sup>th</sup> Main, 17<sup>th</sup> Cross, Sector 4, HSR Layout, Bangalore - 560102, on the terms described below.

This offer of employment is for a full-time position based in the Company's office in **Bangalore, Karnataka**.

Please note that the terms of employment detailed in this document and attachments hereto (collectively referred to as the "**Agreement**") are strictly confidential. These contents should not be disclosed to third parties without the prior written approval of the Company.

### 1. **Compensation**

The annual fixed component of your cost to the company ("**CTC**") will be **Rupees Three Lakhs Sixteen Thousand One Hundred and Twenty Eighty Only (Rs.3,16,128)**. The salary break-up is attached herewith as **Attachment - A**. Your compensation will be reviewed on an annual basis and increments will be determined based on performance, and provided at the sole discretion of the Company. The Company also deems you eligible for an annual bonus of **Rupees Twenty-Nine Thousand Three Hundred and Sixteen Only (Rs. 29,316)** paid annually and determined based on an annual performance review. Annual performance bonus amount will be paid out as a part of March payroll and will be prorated for first year of service.

### 2. **Duties**

A schedule of your broad duties and responsibilities will be given to you in due course, which may be subject to revision from time to time. The Company shall assign to you such other duties and responsibilities as may be considered advisable in the Company's interests and at the sole discretion of the Company.

### 3. **Terms and Conditions of Employment**

Your employment with the Company shall be governed by the specific terms and conditions provided on the attached herewith as **Attachment - B**.



#### 4. **Employment Invention Assignment Agreement**

Like all Company employees, you are required, as a condition of your employment with the Company, to sign the Company's Employment Invention Assignment Agreement (the "Assignment Agreement") in substantially the form attached hereto as **Attachment - C**.

#### 5. **Entire Agreement**

This Agreement supersedes any prior agreements, representations or promises of any kind, whether written, oral, express or implied between you and the Company with respect to the subject matters herein. This Agreement may not be modified or amended except by a written agreement between you and the Company.

#### 6. **Severability**

Each provision of this Agreement including the attachments attached to it shall, to the extent possible, be interpreted in such manner as to be effective and valid under applicable law, but, if any provision of this agreement shall be invalid or prohibited under such applicable law, such invalidity shall not affect the validity of the other provisions of this agreement. The said other provisions shall continue in full force and effect unless such unenforceable provision shall materially affect the essence of the agreement and the party benefiting from the said unenforceable provision does not waive its rights to benefit therefrom.

#### 7. **Waiver**

The failure of either the employer or the employee to insist upon strict adherence to any term of this agreement on any occasion shall not be considered a waiver thereof or deprive the employer or the employee of the right thereof to insist upon strict adherence to that term or any other term of this Agreement.

***[Signature page follows]***



If you wish to accept this offer, please sign and date both the enclosed duplicate original of this letter and the enclosed Employment Invention Assignment Agreement and return them to me. This offer, if not accepted, will expire at the close of business on **Monday, 03 Jan 2022**.

We look forward to having you join us no later than **Monday, 03 January 2022**.

**SNAP2INSIGHT INDIA PRIVATE LIMITED**

**RENISH  
PYNADATH**

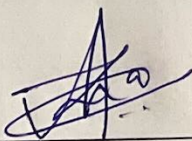
Digitally signed by  
RENISH PYNADATH  
Date: 2022.01.03  
16:27:24 +05'30'

By: \_\_\_\_\_  
(Signature)

**Name:** Renish Pynadath  
**Title:** Director, Co-Founder

**ACCEPTED AND AGREED:**

**NAME:** FATHUMA AZHA NAFEEDA ALI



(Signature)

Date: 08/01/2022

Permanent Account Number (PAN): \_\_\_\_\_

Anticipated Start Date: \_\_\_\_\_

Attachment - C: Employment Invention Assignment Agreement



## ATTACHMENT A – SALARY BREAKUP

Fathima Azha, Analyst

	Particulars	Monthly (INR)	Annual (INR)
<b>Part 1 : Fixed Pay</b>			
1	Basic Pay	15,950	1,91,400
2	House Rent Allowance	6,380	76,560
3	Special Allowance	500	6,000
4	Conveyance Allowance	1,600	19,200
	<b>SUB-TOTAL</b>	<b>24,430</b>	<b>2,93,160</b>
<b>Part 2 : Other compensation</b>			
5	Company's contribution to Provident Fund	1,914	22,968
<b>Part 3 : Annual Performance Bonus</b>			
6	Targeted 10% of Fixed Pay	--	29,316
	<b>TOTAL</b>	<b>INR 26,344</b>	<b>INR 3,45,444</b>
<b>Other employee benefits</b>			
1	Health Insurance for employee, spouse & kids (if applicable)		
2	Personal Accidental Insurance for employee		
3	Gratuity (as applicable under government regulations)		



## ATTACHMENT - B

### TERMS AND CONDITIONS OF EMPLOYMENT

#### 1. **Term of Employment**

Subject to Sections 6 and 7 below, the term of your employment with the Company is intended to be till you attain the age of retirement. You will retire from the services of the Company on attaining the age of **60 years**. Your employment shall stand automatically terminated on the date of your retirement.

#### 2. **Probation Period**

You will be required to serve a probation period of **3 months**, after the completion of which, your performance will be formally reviewed. The Company will provide you with a written confirmation of the commencement and termination date of your probation period. Your probation period shall not commence unless you have received a written confirmation from the Company. The Company may in its sole discretion, extend the probation period. Such extension can be granted twice, for a period of three (3) months each. In the event that you fail to perform to the Company's satisfaction during the probation period and the extension thereof, if applicable, your employment shall be terminated for unsatisfactory performance.

#### 3. **Reporting Person**

During the period of employment, you shall report to the Director/Co-Founder of the Company or as informed to you from time to time.

#### 4. **Work Hours**

Your normal hours of employment shall be from 09.30 am to 06.30 pm, Monday to Friday of every week with a 1 hour lunch break. The Employee may be required to work such hours outside of the normal work hours if the Company considers it necessary to meet the needs of business. The Employee shall not be paid additionally for such extended hours of work.

#### 5. **Outside Activities**

This position is for a full-time employment with the Company and you shall exclusively devote yourself to the business of the Company. You shall not take on any other work for remuneration (part-time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholders or debenture holders) in any other trade or business, during your term of employment with the Company, without prior written permission of the Company.

#### 6. **Termination**

- (a) During the term of your employment, should you desire to leave the services of the Company, you are required to provide the Company a 30 days' advance notice.
- (b) The Company shall be entitled to terminate your employment with or without cause at any time by giving you 30 days' advance notice or salary in lieu thereof.
- (c) If you are absent from work for a period of five (5) consecutive working days, without providing any notice or affording any reasons, or without taking Company's prior approval in this regard, the Company will be entitled to forthwith terminate your employment with the Company. In the event that the Company terminates you, you will be provided a written notice of termination.



Notwithstanding the above, the Company shall not be restricted from claiming legal remedies available to it under the ordinary legal recourse. Company shall be entitled to recover any additional damages from you in a manner that the Company may determine suitable in this regard.

(d) Notwithstanding anything mentioned in this Agreement, the Company may terminate your employment, with immediate effect by a notice in writing (without salary), in the event of your misconduct, including but not limited to, fraudulent, dishonest or undisciplined conduct, breach of integrity, embezzlement, misappropriation or misuse by you of the Company's property, insubordination or failure to comply with the directions given to you by persons so authorized, your insolvency or conviction for any offence involving moral turpitude, breach by you of any terms of this Agreement or the Company's policies or other documents or directions of the Company, or upon your conducting yourself in a manner which is regarded by the Company as prejudicial to its interests or to the interests of its clients and/or customers, or any similar reason.

(e) Notwithstanding anything aforesaid, termination by you shall be subject to the satisfactory completion of all your existing duties, obligations and projects.

(f) On acceptance of the resignation notice, you will be required to immediately give up to the Company all correspondences, specifications, formulae, books, documents, market data, literature, drawings, effects or records, etc. belonging to the Company or relating to its business and you shall not make or retain any copies of these items. In the event that the Company directs you to destroy any such information, documents or materials, you shall forthwith do so and provide a written certification to that effect to the Company.

(g) Any notice, demand or request required or permitted to be given under this Agreement shall be in writing and shall be deemed sufficient when delivered personally or by overnight courier or electronic mail, or 48 hours after being deposited in the Indian mail or registered mail with postage prepaid, addressed to the party to be notified at such party's address as set forth below, as subsequently modified by written notice.:

**TO COMPANY:**

Snap2Insight India Private Limited  
Address :  
No. 1392/16/1/1 NR Towers,  
19th Main Road, 17th Cross Road,  
Sector - 4, HSR Layout,  
Bangalore - 560102  
Email – hello@snap2insight.com

**TO EMPLOYEE:**

Fathima Azha  
Address :  
9th Main, 5th Cross, Near masjid e Minhaj,  
JHBCS Layout,  
JP Nagar,  
Bangalore - 560078  
Email - azha.fathima1612@gmail.com

**7. Holidays/Leave**

General holidays will be declared at the beginning of the calendar year and are a benefit for all full-time employees. You may be called upon to attend duties as and when required during holidays, as may be scheduled in accordance with the needs of the Company. As a full-time employee, you will be entitled to receive earned/privilege leave which shall be calculated at the rate of 1.5 (one and half) days of earned leave for every month of work performed. The total number of earned/privilege that can be accumulated and carried over to the succeeding calendar year shall not be more than 6 days, any unused earned leave will get lapsed at the end of a calendar year. Additionally, you will be granted 6 days (or prorated based on date of joining) of casual / sick leave for every calendar year which cannot be carried over.



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You will be entitled for leave at such time and of such duration as the Company may grant depending upon the exigencies, in accordance with the Company's rules and regulations in force, introduced hereafter or modified from time to time. It shall be your sole responsibility to keep yourself updated of any changes in company policy as amended from time to time. For casual leave, you will be expected to give prior notice to the reporting authority; however, in case of an emergency or exigent situation, you shall be required to take such approval within one (1) day of resuming your services. Casual leave without requisite approval from the Company shall be considered leave without pay. In the event any additional leave is required, the additional leave shall be without pay. You shall be required to submit a medical and fitness certificate from a registered medical practitioner in case of three or more consecutive days of medical leave.

#### **8. Benefits**

You shall be entitled for all statutory benefits as mandated by the existing provisions under the applicable laws or which may be enforced in the future including, but not limited to, provident fund, gratuity, insurance, as may be applicable to you as per Company's policies and procedures, as amended from time to time.

The Company may in its discretion, from time to time, revise the benefits it provides to its employees. As and when such benefits are introduced or modified, you shall be entitled to avail such benefits.

#### **9. Disclosure of Information**

During the term of your employment with the Company, you are required to disclose all material and relevant information, which may either affect your employment with the Company currently or in the future or may be in conflict with the terms of your employment with the Company, either directly or indirectly. If at any time during your employment, the Company becomes aware that you have suppressed any material or relevant information required to be disclosed by you or have provided the Company with misleading or inaccurate information, the Company reserves the right at its sole discretion, to forthwith terminate your employment without any notice and without any obligation or liability to pay any remuneration or other dues to you irrespective of the period that you may have been employed by the Company.

Any change in your personal information including residential address, marital status and educational qualification should be notified to the Company in writing within three (3) days from the start of such change. Any notice required to be given to you shall be deemed to have been duly and properly given if delivered according to the Company's notice provision policy.

#### **10. Use of Company Property**

You must comply with the Company's policy on use of email, internet and computers. Unauthorized use or tampering with computers will be regarded as serious misconduct and may lead to your summary dismissal. In particular, you agree to only use passwords which have been authorized and must not in any circumstances load a program or data into one of the Company's computers unless the program and data, originates from the Company, has been provided for your use and has been tested for viruses in advance. The Company shall provide telephones (including mobile and voicemail), email and internet access for business purposes only. For the purpose of business (including and not limited to quality control, monitoring of policy compliance and unauthorized use and checking messages during periods of absence), communications made by or to you may be



monitored or recorded. This applies in particular to telephone (including mobile and voicemail), email and internet use. In the event, the Company provides you with laptops/mobile phones/data cards or other mobile devices, you will provide the Company with a written undertaking acknowledging receipt of the same and agreeing to adhere to the policies governing usage of such devices.

#### 11. **Previous Employment**

You hereby represent that your performance of the terms of this Agreement and as an employee of the Company does not and will not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by you in confidence or in trust prior to your employment by the Company, and you will not disclose to the Company, or induce the Company to use, any confidential or proprietary information or material belonging to any previous employers or others, unless expressly permitted by such previous employer. You hereby represent and warrant that you have returned all property and confidential information belonging to all prior employers, if any. You have not entered into, and agree that you will not enter into, any agreement either written or oral in conflict herewith or in conflict with your employment with the Company (including but not limited to a non-competition agreement with any third party relating to the current, proposed or future business of the Company). You further agree to conform to the rules and regulations of the Company.

#### 12. **Confidentiality**

You acknowledge that in the course of your employment with the Company, you will obtain knowledge of the Company's business plans, processes, software, know-how, trade secrets, methods, inventions, improvements, disclosures, names and positions of employees and/or other proprietary and/or confidential information (collectively the "Confidential Information").

At all times, both during or after the period of your employment under this Agreement, you shall not (except with written authorization from the Company and except to the extent so authorized in the proper course of your duties) divulge to any person or otherwise make use of your employment under this Agreement to divulge to any person or otherwise make use of any trade secret or secret manufacturing process or any confidential information concerning the business or finances of the Company or any of the Company's dealings, transactions or affairs or any of the Company's suppliers, agents, distributors or customers, until such information becomes generally and rightfully known outside the Company.

All notes, copies, memoranda and other tangible forms of any trade secrets or confidential information concerning the business of the Company or any of the Company's suppliers agents, distributors, clients or customers, including but not limited to financial information, documents, employee lists, customer lists, phone books, which shall be acquired, received or made by the Company during the course of your employment shall be the property of the Company and shall be surrendered by you to someone duly authorised in that behalf at the termination of your employment or at the request of the Company at any time during the course of his employment. Any breach of confidentiality will lead to immediate termination without the requirement of any notice to be provided to you.

#### 13. **No Rights Granted**



Nothing in this Agreement shall be construed as granting any rights under any patent, copyright or other intellectual property rights of the Company, nor shall this Agreement grant you any rights in or to the Company's Confidential Information, except the limited right to use the Confidential Information in connection with the Services.

**14. Adherence to Company Policy**

You agree to conform to and comply with the Company's policies and such directions and orders as may from time to time be given by the Company.

**15. Travel**

You will be posted in Bangalore, Karnataka. However, you may be required by the Company to make visits and travel both within India and overseas, as necessary and for such period of time that the Company determines is sufficient to enable you properly perform your duties in the best interests of the Company.

**16. Non-Compete and Non-Solicitation**

During the Non-Compete Period (as defined below), you hereby covenant and agree not to engage in or receive any financial benefit from (directly or indirectly) any business of the Significant Competitor, which competes with the whole or any part of any business being carried on or proposed to be carried on by the Company, whether as an individual, employer, proprietor, partner, shareholder, investor, director, committee member, officer, employee, consultant, agent, collaborator, advisor, principal contractor or sub-contractor, trustee, or otherwise.

Significant Competitor shall mean any artificial or natural person, who on the date of execution of this Agreement or any time thereafter, directly or indirectly, receives at least 50% of its total revenue from the Business or any activity similar to the Business and shall include such person's relatives.

"Non-Compete Period" shall mean the period commencing with the date of this Agreement and ending one (1) year from the date of your termination of employment with the Company. In the event that your employment with the Company is terminated without cause, the Non-Compete Period will end contemporaneously with the final payment of severance to you under this letter agreement.

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 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.

You hereby agree that the covenants and restrictions in this Section 16 are reasonable in their terms and do not impose any undue hardship on your current or future employment prospects. You further agree that if the laws of the state applicable to the provisions set forth in this Section 16 should change, or if any court of competent jurisdiction should hold any term or provision of this Section 16 invalid or unenforceable, then that shall be substituted in the place of such changed, invalid, or unenforceable term or provision a new term or provision that most nearly fulfills or promotes the purpose and intention of this Section 16 and is consistent with such law or judicial jurisdiction.



**17. Employment Invention Assignment Agreement**

You acknowledge and agree that any work that you may be conducting either on the premises of the Company or otherwise with regard to patents, improvements, discoveries or any other form of intellectual property, whether protected under law or not, is being done on behalf of the Company. In this regard, you agree to execute an Employment Invention Assignment Agreement and any and all intellectual property rights in any such work shall belong exclusively to the Company.

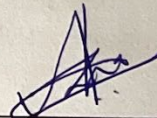
**18. Customer Data and IT Security**

Only specific employees are given access to our Software that holds customer's data. Authorization for this will be tracked and monitored. You are expected to follow IT security policies (as per the applicable law) to ensure that the systems you use to access such data is secured.

**19. Arbitration**

You agree that the interpretation and enforcement of this Agreement shall be governed by the laws of India and all disputes under this Agreement shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The venue for arbitration will be Bangalore, Karnataka. The arbitration shall be conducted by a sole arbitrator appointed by the Company, and the award of the arbitrator shall be final and binding upon you.

**This is to certify that I have read this Agreement and I fully understand all the terms and conditions of this Agreement. I hereby accept and agree to abide by the Agreement.**



(Signature)

**Fathima Azha**



## ATTACHMENT - C

### EMPLOYMENT INVENTION ASSIGNMENT AGREEMENT

In consideration of, and as a condition of my employment with Snap2Insight India Private Limited, a company duly incorporated under the Companies Act, 2013 (the "**Company**") I, Fathima Azha do hereby represent and agree as follows:

1. **Purpose of Agreement.** I understand that the Company is engaged in a continuous program of research, development, production and marketing in connection with its business and that it is critical for the Company to preserve and protect its Proprietary Information (as defined below), its rights in Inventions (as defined below) and Intellectual Property (as defined below) and in all related intellectual property rights. Accordingly, I am entering into this Agreement as a condition of my employment with the Company, whether or not I am expected to create Inventions and Intellectual Property of value for the Company.
2. **Proprietary Information.** I understand that my employment by the Company creates a relationship of confidence and trust with respect to any information of a confidential or secret nature that will be disclosed to me by the Company that relates to the business of the Company or to the business of any parent, subsidiary, affiliate, customer or supplier of the Company or any other party with whom the Company agrees to hold information of such party in confidence ("**Proprietary Information**"). Such Proprietary Information includes but is not limited to Inventions, Intellectual Property, marketing plans, product plans, business strategies, financial information, forecasts, personnel information, customer lists, financial information, business plans and projections and any other information and materials concerning the Company's business, operations or plans.
3. **Disclosure of Inventions and Intellectual Property.** I will promptly disclose in confidence to the Company all inventions, improvements, designs, original works of authorship, formulas, processes, compositions of matter, computer software programs, databases, mask works and trade secrets ("**Inventions**") and Intellectual Property that I make or conceive or first reduce to practice or create, either alone or jointly with others, during the period of my employment, whether or not in the course of my employment, and whether or not such Inventions are patentable, copyrightable or protectable as trade secrets. Intellectual Property includes but is not limited to ideas, concepts, creations, discoveries, inventions, improvements, know how, trade secrets; trademarks, service marks, designs, utility models, tools, devices, models, methods, procedures, processes, systems, principles, algorithms, works of authorship, flowcharts, drawings, books, papers, models, sketches, formulas, teaching techniques, electronic codes, proprietary techniques, research projects, and other confidential and proprietary information, computer programming code, databases, software programs including their Source Code; data, documents, instruction manuals, records, memoranda, notes, user guides; in either printed or machine-readable form, the whether or not copyrightable or patentable, or any written or verbal instructions or comments.
4. **Work for Hire; Assignment of Inventions and Intellectual Property.**
  - (a) **Owned by Company.** I acknowledge and agree that any copyrightable works prepared by me within the scope of my employment are "works for hire" under the Copyright Act



in India and under international copyright laws and that the Company will be considered the sole owner of such copyrightable works, and I shall not have any right, title or interest in the same. I agree that all Inventions and Intellectual property and other rights related thereto (including intellectual property rights) that (i) are developed using equipment, supplies, facilities or trade secrets of the Company, (ii) result from work performed by me for the Company, or (iii) relate to the Company's business or current or anticipated research and development, will be the sole and exclusive property of the Company and are hereby irrevocably assigned by me to the Company immediately upon their formation in perpetuity.

I hereby assign to the Company the entire copyright and all performance rights and all other rights in and to the works performed by me during the term of my employment with the Company for the full period of copyright including all renewals, revivals, reversions and extensions existing under the laws in force in any part of the world to hold the same to the Company, its successors, assignees and licensees absolutely for the full period that such rights are capable of subsisting throughout the world.

(b) **Owned by Employee.** I have attached as **ATTACHMENT-1** to this Employment Invention Assignment Agreement (the "**Assignment Agreement**"), a complete list of all Inventions and Intellectual Property to which I claim ownership which have been developed by me (whether individually or in collaboration with other parties) prior to commencement of my employment with the Company, and that I desire to remove from the operation of this Agreement, and I acknowledge and agree that such list is complete. If no such list is attached to this Agreement, I represent that I have no such Inventions and Intellectual Property at the time of signing this Agreement.

5. **Assignment of Other Rights.** In addition to the foregoing assignment of Inventions and Intellectual Property to the Company, I hereby irrevocably transfer and assign to the Company all Intellectual Property Rights. Intellectual Property Rights include (i) all rights, title, and interest under any statute or under common law including patent rights; copyrights including moral rights; and any similar rights in respect of Intellectual Property, anywhere in the world, whether registrable or not; (ii) any licenses, permissions and grants in connection therewith; (iii) applications for any of the foregoing and the right to apply for them in any part of the world; (iv) right to obtain and hold appropriate registrations in Intellectual Property, (v) all extensions and renewals thereof (vi) Causes of action in the past, present or future, related thereto including the rights to damages and profits, due or accrued, arising out of past, present or future infringements or violations thereof and the right to sue for and recover the same.

The Intellectual Property associated with any Inventions shall not be deemed to have lapsed if the Company does not exercise the rights for any period and I agree to waive my rights under Section 19(4) of the Indian Copyright Act, 1957 and any other similar law of any jurisdiction. If any Intellectual Property rights, including moral rights, in the Inventions and / or Intellectual Property, cannot (as a matter of law) be assigned by me to Company as provided herein, then (a) I unconditionally and irrevocably waive the enforcement of such rights and all claims and causes of action of any kind against Company with respect to such rights, and (b) to the extent that I cannot, as a matter of law, make such waiver, I unconditionally grant to Company an exclusive, perpetual, irrevocable, worldwide, fully-paid license, with the right to sublicense through multiple levels of sublicenses, under any and all such rights (i) to reproduce, create derivative works of, distribute, publicly perform, publicly display, digitally transmit, and otherwise use the Inventions and Intellectual Property in any medium or format, whether now known or hereafter discovered, (ii) to use, make, have made, sell, offer to sell, import, and otherwise exploit any product or service based



on, embodying, incorporating, or derived from the Inventions and Intellectual Property, and (iii) to exercise any and all other present or future rights in the Inventions and Intellectual Property.

6. **Assistance.** I agree to assist the Company in every proper way to obtain for the Company and enforce patents, copyrights, mask work rights, trade secret rights and other legal protections for the Company's Inventions and Intellectual Property in any and all countries. I will execute any documents that the Company may reasonably request for use in obtaining or enforcing such patents, copyrights, mask work rights, trade secrets and other legal protections. My obligations under this paragraph will continue beyond the termination of my employment with the Company, provided that the Company will compensate me at a reasonable rate after such termination for time or expenses actually spent by me at the Company's request on such assistance, provided however that for any such reimbursement, adequate documentary evidence of such expenses are to be provided. I appoint the appropriate authorized representatives of the Company as my attorney-in-fact to execute documents on my behalf for this purpose.

7. **No Breach of Prior Agreement.** I represent that my performance of all the terms of this Agreement and as an employee of the Company does not and will not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by me in confidence or in trust prior to my employment by the Company, and I will not disclose to the Company, or induce the Company to use, any confidential or proprietary information or material belonging to any previous employers or others. I represent and warrant that I have returned all property and confidential information belonging to all prior employers. I have not entered into, and I agree I will not enter into, any agreement either written or oral in conflict herewith or in conflict with my employment with the Company (including but not limited to a non-competition agreement with any third party relating to the current, proposed or future business of the Company). I further agree to conform to the rules and regulations of the Company.

8. **Notification.** I hereby authorize the Company to notify my actual or future employers of the terms of this Agreement and my responsibilities hereunder.

9. **Publication of Material Concerning Company Business.** Prior to my submitting or disclosing for possible publication or dissemination outside the Company any material prepared by me that incorporates information that concerns the Company's business or future business, I agree to deliver a copy of such material to an officer of the Company for his or her review. Within 20 days of such submission, the Company agrees to notify me whether the Company believes such material contains any Proprietary Information, and I agree to make such deletions and revisions as are reasonably requested by the Company to protect its Proprietary Information. I further agree to obtain the written consent of the Company prior to any review of such material by persons outside the Company.

10. **Name & Likeness Rights Etc.** I hereby authorize the Company to use, reuse, and to grant others the right to use and reuse, my name, photograph, likeness (including caricature), voice, and biographical information, and any reproduction or simulation thereof, in any media now known or hereafter developed (including but not limited to film, video and digital or other electronic media), both during and after my employment, for whatever purposes the Company deems necessary.



11. **Maintenance of Records.** I hereby acknowledge and agree that my contribution to the business of the Company as well as any portion thereof shall be the sole property of the Company from date of creation thereof. During the term of my employment and for 6 months after termination of my employment with the Company, I agree to maintain adequate and current written records on the development of all Intellectual Property and to disclose promptly upon its creation to the Company all Intellectual Property and relevant records, which records will remain the sole property of the Company. I further agree that all information and records pertaining to any idea, process, trademark, service mark, invention, technology, computer program, original work of authorship, design, formula, discovery, patent or copyright that I do not believe to be an Intellectual Property, but is conceived, developed, reduced to practice by me (alone or with others) during the period of employment, shall be promptly disclosed to the Company (such disclosure to be received and kept in confidence).

12. **Third Party Rights.** I hereby represent and warrant that I will not use or integrate any third-party materials or data that are not validly licensed to the Company unless previously authorized by my reporting officer in the Company. I represent and warrant that I have not violated the Intellectual Property Rights of any third party, and covenant that I shall not violate the Intellectual Property Rights of any third party in the course of my employment with Company. Provided that in the event the Company is held liable for any violation of any Intellectual Property Rights, I undertake to indemnify the Company or affiliate 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.

13. **Injunctive Relief.** I understand that in the event of a breach or threatened breach of this Agreement by me the Company may suffer irreparable harm and will therefore be entitled to injunctive relief to enforce this Agreement.

14. **Governing Law; Severability.** I understand and agree that this Assignment Agreement will be governed by, interpreted and enforced in accordance with the laws of India, without regard to or application of choice of law rules or principles. In the event that any provision of this Agreement is found by a court, arbitrator or other tribunal to be illegal, invalid or unenforceable, then such provision shall not be voided, but shall be enforced to the maximum extent permissible under applicable law, and the remainder of this Agreement shall remain in full force and effect.

15. **Dispute Resolution.** Subject to the exceptions set forth below, I agree that any and all claims or disputes that I have with the Company, or any of its employees, which arise out of my employment or under the terms of my employment, shall be resolved through final and binding arbitration, as specified herein. This shall include, without limitation, disputes relating to this Agreement, my employment by the Company or the termination thereof, claims for breach of contract or breach of the covenant of good faith and fair dealing, and any claims of discrimination or other claims, state or local law or regulation now in existence or hereinafter enacted and as amended from time to time concerning in any way the subject of my employment with the Company or its termination. Binding arbitration will be conducted in Bangalore, India in accordance with the rules and regulations of the Arbitration and Conciliation Act, 1996. Parties will split the cost of the arbitration, filing and hearing fees, and the cost of the arbitrator. Each side also will bear its own attorneys' fees; that is, the arbitrator will not have authority to award attorneys' fees unless a statutory section at issue in the dispute authorizes the award of attorneys' fees to the prevailing party, in which case the arbitrator has

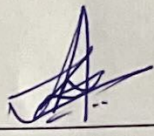


authority to make such award as permitted by the statute in question. I understand and agree that the arbitrator's decision shall be final and binding to the fullest extent permitted by law and enforceable by any court having jurisdiction thereof.

**16. Terms of Employment.** I understand that this Agreement, in itself, does not constitute a contract of employment or obligate the Company to employ me for any stated period of TIME BEYOND THE TIME AS PROVIDED FOR IN MY EMPLOYMENT LETTER/AGREEMENT. I understand that my employment can be terminated at any time, for any reason or for no reason, by the Company and by me by providing a written notice of 30 days to the Company. Unless the Company and I have entered into another written document that expressly supersedes this Section 16, this is the complete agreement between the Company and me on this term of my employment. This Agreement shall be effective as of the first day of my employment by the Company.

**I HAVE READ THIS AGREEMENT CAREFULLY AND I UNDERSTAND AND ACCEPT THE OBLIGATIONS WHICH IT IMPOSES UPON ME WITHOUT RESERVATION. NO PROMISES OR REPRESENTATIONS HAVE BEEN MADE TO ME TO INDUCE ME TO SIGN THIS AGREEMENT. I SIGN THIS AGREEMENT VOLUNTARILY AND FREELY.**

FATHIMA AZHA



(Signature)

Date: 08<sup>th</sup> / Jan / 2022.



**ATTACHMENT - 1**

The following is a list of Inventions or Intellectual Property or Improvements relevant to the subject matter of my employment with the Company that have been made or conceived or first reduced to practice by me or jointly with others prior to my employment with the Company. I hereby assign an irrevocable and exclusive right to the Company for the following Invention and Intellectual Property under this Employment Invention Assignment and Confidentiality AGREEMENT:

No. of inventions or intellectual property or improvements -

See Below:

**FATHIMA AZHA**



\_\_\_\_\_  
(Signature)

Date: 08<sup>th</sup> / Jan / 2022.

Place: Bangalore.

HRD/InfosysBPM/1002859180

November 2, 2021

Ms. Chitra R  
No.8/1 A 3  
rd Cross Gowdanapalya -  
Bangalore-560061  
India

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear Chitra,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

- |                           |                               |
|---------------------------|-------------------------------|
| a) Role                   | : Process Executive           |
| b) Role designation       | : Process Executive           |
| c) Job Level              | : 2B                          |
| d) Date of Joining        | : 3-November-2021             |
| e) Location of posting    | : BANGALORE, KARNATAKA, India |
| f) Gross salary per month | : Rs 19798/-                  |

Please refer to the Appendices to this letter for details of your CTC and other allowances.

**1. Voice and Shift Allowances**

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

a) Voice Allowance - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.

b) Shift Allowance - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

All allowances are payable as per the policies of the Company, which are subject to change from time to time

## 2. Joining Bonus

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.

## 3. Submission of documents

You are required to submit originals and two photocopies of the following documents on the date of joining the Company. In case of any discrepancy found in the documents/details furnished, the company reserves the right to revoke the offer letter/terminate your employment without any prior notice or notice period.

Sl. No.	Document	Details
1	10th standard marks card*	Mandatory
2	12th Standard marks card*	Mandatory
3	Marks cards for all the years of graduation, degree, diploma certificate*	Mandatory
4	Relieving Letter from all organizations worked*	Mandatory
5	Passport size photographs*	6 (mandatory)
6	Diploma marks cards* and certificate(if applicable)	6 (mandatory)
7	Professional Qualification marks cards* and certificate (if applicable)	Mandatory
8	Post graduate mark cards* and certificate (if applicable)	Mandatory
9	NSR registration number or ITPIN number or web registration number	Mandatory
10	Passport**	Optional
11	Driving License	Optional
12	Passport/Driving License/PAN Card/Voters ID	Mandatory
13	Aadhar Card***	Mandatory

\*Failure to produce the document on the date of joining will entail suitable action by the Organization including withdrawal of employment offer & termination of employment. Originals of the above documents that you have submitted will be returned to you post verification. Under situations where the employee works for a client which needs the employee to furnish details on his past employments, the same will need to be provided.

\*\*The Company reserves the right to initiate background verification (BGV) for all employees.

\*\*\*Certain statutory regulations relating to employment processes (including but not limited to enrolment to Employee's Provident Fund Scheme) mandate the employer to produce Aadhar card details of its employees. For this purpose, all employees are required to produce their Aadhar card details to the Company prior to or at the time of joining the Company.



#### **4. Background Verification**

The Company may, in its sole discretion conduct background checks, prior to or after your date of joining the Company, including but not limited to, for the purpose of validating your identity, your suitability to the concerned employment, the address provided by you, the education details provided by you, the details of your prior work experience (if any) and criminal checks. You expressly consent to, the Company conducting such background checks. In this connection, you are required to furnish the documents as mentioned in the section titled as 'Submission of Documents' in this Offer Letter and the Company reserves the right to seek further documents in addition to the documents listed in the said section to substantiate the details you have provided to the Company.

If the Company is not satisfied with the outcome of the background checks and/or any concerns are raised in a background check, attributable to, false information or mis-statement or misrepresentations or omission of facts in the details provided by you, 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.

#### **5. National Skills Registry**

The Company has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service & quality and in order to do this, we have maintained a strong focus on compliance. NASSCOM, the premier industry Organization has conceived the "National Skills Registry" that promises more effective information security standards. It aims to register employees working in our industry on a web enabled database and uniquely identify each industry person based on bio-metrics. You are required to complete your web registration with National Skills Registry before you join the Company. You will also have to produce the proof of registration when you join the Company. Failure to produce the proof of registration as acceptable to the Company on the date of joining may entail in the withdrawal of this Letter of offer and no rights shall arise/ be enforceable by you under this Letter of offer. The cost of your registration with National Skills Registry and the subsequent verification of your database by Nasscom's empaneled background checkers will have to be borne by you. For more information on national skills registry, please visit [www.nationalskillsregistry.com](http://www.nationalskillsregistry.com).

#### **6. Relocation benefits**

As per the Company's policies you will be entitled to relocation benefits at the time of joining the Company. The Company will reimburse the relocation expenses incurred by you on actuals, provided you submit to the Company the receipts/invoices evidencing those expenses. The relocation benefits will be recovered from you, in case you choose to leave your employment within 180 days of your joining the Company.

#### **7. Transfer/Secondment**

Please refer to the 1 page of this Offer of employment for your location of posting. However, you can be transferred/seconded to any of the Company's units/departments or affiliate entities/partners situated anywhere in India or abroad. The terms and conditions relating to transfer/secondment shall be as stated in the relevant documents executed at the time of such secondment/transfer.

## 8. Probation Period

You will be on probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. Probation can be extended for a further period at the sole discretion of the Company.

Please note that as per the Company's policies, all confirmations take place only on the 1st working day of a month. If the date of joining of an employee falls between the 1st and 15th day (both days inclusive) of a month, then the employee would be confirmed effective the 1st day of the 7th month from his/her date of joining subject to fulfillment of all criteria related to confirmation. If the date of joining of an employee falls between the 16th and the last day (both days inclusive) of a month, then the employee would be confirmed on the 1st day of the 8 month subject to fulfillment of all criteria related to confirmation.

During your probationary period, the Company can dispense with your services without ascribing any reasons on giving you 30 calendar day's prior notice or basic and dearness allowance and basket of allowances in lieu of such notice. Similarly, it will be permissible for you to resign from our services subject to a calendar month's prior notice of your intention to do so, however, the Company may, at its discretion, dispense with such notice and ask you to pay basic and dearness allowance and basket of allowances in lieu of notice. It is expressly understood and agreed between us that neither party will have cause for complaint if the other party wishes to take advantage of this right of termination.

If you are considered satisfactory in all aspects, your employment will be confirmed on the expiry of your probationary period.

## 9. Notice Period

As an employee of the Company, you will be required to give either (a) 30 calendar days' notice or (b) one month's salary in lieu thereof, in case you decide to leave our services. Please note that acceptance of payment in lieu of notice period and the issue of the relieving order is at the Company's discretion. Similarly, the Company can terminate your services by giving 30 calendar days' notice or salary in lieu thereof, at the Company's sole discretion.

Notwithstanding the above, in the event of your violation of the Code of Conduct and the Disciplinary policy of the Company, the Company can terminate your services by giving you up to 30 calendar days' notice or payment of salary in lieu thereof.

"Salary" for the purposes of this section will be basic and dearness allowance and basket of allowances.

## 10. Training Period and Process

Upon joining the Company, you may be required to undergo training programs-as stipulated by the organization. Upon successful completion of a training program, which includes scoring the minimum stipulated grades or passing the assessment and certification process as mandated for the process and the client, you may be assigned to a process team at Organization's sole discretion. Upon failure to complete requisite assessments and certifications, the Company is free to take suitable action as it deems fit which can include termination of your employment.

## 11. Organizational Rules

You will familiarize with and adhere to the Organization's Rules and Regulations in force and as modified by the Organization from time to time. You shall execute such agreements/bonds as required by the Organization. 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 requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

## 12. Personal taxation

Your salary and the perquisites are subject to income tax as per Indian Tax Laws and all personal taxation will have to be deducted at source as per the laws applicable from time to time and the Company does not accept any responsibility for its accuracy.

## 13. Termination of employment

Your services with the Company may be terminated by either party upon giving a written notice of 30 calendar days notice or salary in lieu of such notice.

The Company may also terminate your services, should you be absent from work or incapacitated from properly performing your duties owing to ill health or accident for a period of 30 days, by giving you 15 days' notice in writing of its intention to do so. Further the Company reserves the right to terminate the service for your failure to pass the Company's-requisite assessments and certifications as applicable.

You are liable to be summarily dismissed should you be guilty of breach of this appointment, insobriety, addiction to drugs, dishonesty, disobedience, neglect of duty or any other misconduct under the Company's service rules which is detrimental to the business or interests of the Company.

## 14. Other Terms & Conditions

a) You agree not to undertake employment, whether full-time or part-time, as the Director/Partner/member/employee of any other company/entity engaged in any form of business activity without the consent of the Company. 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 sole discretion of the Company.

b) All or any of the privilege and benefits extended can be altered or withdrawn by the Company at any time.

c) You will be governed by the schemes relating to personal accident, medical insurance and transport facilities in accordance with company regulations, as changed from time to time.

d) You will be governed by the rules and regulations of the company as applicable to your category of employees, which may change from time to time.





## APPENDIX 1

COMPENSATION DETAILS	
<b>Name</b>	<b>Ms. Chitra R</b>
<b>Role Designation</b>	<b>Process Executive</b>
<b>Job Level</b>	<b>2B</b>
<b>Date of Joining</b>	<b>3-November-2021</b>
<b>Location of Posting</b>	<b>BANGALORE, KARNATAKA, India</b>
Fixed Components	Amount in INR per month
Basic	13,371
Fixed Dearness Allowance (FDA)	1,100
Basket of Allowances (BOA)*	
Sub Total 1	14,471
Statutory Components	
Company Contribution to Provident Fund	1,737
Gratuity	696
Bonus	2,894
Sub Total 2	5,327
<b>Gross Salary per month - Sub Total 1+2</b>	<b>19,798</b>
<b>Total Annual CTC</b>	<b>237,576</b>

Over and above the gross salary mentioned above you will be eligible to the following allowances provided you satisfy the conditions as laid down in Clause 1 of this letter

<b>Voice Allowance (paid monthly on allocation to a voice process)</b>	<b>Rs 2,500</b>
<b>Shift Allowance (paid monthly if you are working in night shift)</b>	<b>As applicable</b>

\*Basket of Allowances (BOA) comprises of HRA, LTA, Medical, Children's Education and Conveyance to be split according to an individual's tax plan.

ESI (Employee's State Insurance) may also be applicable to individual employees as per statutory regulations. If ESI is applicable, employee will contribute 1.75% of salary as ESI contribution while the Company will contribute 4.75% of salary as ESI contribution. Salary for the purpose of ESI calculation includes Subtotal 1 and Bonus.

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, 1972 including but not limited to the minimum service periods set forth therein

<p>Offered by:</p> <p>02-11-2021</p> <hr/> <p>Sign your name Umashankar N</p> <hr/> <p>Print your name 926577      HRD</p> <hr/> <p>Emp No.      Dept. Name</p>	<p>Candidate:</p> <p>Date: _____, 20____</p> <hr/> <p>Sign your name Chitra R</p> <hr/> <p>Print your name</p> <hr/>	<p>SAP data provided by:</p> <p>Date: _____, 20____</p> <hr/> <p>Sign your name</p> <hr/> <p>Print your name</p> <hr/> <p>Emp No.      Dept. Name</p>	<p>SAP data updated by:</p> <p>Date: _____, 20____</p> <hr/> <p>Sign your name</p> <hr/> <p>Print your name</p> <hr/> <p>Emp No.      Dept. Name</p>
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## APPENDIX 2

### Deductions\*

Deduction	Description	Month of Deduction	Approximate Amount
Mysore Accommodation	Accommodation provided in Mysore during the training period will be charged	13th /14th month from joining	Up to Rs. 133/day*
Transport* (based on location)	The transport rates depend on the distance travelled	Monthly	Rs. 250* - Rs. 1085*

\*The amounts mentioned above are indicative and may vary based on location of posting.

\*\*The above amounts are subject to change.

\*The first deduction mentioned above will be made in the 13th /14th month from joining. In case you leave the company before that, this amount will be deducted from your Full & Final Settlement.

### APPENDIX 3

<b>Shift Definition</b>			
In Time	Total Hours	Out Time	Shift
<b>Shift 2 - From 2:30 PM to 5:29 PM</b>			
2:30 PM	9:15	11:45 PM	2
3:00 PM	9:15	12:15 AM	2
3:30 PM	9:15	12:45 AM	2
4:00 PM	9:15	1:15 AM	2
4:30 PM	9:15	1:45 AM	2
5:00 PM	9:15	2:15 AM	2
<b>Shift 3 - From 5:30 PM - 2:29 AM</b>			
5:30 PM	9:15	2:45 AM	3
6:00 PM	9:15	3:15 AM	3
6:30 PM	9:15	3:45 AM	3
7:00 PM	9:15	4:15 AM	3
7:30 PM	9:15	4:45 AM	3
8:00 PM	9:15	5:15 AM	3
8:30 PM	9:15	5:45 AM	3
9:00 PM	9:15	6:15 AM	3
9:30 PM	9:15	6:45 AM	3
10:00 PM	9:15	7:15 AM	3
10:30 PM	9:15	7:45 AM	3
11:00 PM	9:15	8:15 AM	3
11:30 PM	9:15	8:45 AM	3
12:00 AM	9:15	9:15 AM	3
12:30 AM	9:15	9:45 AM	3
1:00 AM	9:15	10:15 AM	3
1:30 AM	9:15	10:45 AM	3
2:00 AM	9:15	11:15 AM	3
<b>Shift 4 - From 2:30 AM - 5:30 AM</b>			
2:30 AM	9:15	11:45 AM	4
3:00 AM	9:15	12:15 PM	4
3:30 AM	9:15	12:45 PM	4
4:00 AM	9:15	1:15 PM	4
4:30 AM	9:15	1:45 PM	4
5:00 AM	9:15	2:15 PM	4
5:30 AM	9:15	2:45 PM	4
<b>Shift 1 - After 5:31 AM (anytime swipe after 5:31)</b>			
6:00 AM	9:15	3:15 PM	1
6:29 AM	9:15	3:44 PM	1
<b>Shift 1-After 12:30 PM- 2:30 PM</b>			
12:30 PM	9:15	9:45 PM	1
1:00 PM	9:15	10:15 PM	1
1:30 PM	9:15	10:45 PM	1
2:00 PM	9:15	11:15 PM	1
2:00 PM - 2:29 PM			1
<b>Shift 0-After 6:30 AM (any time after 6:30 AM)</b>			
6:30 AM	9:15	3:45 PM	0
7:00 AM	9:15	4:15 PM	0
7:30 AM	9:15	4:45 PM	0
8:00 AM	9:15	5:15 PM	0
8:30 AM	9:15	5:45 PM	0
9:00 AM	9:15	6:15 PM	0
9:30 AM	9:15	6:45 PM	0
10:00 AM	9:15	7:15 PM	0
10:30 AM	9:15	7:45 PM	0
11:00 AM	9:15	8:15 PM	0
11:30 AM	9:15	8:45 PM	0
12:00 PM	9:15	9:15 PM	0
12:29 PM	9:15	9:44 PM	0

## **Shift Allowance Payout Scenarios**

(Optional: Shift Allowance cycle is from 1st - 30th /31st of the previous month)

### **Shift 0:**

Refer appendix above for timings, this shift is not eligible for any allowance.

### **Shift 1:**

Refer appendix above for timings, this is eligible for an allowance of 600/- per month.

### **Shift 2:**

Refer appendix above for timings, this is eligible for an allowance of 1,500/- per month.

### **Shift 3:**

Refer appendix above for timings, this is eligible for an allowance of 2,000/- per month.

### **Shift 4:**

Refer appendix above for timings, this is eligible for an allowance of 2,300/- per month

**APPENDIX 4**

**ADDENDUM TO EMPLOYMENT LETTER**

I, \_\_\_\_\_ do hereby acknowledge and confirm the following:

(1) I am accepting employment with Infosys BPM Limited ("Infosys BPM"), with the employee number \_\_\_\_\_ effective from \_\_\_\_\_. Now, as per the presents below, I agree to the terms herein, and acknowledge that this is a material condition of my employment with Infosys BPM.

(2) I may be required, on behalf of Infosys BPM, to provide services to, or solicit business from, various clients of Infosys BPM (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 BPM for any reason, I will not:

a. accept any offer of employment from any Customer, where I had worked in an official capacity with that customer in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM;

b. accept any offer of employment from a Named Competitor of Infosys BPM, 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 BPM.

For the purposes of this Addendum, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:

- i. Tech Mahindra Limited
- ii. Genpact Limited
- iii. WNS Limited
- iv. Tata Consultancy Services Limited
- v. Accenture Limited
- vi. International Business Machine Corporation
- vii. Cognizant Technology Solutions
- viii. Wipro Ltd
- ix. HCL Limited

Place:

Employee Signature:

Date:

Employee Name:

Employee Number:

Acknowledged by Infosys BPM Limited:



# SSI Staffing Private Limited

CIN: U72200DL2011PTC228305

**Khudrath Ulla Khan Layeekh**  
#2, J cross, Bismillah Nagar,  
Bannerghatta Road,  
Bangalore-560029

**27<sup>th</sup> August 2021**

## **Sub: Conditional Offer**

**Dear Khudrath,**

We are pleased to offer you a position of **Talent Acquisition Associate** at **SSI Staffing Private Limited**.

Your *tentative* starting date would be **15<sup>th</sup> November 2021**. Considering the current pandemic situation, you will be onboarded & trained remotely and continue to work full time from home/remote. Post the company's decision to start operating from office, you will start reporting from our **Bangalore** office.

We will be offering you the following compensation and benefits:

1. Annual gross salary inclusive of all benefits is **INR 3,25,000/- (Rupees Three lakhs twenty five thousand only) per annum** and will be subject to a deduction of tax at source in accordance with the prevailing laws.
2. Recurring Recruiting & Productivity Commission plan in addition to your annual gross salary – details will be shared when onboarded.
3. Group Medclaim Insurance and Group Personal Accident Insurance
4. Work from home allowance **of INR 1000/- (Rupees One thousand only)** in addition to your annual gross salary until the time you are working from home. Maintaining an uninterrupted internet connection is a mandatory requirement for working from home/remote. You need to compulsory have broadband connection/ DSL or fibre provided internet connection with speed of atleast 50-100 Mbps and upload/download speed of 30 mbps.
5. Paid time off leaves of **18 days** per annum.
6. Laptop ownership Program - SSI will reimburse the 60% of cost of laptop or INR 36,000 whichever is lesser (of total billing) as laptop allowance in equal instalments for 18 months of employment from the first month of laptop purchased. (in case if you need to procure a laptop).





# SSi Staffing Private Limited

CIN: U72200DL2011PTC228305

## 7. Work from home essential allowance program

S.No.	Category / Items	Frequency of Reimbursement	Amount * Actual expenditure or below mentioned amount whichever is lower for each category
1.	Power Back up - Inverter / UPS	One time	₹ 20,000
<b>Provided post your completion of Probationary period ( 6 months)</b>			
2.	Office Table	One time	₹ 7,500
3.	Office Chair	One time	₹ 7,500
4.	Headset	One time	₹ 3,000
5.	Webcam	One time	₹ 2,500
6.	Keyboard	One time	₹ 2,000
7.	Mouse	One time	₹ 1,000
8.	LAN adapter/accessories	One time	₹ 1,000
9.	Stationaries	Once / Year	₹ 500

\*Maximum reimbursement on account of this program to an employee in total will be **INR 45,000**. SSI will recover the reimbursed amount in full if any employee ends his/her term of employment for any reason or terminated before one year from date of purchase of any items

## 8. Eligibility for any additional employee benefits that the company may provide in the future

A detailed offer letter with detailed salary structure will be shared with you prior to your actual date of joining. We shall appreciate your confirmation of acceptance of this formal offer within 5 working days from the date of receiving this offer.

We look forward welcoming you!.

Sincerely,

**Umadevi Chandramohan**  
**Director – People Operations**  
**SSi Staffing Private Limited**

I accept the above terms and conditions.

**Signature:**

*Regd Office: 36, IInd Floor, Gola Market, Behind Golshan Cinema, Daryaganj, New Delhi-110002*  
*Bengaluru Office: No.03, 3<sup>rd</sup> Floor, 2<sup>nd</sup> Main Road, Arekere, Bannerghatta Road, Bengaluru, Karnataka - 560076*  
*Coimbatore Office : No. 20, Kurinji Nagar, Civil Aerodrome Post, Coimbatore -641004*  
*www.ssipeople.com ; Email: uchandramohan@ssipeople.com ; Telephone: 080-41750546 /+91-9880185383*

## **Internship Certificate**

This is to certify that **DARSHAN BILIGIRI N N**, bearing USN 19CQSLC014, a student of MCA 6<sup>th</sup> Semester of Year 2021 from Bangalore University has been pursuing an Internship program (From 09<sup>th</sup> March 2021) at **Unicusmind Technologies Pvt. Ltd., Bangalore.**

During this course of internship program, he has involved in the project “**UNx POP-UP RETAIL STORE**” under the guidance of **Mr. Seshu B.**

Seshu B, Vol. Contributor

Unicusmind Technologies Pvt. Ltd

Bangalore-560068, India

Date: 23-Aug-2021

## EMPLOYMENT OFFER LETTER

Capgemini Ref: 5386656 /1140641,

01/10/2022,

Disha Prakash  
#28 , 2nd cross, 2nd main , katriguppe east, banashankari 3rd stage bangalore-560085.,  
Bangalore ,Karnataka,  
India

### Confidential

Dear Disha Prakash,

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 **01/13/2022** (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 **Bangalore**

C) On joining you will be under probation for 6(six) months from the date of joining. During this period your all-inclusive Annual target compensation (on a cost to company basis) will be **INR 300,002.00 (Rupees Three Lakh and Two only)**. Please refer **Annexure-A** for details. Subsequent to your successful completion of training and probation after six months from your date of joining, your all-inclusive annual target compensation (on a cost to company basis) will be revised to **INR 380,006.00 (Rupees Three Lakhs Eighty Thousand and Six only)**. Please refer **Annexure -B** for details.

Your compensation shall be paid on a monthly basis, in arrears. The company shall deduct tax at source at the time of making payment.

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

**Snap2Insight India Private Limited**

No. 1392/16/1/1 NR Towers,  
19th Main Road, 17th Cross Road,  
Sector - 4, HSR Layout,  
Bangalore - 560102



**Shashank Kumar S**

31 Dec 2021

7th cross, Saraswathi nagar (near Shoba hospital),  
Vijayanagar, Bangalore 560040

**Dear Shashank,**

We are pleased to offer you the position of **Analyst** with **Snap2Insight India Private Limited**, a private limited company incorporated under the Companies Act, 2013 (the "Company") having its registered office at NR Towers, 19<sup>th</sup> Main, 17<sup>th</sup> Cross, Sector 4, HSR Layout, Bangalore - 560102, on the terms described below.

This offer of employment is for a full-time position based in the Company's office in **Bangalore, Karnataka**.

Please note that the terms of employment detailed in this document and attachments hereto (collectively referred to as the "**Agreement**") are strictly confidential. These contents should not be disclosed to third parties without the prior written approval of the Company.

**1. Compensation**

The annual fixed component of your cost to the company ("**CTC**") will be **Rupees Three Lakhs Sixteen Thousand One Hundred and Twenty Eighty Only (Rs.3,16,128)**. The salary break-up is attached herewith as **Attachment - A**. Your compensation will be reviewed on an annual basis and increments will be determined based on performance, and provided at the sole discretion of the Company. The Company also deems you eligible for an annual bonus of **Rupees Twenty-Nine Thousand Three Hundred and Sixteen Only (Rs. 29,316)** paid annually and determined based on an annual performance review. Annual performance bonus amount will be paid out as a part of March payroll and will be prorated for first year of service.

**2. Duties**

A schedule of your broad duties and responsibilities will be given to you in due course, which may be subject to revision from time to time. The Company shall assign to you such other duties and responsibilities as may be considered advisable in the Company's interests and at the sole discretion of the Company.

**3. Terms and Conditions of Employment**

Your employment with the Company shall be governed by the specific terms and conditions provided on the attached herewith as **Attachment - B**.

#### 4. **Employment Invention Assignment Agreement**

Like all Company employees, you are required, as a condition of your employment with the Company, to sign the Company's Employment Invention Assignment Agreement (the "**Assignment Agreement**") in substantially the form attached hereto as **Attachment - C**.

#### 5. **Entire Agreement**

This Agreement supersedes any prior agreements, representations or promises of any kind, whether written, oral, express or implied between you and the Company with respect to the subject matters herein. This Agreement may not be modified or amended except by a written agreement between you and the Company.

#### 6. **Severability**

Each provision of this Agreement including the attachments attached to it shall, to the extent possible, be interpreted in such manner as to be effective and valid under applicable law, but, if any provision of this agreement shall be invalid or prohibited under such applicable law, such invalidity shall not affect the validity of the other provisions of this agreement. The said other provisions shall continue in full force and effect unless such unenforceable provision shall materially affect the essence of the agreement and the party benefiting from the said unenforceable provision does not waive its rights to benefit therefrom.

#### 7. **Waiver**

The failure of either the employer or the employee to insist upon strict adherence to any term of this agreement on any occasion shall not be considered a waiver thereof or deprive the employer or the employee of the right thereof to insist upon strict adherence to that term or any other term of this Agreement.

***[Signature page follows]***



If you wish to accept this offer, please sign and date both the enclosed duplicate original of this letter and the enclosed Employment Invention Assignment Agreement and return them to me. This offer, if not accepted, will expire at the close of business on **Monday, 03 Jan 2022**.

We look forward to having you join us no later than **Monday, 03 January 2022**.

**SNAP2INSIGHT INDIA PRIVATE LIMITED**

**RENISH  
PYNADATH** Digitally signed by  
RENISH PYNADATH  
Date: 2022.01.03  
16:30:18 +05'30'

By: \_\_\_\_\_  
(Signature)

**Name:** Renish Pynadath  
**Title:** Director, Co-Founder

**ACCEPTED AND AGREED:**

**NAME:** \_\_\_\_\_

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

Permanent Account Number (PAN): \_\_\_\_\_

Anticipated Start Date: \_\_\_\_\_

Attachment - C: Employment Invention Assignment Agreement

## ATTACHMENT A – SALARY BREAKUP

Shashank Kumar S, Analyst

	Particulars	Monthly (INR)	Annual (INR)
<b>Part 1 : Fixed Pay</b>			
1	Basic Pay	15,950	1,91,400
2	House Rent Allowance	6,380	76,560
3	Special Allowance	500	6,000
4	Conveyance Allowance	1,600	19,200
	<b>SUB-TOTAL</b>	<b>24,430</b>	<b>2,93,160</b>
<b>Part 2 : Other compensation</b>			
5	Company's contribution to Provident Fund	1,914	22,968
<b>Part 3 : Annual Performance Bonus</b>			
6	Targeted 10% of Fixed Pay	--	29,316
	<b>TOTAL</b>	<b>INR 26,344</b>	<b>INR 3,45,444</b>
<b>Other employee benefits</b>			
1	Health Insurance for employee, spouse & kids (if applicable)		
2	Personal Accidental Insurance for employee		
3	Gratuity (as applicable under government regulations)		

## ATTACHMENT - B

### TERMS AND CONDITIONS OF EMPLOYMENT

#### 1. **Term of Employment**

Subject to Sections 6 and 7 below, the term of your employment with the Company is intended to be till you attain the age of retirement. You will retire from the services of the Company on attaining the age of **60 years**. Your employment shall stand automatically terminated on the date of your retirement.

#### 2. **Probation Period**

You will be required to serve a probation period of **3 months**, after the completion of which, your performance will be formally reviewed. The Company will provide you with a written confirmation of the commencement and termination date of your probation period. Your probation period shall not commence unless you have received a written confirmation from the Company. The Company may in its sole discretion, extend the probation period. Such extension can be granted twice, for a period of three (3) months each. In the event that you fail to perform to the Company's satisfaction during the probation period and the extension thereof, if applicable, your employment shall be terminated for unsatisfactory performance.

#### 3. **Reporting Person**

During the period of employment, you shall report to the Director/Co-Founder of the Company or as informed to you from time to time.

#### 4. **Work Hours**

Your normal hours of employment shall be from 09.30 am to 06.30 pm, Monday to Friday of every week with a 1 hour lunch break. The Employee may be required to work such hours outside of the normal work hours if the Company considers it necessary to meet the needs of business. The Employee shall not be paid additionally for such extended hours of work.

#### 5. **Outside Activities**

This position is for a full-time employment with the Company and you shall exclusively devote yourself to the business of the Company. You shall not take on any other work for remuneration (part-time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholders or debenture holders) in any other trade or business, during your term of employment with the Company, without prior written permission of the Company.

#### 6. **Termination**

(a) During the term of your employment, should you desire to leave the services of the Company, you are required to provide the Company a 30 days' advance notice.

(b) The Company shall be entitled to terminate your employment with or without cause at any time by giving you 30 days' advance notice or salary in lieu thereof.

(c) If you are absent from work for a period of five (5) consecutive working days, without providing any notice or affording any reasons, or without taking Company's prior approval in this regard, the Company will be entitled to forthwith terminate your employment with the Company. In the event that the Company terminates you, you will be provided a written notice of termination.



Notwithstanding the above, the Company shall not be restricted from claiming legal remedies available to it under the ordinary legal recourse. Company shall be entitled to recover any additional damages from you in a manner that the Company may determine suitable in this regard.

(d) Notwithstanding anything mentioned in this Agreement, the Company may terminate your employment, with immediate effect by a notice in writing (without salary), in the event of your misconduct, including but not limited to, fraudulent, dishonest or undisciplined conduct, breach of integrity, embezzlement, misappropriation or misuse by you of the Company's property, insubordination or failure to comply with the directions given to you by persons so authorized, your insolvency or conviction for any offence involving moral turpitude, breach by you of any terms of this Agreement or the Company's policies or other documents or directions of the Company, or upon your conducting yourself in a manner which is regarded by the Company as prejudicial to its interests or to the interests of its clients and/or customers, or any similar reason.

(e) Notwithstanding anything aforesaid, termination by you shall be subject to the satisfactory completion of all your existing duties, obligations and projects.

(f) On acceptance of the resignation notice, you will be required to immediately give up to the Company all correspondences, specifications, formulae, books, documents, market data, literature, drawings, effects or records, etc. belonging to the Company or relating to its business and you shall not make or retain any copies of these items. In the event that the Company directs you to destroy any such information, documents or materials, you shall forthwith do so and provide a written certification to that effect to the Company.

(g) Any notice, demand or request required or permitted to be given under this Agreement shall be in writing and shall be deemed sufficient when delivered personally or by overnight courier or electronic mail, or 48 hours after being deposited in the Indian mail or registered mail with postage prepaid, addressed to the party to be notified at such party's address as set forth below, as subsequently modified by written notice.:

**TO COMPANY:**

Snap2Insight India Private Limited  
Address :  
No. 1392/16/1/1 NR Towers,  
19th Main Road, 17th Cross Road,  
Sector - 4, HSR Layout,  
Bangalore - 560102  
Email – hello@snap2insight.com

**TO EMPLOYEE:**

Shashank Kumar S  
Address :  
7th cross, Saraswathi nagar  
(near Shoba hospital),  
Vijayanagar, Bangalore 560040  
Email - shashanksk2000@gmail.com

**7. Holidays/Leave**

General holidays will be declared at the beginning of the calendar year and are a benefit for all full-time employees. You may be called upon to attend duties as and when required during holidays, as may be scheduled in accordance with the needs of the Company. As a full-time employee, you will be entitled to receive earned/privilege leave which shall be calculated at the rate of 1.5 (one and half) days of earned leave for every month of work performed. The total number of earned/privilege that can be accumulated and carried over to the succeeding calendar year shall not be more than 6 days, any unused earned leave will get lapsed at the end of a calendar year. Additionally, you will be granted 6 days (or prorated based on date of joining) of casual / sick leave for every calendar year which cannot be carried over.

You will be entitled for leave at such time and of such duration as the Company may grant depending upon the exigencies, in accordance with the Company's rules and regulations in force, introduced hereafter or modified from time to time. It shall be your sole responsibility to keep yourself updated of any changes in company policy as amended from time to time. For casual leave, you will be expected to give prior notice to the reporting authority; however, in case of an emergency or exigent situation, you shall be required to take such approval within one (1) day of resuming your services. Casual leave without requisite approval from the Company shall be considered leave without pay. In the event any additional leave is required, the additional leave shall be without pay. You shall be required to submit a medical and fitness certificate from a registered medical practitioner in case of three or more consecutive days of medical leave.

#### **8. Benefits**

You shall be entitled for all statutory benefits as mandated by the existing provisions under the applicable laws or which may be enforced in the future including, but not limited to, provident fund, gratuity, insurance, as may be applicable to you as per Company's policies and procedures, as amended from time to time.

The Company may in its discretion, from time to time, revise the benefits it provides to its employees. As and when such benefits are introduced or modified, you shall be entitled to avail such benefits.

#### **9. Disclosure of Information**

During the term of your employment with the Company, you are required to disclose all material and relevant information, which may either affect your employment with the Company currently or in the future or may be in conflict with the terms of your employment with the Company, either directly or indirectly. If at any time during your employment, the Company becomes aware that you have suppressed any material or relevant information required to be disclosed by you or have provided the Company with misleading or inaccurate information, the Company reserves the right at its sole discretion, to forthwith terminate your employment without any notice and without any obligation or liability to pay any remuneration or other dues to you irrespective of the period that you may have been employed by the Company.

Any change in your personal information including residential address, marital status and educational qualification should be notified to the Company in writing within three (3) days from the start of such change. Any notice required to be given to you shall be deemed to have been duly and properly given if delivered according to the Company's notice provision policy.

#### **10. Use of Company Property**

You must comply with the Company's policy on use of email, internet and computers. Unauthorized use or tampering with computers will be regarded as serious misconduct and may lead to your summary dismissal. In particular, you agree to only use passwords which have been authorized and must not in any circumstances load a program or data into one of the Company's computers unless the program and data, originates from the Company, has been provided for your use and has been tested for viruses in advance. The Company shall provide telephones (including mobile and voicemail), email and internet access for business purposes only. For the purpose of business (including and not limited to quality control, monitoring of policy compliance and unauthorized use and checking messages during periods of absence), communications made by or to you may be

monitored or recorded. This applies in particular to telephone (including mobile and voicemail), email and internet use. In the event, the Company provides you with laptops/mobile phones/data cards or other mobile devices, you will provide the Company with a written undertaking acknowledging receipt of the same and agreeing to adhere to the policies governing usage of such devices.

#### 11. **Previous Employment**

You hereby represent that your performance of the terms of this Agreement and as an employee of the Company does not and will not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by you in confidence or in trust prior to your employment by the Company, and you will not disclose to the Company, or induce the Company to use, any confidential or proprietary information or material belonging to any previous employers or others, unless expressly permitted by such previous employer. You hereby represent and warrant that you have returned all property and confidential information belonging to all prior employers, if any. You have not entered into, and agree that you will not enter into, any agreement either written or oral in conflict herewith or in conflict with your employment with the Company (including but not limited to a non-competition agreement with any third party relating to the current, proposed or future business of the Company). You further agree to conform to the rules and regulations of the Company.

#### 12. **Confidentiality**

You acknowledge that in the course of your employment with the Company, you will obtain knowledge of the Company's business plans, processes, software, know-how, trade secrets, methods, inventions, improvements, disclosures, names and positions of employees and/or other proprietary and/or confidential information (collectively the "**Confidential Information**").

At all times, both during or after the period of your employment under this Agreement, you shall not (except with written authorization from the Company and except to the extent so authorized in the proper course of your duties) divulge to any person or otherwise make use of your employment under this Agreement to divulge to any person or otherwise make use of any trade secret or secret manufacturing process or any confidential information concerning the business or finances of the Company or any of the Company's dealings, transactions or affairs or any of the Company's suppliers, agents, distributors or customers, until such information becomes generally and rightfully known outside the Company.

All notes, copies, memoranda and other tangible forms of any trade secrets or confidential information concerning the business of the Company or any of the Company's suppliers agents, distributors, clients or customers, including but not limited to financial information, documents, employee lists, customer lists, phone books, which shall be acquired, received or made by the Company during the course of your employment shall be the property of the Company and shall be surrendered by you to someone duly authorised in that behalf at the termination of your employment or at the request of the Company at any time during the course of his employment.

Any breach of confidentiality will lead to immediate termination without the requirement of any notice to be provided to you.

#### 13. **No Rights Granted**



Nothing in this Agreement shall be construed as granting any rights under any patent, copyright or other intellectual property rights of the Company, nor shall this Agreement grant you any rights in or to the Company's Confidential Information, except the limited right to use the Confidential Information in connection with the Services.

**14. Adherence to Company Policy**

You agree to conform to and comply with the Company's policies and such directions and orders as may from time to time be given by the Company.

**15. Travel**

You will be posted in Bangalore, Karnataka. However, you may be required by the Company to make visits and travel both within India and overseas, as necessary and for such period of time that the Company determines is sufficient to enable you properly perform your duties in the best interests of the Company.

**16. Non-Compete and Non-Solicitation**

During the Non-Compete Period (as defined below), you hereby covenant and agree not to engage in or receive any financial benefit from (directly or indirectly) any business of the Significant Competitor, which competes with the whole or any part of any business being carried on or proposed to be carried on by the Company, whether as an individual, employer, proprietor, partner, shareholder, investor, director, committee member, officer, employee, consultant, agent, collaborator, advisor, principal contractor or sub-contractor, trustee, or otherwise.

Significant Competitor shall mean any artificial or natural person, who on the date of execution of this Agreement or any time thereafter, directly or indirectly, receives at least 50% of its total revenue from the Business or any activity similar to the Business and shall include such person's relatives.

**"Non-Compete Period"** shall mean the period commencing with the date of this Agreement and ending one (1) year from the date of your termination of employment with the Company. In the event that your employment with the Company is terminated without cause, the Non-Compete Period will end contemporaneously with the final payment of severance to you under this letter agreement.

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 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.

You hereby agree that the covenants and restrictions in this Section 16 are reasonable in their terms and do not impose any undue hardship on your current or future employment prospects. You further agree that if the laws of the state applicable to the provisions set forth in this Section 16 should change, or if any court of competent jurisdiction should hold any term or provision of this Section 16 invalid or unenforceable, then that shall be substituted in the place of such changed, invalid, or unenforceable term or provision a new term or provision that most nearly fulfills or promotes the purpose and intention of this Section 16 and is consistent with such law or judicial jurisdiction.

**17. Employment Invention Assignment Agreement**

You acknowledge and agree that any work that you may be conducting either on the premises of the Company or otherwise with regard to patents, improvements, discoveries or any other form of intellectual property, whether protected under law or not, is being done on behalf of the Company. In this regard, you agree to execute an Employment Invention Assignment Agreement and any and all intellectual property rights in any such work shall belong exclusively to the Company.

**18. Customer Data and IT Security**

Only specific employees are given access to our Software that holds customer’s data. Authorization for this will be tracked and monitored. You are expected to follow IT security policies (as per the applicable law) to ensure that the systems you use to access such data is secured.

**19. Arbitration**

You agree that the interpretation and enforcement of this Agreement shall be governed by the laws of India and all disputes under this Agreement shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The venue for arbitration will be Bangalore, Karnataka. The arbitration shall be conducted by a sole arbitrator appointed by the Company, and the award of the arbitrator shall be final and binding upon you.

**This is to certify that I have read this Agreement and I fully understand all the terms and conditions of this Agreement. I hereby accept and agree to abide by the Agreement.**

---

(Signature)

**Shashank Kumar S**

## ATTACHMENT - C

### EMPLOYMENT INVENTION ASSIGNMENT AGREEMENT

In consideration of, and as a condition of my employment with Snap2Insight India Private Limited, a company duly incorporated under the Companies Act, 2013 (the “**Company**”) I, Shashank Kumar S do hereby represent and agree as follows:

1. **Purpose of Agreement.** I understand that the Company is engaged in a continuous program of research, development, production and marketing in connection with its business and that it is critical for the Company to preserve and protect its Proprietary Information (as defined below), its rights in Inventions (as defined below) and Intellectual Property (as defined below) and in all related intellectual property rights. Accordingly, I am entering into this Agreement as a condition of my employment with the Company, whether or not I am expected to create Inventions and Intellectual Property of value for the Company.

2. **Proprietary Information.** I understand that my employment by the Company creates a relationship of confidence and trust with respect to any information of a confidential or secret nature that will be disclosed to me by the Company that relates to the business of the Company or to the business of any parent, subsidiary, affiliate, customer or supplier of the Company or any other party with whom the Company agrees to hold information of such party in confidence (“**Proprietary Information**”). Such Proprietary Information includes but is not limited to Inventions, Intellectual Property, marketing plans, product plans, business strategies, financial information, forecasts, personnel information, customer lists, financial information, business plans and projections and any other information and materials concerning the Company’s business, operations or plans.

3. **Disclosure of Inventions and Intellectual Property.** I will promptly disclose in confidence to the Company all inventions, improvements, designs, original works of authorship, formulas, processes, compositions of matter, computer software programs, databases, mask works and trade secrets (“**Inventions**”) and Intellectual Property that I make or conceive or first reduce to practice or create, either alone or jointly with others, during the period of my employment, whether or not in the course of my employment, and whether or not such Inventions are patentable, copyrightable or protectable as trade secrets. Intellectual Property includes but is not limited to ideas, concepts, creations, discoveries, inventions, improvements, know how, trade secrets; trademarks, service marks, designs, utility models, tools, devices, models, methods, procedures, processes, systems, principles, algorithms, works of authorship, flowcharts, drawings, books, papers, models, sketches, formulas, teaching techniques, electronic codes, proprietary techniques, research projects, and other confidential and proprietary information, computer programming code, databases, software programs including their Source Code; data, documents, instruction manuals, records, memoranda, notes, user guides; in either printed or machine-readable form, the whether or not copyrightable or patentable, or any written or verbal instructions or comments.

4. **Work for Hire; Assignment of Inventions and Intellectual Property.**

(a) **Owned by Company.** I acknowledge and agree that any copyrightable works prepared by me within the scope of my employment are “works for hire” under the Copyright Act

in India and under international copyright laws and that the Company will be considered the sole owner of such copyrightable works, and I shall not have any right, title or interest in the same. I agree that all Inventions and Intellectual property and other rights related thereto (including intellectual property rights) that (i) are developed using equipment, supplies, facilities or trade secrets of the Company, (ii) result from work performed by me for the Company, or (iii) relate to the Company's business or current or anticipated research and development, will be the sole and exclusive property of the Company and are hereby irrevocably assigned by me to the Company immediately upon their formation in perpetuity.

I hereby assign to the Company the entire copyright and all performance rights and all other rights in and to the works performed by me during the term of my employment with the Company for the full period of copyright including all renewals, revivals, reversions and extensions existing under the laws in force in any part of the world to hold the same to the Company, its successors, assignees and licensees absolutely for the full period that such rights are capable of subsisting throughout the world.

(b) **Owned by Employee.** I have attached as **ATTACHMENT-1** to this Employment Invention Assignment Agreement (the "**Assignment Agreement**"), a complete list of all Inventions and Intellectual Property to which I claim ownership which have been developed by me (whether individually or in collaboration with other parties) prior to commencement of my employment with the Company, and that I desire to remove from the operation of this Agreement, and I acknowledge and agree that such list is complete. If no such list is attached to this Agreement, I represent that I have no such Inventions and Intellectual Property at the time of signing this Agreement.

5. **Assignment of Other Rights.** In addition to the foregoing assignment of Inventions and Intellectual Property to the Company, I hereby irrevocably transfer and assign to the Company all Intellectual Property Rights. Intellectual Property Rights include (i) all rights, title, and interest under any statute or under common law including patent rights; copyrights including moral rights; and any similar rights in respect of Intellectual Property, anywhere in the world, whether registrable or not; (ii) any licenses, permissions and grants in connection therewith; (iii) applications for any of the foregoing and the right to apply for them in any part of the world; (iv) right to obtain and hold appropriate registrations in Intellectual Property, (v) all extensions and renewals thereof (vi) Causes of action in the past, present or future, related thereto including the rights to damages and profits, due or accrued, arising out of past, present or future infringements or violations thereof and the right to sue for and recover the same.

The Intellectual Property associated with any Inventions shall not be deemed to have lapsed if the Company does not exercise the rights for any period and I agree to waive my rights under Section 19(4) of the Indian Copyright Act, 1957 and any other similar law of any jurisdiction. If any Intellectual Property rights, including moral rights, in the Inventions and / or Intellectual Property, cannot (as a matter of law) be assigned by me to Company as provided herein, then (a) I unconditionally and irrevocably waive the enforcement of such rights and all claims and causes of action of any kind against Company with respect to such rights, and (b) to the extent that I cannot, as a matter of law, make such waiver, I unconditionally grant to Company an exclusive, perpetual, irrevocable, worldwide, fully-paid license, with the right to sublicense through multiple levels of sublicenses, under any and all such rights (i) to reproduce, create derivative works of, distribute, publicly perform, publicly display, digitally transmit, and otherwise use the Inventions and Intellectual Property in any medium or format, whether now known or hereafter discovered, (ii) to use, make, have made, sell, offer to sell, import, and otherwise exploit any product or service based



on, embodying, incorporating, or derived from the Inventions and Intellectual Property, and (iii) to exercise any and all other present or future rights in the Inventions and Intellectual Property.

6. **Assistance.** I agree to assist the Company in every proper way to obtain for the Company and enforce patents, copyrights, mask work rights, trade secret rights and other legal protections for the Company's Inventions and Intellectual Property in any and all countries. I will execute any documents that the Company may reasonably request for use in obtaining or enforcing such patents, copyrights, mask work rights, trade secrets and other legal protections. My obligations under this paragraph will continue beyond the termination of my employment with the Company, provided that the Company will compensate me at a reasonable rate after such termination for time or expenses actually spent by me at the Company's request on such assistance, provided however that for any such reimbursement, adequate documentary evidence of such expenses are to be provided. I appoint the appropriate authorized representatives of the Company as my attorney-in-fact to execute documents on my behalf for this purpose.

7. **No Breach of Prior Agreement.** I represent that my performance of all the terms of this Agreement and as an employee of the Company does not and will not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by me in confidence or in trust prior to my employment by the Company, and I will not disclose to the Company, or induce the Company to use, any confidential or proprietary information or material belonging to any previous employers or others. I represent and warrant that I have returned all property and confidential information belonging to all prior employers. I have not entered into, and I agree I will not enter into, any agreement either written or oral in conflict herewith or in conflict with my employment with the Company (including but not limited to a non-competition agreement with any third party relating to the current, proposed or future business of the Company). I further agree to conform to the rules and regulations of the Company.

8. **Notification.** I hereby authorize the Company to notify my actual or future employers of the terms of this Agreement and my responsibilities hereunder.

9. **Publication of Material Concerning Company Business.** Prior to my submitting or disclosing for possible publication or dissemination outside the Company any material prepared by me that incorporates information that concerns the Company's business or future business, I agree to deliver a copy of such material to an officer of the Company for his or her review. Within 20 days of such submission, the Company agrees to notify me whether the Company believes such material contains any Proprietary Information, and I agree to make such deletions and revisions as are reasonably requested by the Company to protect its Proprietary Information. I further agree to obtain the written consent of the Company prior to any review of such material by persons outside the Company.

10. **Name & Likeness Rights Etc.** I hereby authorize the Company to use, reuse, and to grant others the right to use and reuse, my name, photograph, likeness (including caricature), voice, and biographical information, and any reproduction or simulation thereof, in any media now known or hereafter developed (including but not limited to film, video and digital or other electronic media), both during and after my employment, for whatever purposes the Company deems necessary.

11. **Maintenance of Records.** I hereby acknowledge and agree that my contribution to the business of the Company as well as any portion thereof shall be the sole property of the Company from date of creation thereof. During the term of my employment and for 6 months after termination of my employment with the Company, I agree to maintain adequate and current written records on the development of all Intellectual Property and to disclose promptly upon its creation to the Company all Intellectual Property and relevant records, which records will remain the sole property of the Company. I further agree that all information and records pertaining to any idea, process, trademark, service mark, invention, technology, computer program, original work of authorship, design, formula, discovery, patent or copyright that I do not believe to be an Intellectual Property, but is conceived, developed, reduced to practice by me (alone or with others) during the period of employment, shall be promptly disclosed to the Company (such disclosure to be received and kept in confidence).

12. **Third Party Rights.** I hereby represent and warrant that I will not use or integrate any third-party materials or data that are not validly licensed to the Company unless previously authorized by my reporting officer in the Company. I represent and warrant that I have not violated the Intellectual Property Rights of any third party, and covenant that I shall not violate the Intellectual Property Rights of any third party in the course of my employment with Company. Provided that in the event the Company is held liable for any violation of any Intellectual Property Rights, I undertake to indemnify the Company or affiliate 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.

13. **Injunctive Relief.** I understand that in the event of a breach or threatened breach of this Agreement by me the Company may suffer irreparable harm and will therefore be entitled to injunctive relief to enforce this Agreement.

14. **Governing Law; Severability.** I understand and agree that this Assignment Agreement will be governed by, interpreted and enforced in accordance with the laws of India, without regard to or application of choice of law rules or principles. In the event that any provision of this Agreement is found by a court, arbitrator or other tribunal to be illegal, invalid or unenforceable, then such provision shall not be voided, but shall be enforced to the maximum extent permissible under applicable law, and the remainder of this Agreement shall remain in full force and effect.

15. **Dispute Resolution.** Subject to the exceptions set forth below, I agree that any and all claims or disputes that I have with the Company, or any of its employees, which arise out of my employment or under the terms of my employment, shall be resolved through final and binding arbitration, as specified herein. This shall include, without limitation, disputes relating to this Agreement, my employment by the Company or the termination thereof, claims for breach of contract or breach of the covenant of good faith and fair dealing, and any claims of discrimination or other claims, state or local law or regulation now in existence or hereinafter enacted and as amended from time to time concerning in any way the subject of my employment with the Company or its termination. Binding arbitration will be conducted in Bangalore, India in accordance with the rules and regulations of the Arbitration and Conciliation Act, 1996. Parties will split the cost of the arbitration, filing and hearing fees, and the cost of the arbitrator. Each side also will bear its own attorneys' fees; that is, the arbitrator will not have authority to award attorneys' fees unless a statutory section at issue in the dispute authorizes the award of attorneys' fees to the prevailing party, in which case the arbitrator has

authority to make such award as permitted by the statute in question. I understand and agree that the arbitrator's decision shall be final and binding to the fullest extent permitted by law and enforceable by any court having jurisdiction thereof.

**16. Terms of Employment.** I understand that this Agreement, in itself, does not constitute a contract of employment or obligate the Company to employ me for any stated period of TIME BEYOND THE TIME AS PROVIDED FOR IN MY EMPLOYMENT LETTER/AGREEMENT. I understand that my employment can be terminated at any time, for any reason or for no reason, by the Company and by me by providing a written notice of 30 days to the Company. Unless the Company and I have entered into another written document that expressly supersedes this Section 16, this is the complete agreement between the Company and me on this term of my employment. This Agreement shall be effective as of the first day of my employment by the Company.

**I HAVE READ THIS AGREEMENT CAREFULLY AND I UNDERSTAND AND ACCEPT THE OBLIGATIONS WHICH IT IMPOSES UPON ME WITHOUT RESERVATION. NO PROMISES OR REPRESENTATIONS HAVE BEEN MADE TO ME TO INDUCE ME TO SIGN THIS AGREEMENT. I SIGN THIS AGREEMENT VOLUNTARILY AND FREELY.**

**SHASHANK KUMAR S**

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

**ATTACHMENT - 1**

The following is a list of Inventions or Intellectual Property or Improvements relevant to the subject matter of my employment with the Company that have been made or conceived or first reduced to practice by me or jointly with others prior to my employment with the Company. I hereby assign an irrevocable and exclusive right to the Company for the following Invention and Intellectual Property under this Employment Invention Assignment and Confidentiality AGREEMENT:

No. of inventions or intellectual property or improvements -

See Below:

**SHASHANK KUMAR S**

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

Place: \_\_\_\_\_



Farha Khanum,  
Dayanand College,  
Bangalore Karnataka,

25<sup>th</sup> June 2021

**Junior Software Developer with KNOWLEXON INNOVATION AND TECHNOLOGY PVT. LTD.**

Dear Farha,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an “Junior Software Developer” at *Knowlexon Innovation and Technology Pvt Ltd*. In addition to confirming the offer, this letter will describe the terms and conditions of your tenure.

**Title:** Your title will be **Junior Software Developer** and you will report to Mr. Sriram and Mr. Priyadarshi.

**Effective Date:** Your employment will **begin on 1<sup>st</sup> July 2021**. You will be initially on training for the period of three months with one year agreement, which may be extended or reduced at the sole discretion of the management. On satisfactory completion of the initial training period, you shall be intimated in writing regarding your confirmation. During this period, you will be trained with **MBITS Innovations Private Limited, Bangalore** and subsequently placed with MBITS.

You will be paid gross emoluments as detailed in Annexure – A.

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure – B.

**ANNEXURE-A**

**CONFIDENTIALITY:** During your employment, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer of employment, you acknowledge that you must keep all this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company all its property, equipment, and documents, including electronically stored information. By accepting this offer, you agree that throughout your training/employment, you will observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. It may be changed only by a subsequent written agreement. All the Intellectual property will belong to the Knowlexon Innovation and Technology Pvt Ltd.

**Terms and Conditions:**

1. You will be on probation and training for a period of 3 months with 1 year agreement starting from the day of joining.
2. You will be paid CTC of 1.44 lac per annum for these 3 months and after evaluating your performance your salary will be confirmed.
3. You will perform, observe and confirm to such duties, directions and instructions assigned or communicated to you by the Company and those in authority over you.

4. You will be initially on probation and training for the period of three months, which may be extended or reduced at the sole discretion of the management. On satisfactory completion of the initial probation period, you shall be intimated in writing regarding your confirmation.
5. You will sign 'Confidentiality Agreement' as per our company policy.
6. If, at any time in management opinion you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any of other misconduct which would be detrimental to our interest, or of violation of one or more terms of this letter, or not performing in the task Company is entitled to terminate your service with or without prior notice.
7. During your employment, both in probation come training period and confirmation thereof, your services may be terminated by you by giving two months' notice period and six months gross salary.

## **ANNEXURE - B**

### **TERMS AND CONDITIONS:**

1. Location:
  - a. Base location will be Bangalore. However, you might be required to travel onsite, within or outside India, depending on project requirements.
2. Working hours:
  - a. Monday to Saturday: 9:30 am to 6:30 pm / client's calendar.
3. Holidays:
  - a. Weekly off: Sunday
  - b. **Note:** Subject to change depending on critical project requirements and client's work schedule and calendar.
4. Probation:
  - a. After successful completion of the probation and review thereof, you will be entitled to other allowances and benefits whatsoever as per policies of the organization. Periodic performance reviews will be done to assess your performance.
5. Leaves per year:
  - a. Casual Leaves: 5 days
  - b. Sick Leaves: 5 days
  - c. **Note:** You will be eligible for maximum 1 day leave in the probationary period.
6. Other Conditions:
  - a. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment.
  - b. Employment as per this offer is also subject to your being medically fit.

Please sign and return this letter to the Company by **28<sup>th</sup> June 2021** confirming your acceptance of the position. If this letter is not received by said date, the offer will be considered retracted unless we agree to, a new date in writing.

We look forward to having you with us and expect that our relationship will be mutually rewarding.

For *Knowlexon Innovation and Technology Pvt Ltd,*

Prianka Giri



Human Resource Team

**Documents to be send :**

- 1) Scanned copy of Photograph
- 2) Scanned copy College id card
- 3) Scanned copy Government Id card
- 4) Photocopies of all educational qualification with the mark sheets.

Acknowledged and Agreed:

**Name & Signature:**

**Date:**

Corporate Personnel & Administration Dept.

Ref: HK/HR/CAMPUS-OFFER'2021-22/TO-239

9<sup>th</sup> October 2021

**Dear Mr. Madhava Arimanda,**

Greetings from Godrej!

We are delighted to have you coming onboard on with effect from 18<sup>th</sup> October 2021.

To make your transition smooth in Godrej, we have organised a Virtual Corporate Orientation Program for five (5) days commencing 18<sup>th</sup> October 2021.

Your portfolio / assignment and the place of posting will be shared with you through a separate email communication either on the first day or before the end of the virtual orientation program.

To enrich you with knowledge, learning, skills and experience during the traineeship, you will be undergoing a structured Training Program comprising of learning inputs in a phased manner:

**Phase 1:** Corporate General Orientation Program – On virtual platform

**Phase 2:** E-modules spread over a month - dates will be communicated later

**Phase 3:** Training modules of 6 days duration- dates will be communicated later

To make your transition smooth, you will have a Buddy to help and guide you in your initial days.

Please feel free to speak to / write to us for any information that you may need:

Mr. Vishal Makkar (vishalm@godrej.com, 8657164464)

Mr. Ansuman Panda (ansuman@godrej.com, 9437440766)

Ms. Rachna Bhuse (rachna@godrej.com, 9821490425)

We look forward to you becoming part of the exciting growth journey at Godrej!

With best wishes,



**Harpreet Kaur**  
**Senior Vice President & Head-**  
**Corporate Personnel & Administration**

Encl.: Offer Letter





Corporate Personnel & Administration Dept.

Ref: HK/HR/CAMPUS-OFFER'2021-22/TO-239

9<sup>th</sup> October 2021

**Mr. Madhava Reddy Arimanda**  
Flat - B, 4th Floor  
Srinivasa Apartments  
J K C College Road, S V N Colony  
Guntur - 522006  
Mob: 9491898934

**TR CAT: C-120**

### LETTER OF OFFER

Dear Mr. Madhava Arimanda,

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your selection as **Graduate Trainee** in our Organization. Your appointment is covered under the provisions of **The Apprentices Act, 1961 and its subsequent amendments thereto**. The terms & conditions are as given below:

#### **1. Place of Posting & Period of Training:**

Your initial place of posting will be at our **Vikhroli Establishment, Mumbai**. The training period will be for a period of twelve (12) months from your date of joining, i.e., **18<sup>th</sup> October 2021**.

#### **2. Consolidated stipend:**

You will be paid an All-inclusive Consolidated Stipend of **Rs.19000/- (Rupees Nineteen Thousand only)** per month.

*(In the event of any legislation being enacted/made applicable treating the above mentioned "Consolidated Stipend" as "Salary" for the purpose of calculating Provident Fund, Gratuity, House Rent Allowance, Medical or any other direct / indirect benefit or contribution etc., then in such an event, the said "Consolidated Stipend" shall stand adjusted / modified to the extent so that there is no additional financial burden on the Company on this count i.e., the stipend payable to you by the Company, inclusive of all statutory, direct / indirect benefits or contributions, shall not exceed the above mentioned Consolidated Stipend per month).*

#### **3. Leave Entitlement:**

You will be eligible for Leave as per the Leave Rules of the Organisation applicable to the trainees covered under The Apprentices Act, 1961. The same is subject to change from time to time.

#### **4. General terms & conditions:**

- a) Although it is not mandatory and / or obligatory on the part of the Company to offer you employment upon completion of the training period, you will be considered for any suitable opening that may arise / exists at that point in time, subject to your overall performance, attitude, conduct, attendance & punctuality besides meeting the requisite selection criteria.
- b) As a part of the terms and conditions as mentioned in this Letter of Offer, you will be required to sign a Service Agreement (Bond) for a period of two years (one year as a Trainee and one year subject to being absorbed in regular employment upon successful completion of the training period). Enclosed is a draft of the said Service Agreement, which you are required to go through, fill in the relevant details viz., name, address, name of the guarantor etc., and return to us along with the acknowledgement copy of the offer letter as a scanned copy to [talent.connect@godrej.com](mailto:talent.connect@godrej.com).

**Contd....( 2 )**



( 2 )

**Mr. Madhava Reddy Arimanda, Guntur - 522006**

Upon receipt of your acceptance of the offer letter along with the copy of the Service Agreement, we shall send you the original Service Agreement (Bond). You will be required to return to us the original Service Agreement, duly signed by you and by your guarantor in all the pages, within a week through courier / speed post at:

**Godrej & Boyce Mfg. Co. Ltd.**

Corporate Human Resources Dept.  
Plant No.11, 2nd Floor, Pirojshanagar,  
LBS Marg, Vikhroli (West), Mumbai 400 079.  
Contact: Mr. Suresh K / Ms. Aliamma S  
Tel.: 022-6796 4151 / 1435

The guarantor can be any adult person related / known to you and whose financial credibility is also sound enough to recompense the guaranteed amount in case of any default from your side.

- c) During the training period, you will not be eligible for any Variable Pay (viz., Performance Pay, Sales / Service Incentives etc.).
- d) Your selection as a trainee is subject to you being found medically fit by the Company's Medical Officer or by a Medical Practitioner of Company's choice.
- e) While your initial place of training / posting will be at our Vikhroli Establishment, you are liable to be transferred to any of the Company's Establishments / Upcountry Manufacturing Plants / Project Site Office within the territory of India during your training period and/or thereafter and the same will not have any impact on your Consolidated Monthly Stipend.
- f) The Management shall decide your Function (Profile), Division and the Place of Posting as per the business need and exigencies, and the same shall be communicated to you during the Corporate Orientation Program (virtual). The Management's decision in this regard shall be final and binding on you.
- g) As and when it is required to impart training to you on a non-working day, you will be required to report for training on such days for which you will be given compensatory off. Similarly, as and when required, you may be called upon to report in second shifts when specific / special training opportunities are available.
- h) If you wish to resign from the traineeship of the Company, the notice period is one month during the training period and you will be permitted to do so subject to your fulfilling the terms & conditions as per the Service Agreement (Bond) signed by you. The Company reserves the right not to accept the notice period depending upon business needs and requirements. In case you leave the traineeship without fulfilling the terms & conditions as applicable to you, the Management reserves the right to initiate appropriate proceedings as per law.
- i) Your traineeship can be terminated by the Company at any time by giving you one month notice. Upon successful completion of the training and after absorption in regular employment, the notice period is three months on either side.
- j) The Company reserves the right to terminate your traineeship / employment at any time without notice or payment in lieu thereof if you are found guilty of absence from duty without prior intimation and/or permission for a continuous period of seven days or more, insubordination, non-performance, low productivity, disclosing confidential data or information pertaining to the Company, bonafide loss of confidence, misappropriation of Company's funds, causing damage to the property of the Company, non-compliance of Company rules & regulations besides omission / commission of any act on your part which may be prejudicial to the interest of the Organization.

Contd....( 3 )



( 3 )

**Mr. Madhava Reddy Arimanda, Guntur - 522006**

Due to COVID-19 pandemic and the various restrictions imposed by the Government regarding safety, travel, social distancing norms etc, our onboarding process has been redesigned for the current year. The joining process will be conducted virtually by the HR Operations Team. The link for the joining process will be shared with you via email. You are required to attend the same online. It will be followed by the Corporate Induction Program, details of which will be shared with you through email communication.

**In case you need further information about the pre-joining / joining process, please send an email at [sgkanan@godrej.com](mailto:sgkanan@godrej.com); [sureshk@godrej.com](mailto:sureshk@godrej.com) or [aliamma@godrej.com](mailto:aliamma@godrej.com).**

**5. Qualification Clause (Declaration of Final Year / Semester Results):**

If your selection is being made prior to the declaration of the final semester results of the examination for which you have recently appeared, you are required to inform the Company about the results immediately upon declaration of the same by the University / Institute. You shall submit a copy of the mark sheet / certificate issued by the Institute / University as documentary evidence and produce the original for verification. In case, you do not pass the said degree / diploma examination, your selection / appointment will be deemed to be automatically terminated without notice or payment in lieu of notice with effect from the date of the declaration of the result at the discretion of the Management. Further, if you are unable to submit the official documentary evidence in support of you having secured a final pass in the aforesaid examination prior to the completion of the training period, your appointment will automatically stand terminated without notice at the end of the training period at the discretion of the Management.

**6. Submission of False Documents:**

If at any time in future, the documents submitted by you pertaining to your date of birth, residence, family details, educational qualification and/or external work experience etc are found to be false / incorrect, the Company reserves the right to terminate your appointment forthwith besides initiating necessary legal proceedings against you as per law.

**7. Code of Conduct:**

You will be bound by the Company's Code of Business Conduct & Ethics as applicable from time to time and will be required to sign 'Code of Business Conduct & Ethics upon your joining the Company. In addition, you will be required to sign an 'Employee Non-Disclosure & Confidentiality Agreement' upon your joining the Organization, which aims to protect the intellectual proprietary rights and business information of the Company and its clients / business associates.

**8. Conflict of Interest:**

You are expected to carry out your duties and responsibilities diligently, and shall always, safeguard the interest of the Company. During your traineeship / employment in our Company, you are required to devote yourself exclusively to the services of the Company and you shall not undertake yourself directly or indirectly with any business, duties or outside work, either part time or full time, without the prior express permission of the Management. The Company regards conflict of interest as a severe offence, which may lead to strict disciplinary action, including termination of your traineeship / employment without notice.

**9. Indemnity:**

You shall indemnify the Company against any loss / damage, proceedings which the Company may suffer due to any wrongful acts, negligence and/or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Company to terminate your traineeship / employment on such count or the right of the Company to seek other remedies which the Company may have to make good the loss / damage suffered.

Contd....( 4)



( 4 )

**Mr. Madhava Reddy Arimanda, Guntur - 522006**

10. The Company reserves the right to add to, amend or vary the forgoing terms and conditions as and when found necessary.

We shall complete the physical document verification process at respective place of posting once you start visiting our Vikhroli Establishment or the Branch / Upcountry Manufacturing Establishment in coordination with the HR / Commercial Team Members at the respective location(s). You will be required to submit the following documents for verification purpose:

- All certificates and marksheet in original pertaining to your educational qualification, along with one Xerox copy of each (S.S.C. or School Leaving Certificate to be submitted as documentary evidence for date of birth).
- Three passport size photographs (in professional attire)
- Photocopy of PAN Card and Aadhar Card.
- Letter from your present/last employer confirming that you have been relieved from their service (only if applicable).

The formal Letter of Appointment will be issued to you upon completion of the Corporate Orientation Program.

Any dispute, differences or disagreement arising out of the terms & conditions of this Offer Letter & the Service Agreement entered by you with the Company shall be referred to a Sole Arbitrator nominated by the Company under the provisions of Arbitration & Conciliation Act, 1996, whose decision shall be final and binding. The language of the Arbitration shall be English and the location of the same shall be in Vikhroli, Mumbai.

Please confirm on the attached copy that you accept our offer and return the copy to us through email at: [talent.connect@godrej.com](mailto:talent.connect@godrej.com) within two days from the date of receipt of this letter failing which your appointment as a trainee shall be treated as withdrawn and cancelled.

We look forward to your joining Team Godrej for a bright and prosperous career with us.

Yours truly,

**For Godrej & Boyce Mfg. Co. Ltd.**



**Harpreet Kaur**  
**Senior Vice President & Head-**  
**Corporate Personnel & Administration**

Encl.: Draft Service Agreement.

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I have gone through the Terms & Conditions of the aforesaid Letter of Offer and the Draft Service Agreement and understood the contents of the same. I hereby agree to abide by the said terms & conditions. I shall report for training on \_\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

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Mr. Harshith M  
#95, AGB layout , 1 stage ,  
Mahalakshmi puram ,  
Bangalore-500086  
India

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear Harshith,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

- |                           |                               |
|---------------------------|-------------------------------|
| a) Role                   | : Process Executive           |
| b) Role designation       | : Process Executive           |
| c) Job Level              | : 2B                          |
| d) Date of Joining        | : 16-November-2021            |
| e) Location of posting    | : BANGALORE, KARNATAKA, India |
| f) Gross salary per month | : Rs 19798/-                  |

Please refer to the Appendices to this letter for details of your CTC and other allowances.

**1. Voice and Shift Allowances**

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

a) Voice Allowance - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.

b) Shift Allowance - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

All allowances are payable as per the policies of the Company, which are subject to change from time to time

## 2. Joining Bonus

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.

## 3. Submission of documents

You are required to submit originals and two photocopies of the following documents on the date of joining the Company. In case of any discrepancy found in the documents/details furnished, the company reserves the right to revoke the offer letter/terminate your employment without any prior notice or notice period.

Sl. No.	Document	Details
1	10th standard marks card*	Mandatory
2	12th Standard marks card*	Mandatory
3	Marks cards for all the years of graduation, degree, diploma certificate*	Mandatory
4	Relieving Letter from all organizations worked*	Mandatory
5	Passport size photographs*	6 (mandatory)
6	Diploma marks cards* and certificate(if applicable)	6 (mandatory)
7	Professional Qualification marks cards* and certificate (if applicable)	Mandatory
8	Post graduate mark cards* and certificate (if applicable)	Mandatory
9	NSR registration number or ITPIN number or web registration number	Mandatory
10	Passport**	Optional
11	Driving License	Optional
12	Passport/Driving License/PAN Card/Voters ID	Mandatory
13	Aadhar Card***	Mandatory

\*Failure to produce the document on the date of joining will entail suitable action by the Organization including withdrawal of employment offer & termination of employment. Originals of the above documents that you have submitted will be returned to you post verification. Under situations where the employee works for a client which needs the employee to furnish details on his past employments, the same will need to be provided.

\*\*The Company reserves the right to initiate background verification (BGV) for all employees.

\*\*\*Certain statutory regulations relating to employment processes (including but not limited to enrolment to Employee's Provident Fund Scheme) mandate the employer to produce Aadhar card details of its employees. For this purpose, all employees are required to produce their Aadhar card details to the Company prior to or at the time of joining the Company.

#### **4. Background Verification**

The Company may, in its sole discretion conduct background checks, prior to or after your date of joining the Company, including but not limited to, for the purpose of validating your identity, your suitability to the concerned employment, the address provided by you, the education details provided by you, the details of your prior work experience (if any) and criminal checks. You expressly consent to, the Company conducting such background checks. In this connection, you are required to furnish the documents as mentioned in the section titled as 'Submission of Documents' in this Offer Letter and the Company reserves the right to seek further documents in addition to the documents listed in the said section to substantiate the details you have provided to the Company.

If the Company is not satisfied with the outcome of the background checks and/or any concerns are raised in a background check, attributable to, false information or mis-statement or misrepresentations or omission of facts in the details provided by you, 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.

#### **5. National Skills Registry**

The Company has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service & quality and in order to do this, we have maintained a strong focus on compliance. NASSCOM, the premier industry Organization has conceived the "National Skills Registry" that promises more effective information security standards. It aims to register employees working in our industry on a web enabled database and uniquely identify each industry person based on bio-metrics. You are required to complete your web registration with National Skills Registry before you join the Company. You will also have to produce the proof of registration when you join the Company. Failure to produce the proof of registration as acceptable to the Company on the date of joining may entail in the withdrawal of this Letter of offer and no rights shall arise/ be enforceable by you under this Letter of offer. The cost of your registration with National Skills Registry and the subsequent verification of your database by Nasscom's empaneled background checkers will have to be borne by you. For more information on national skills registry, please visit [www.nationalskillsregistry.com](http://www.nationalskillsregistry.com).

#### **6. Relocation benefits**

As per the Company's policies you will be entitled to relocation benefits at the time of joining the Company. The Company will reimburse the relocation expenses incurred by you on actuals, provided you submit to the Company the receipts/invoices evidencing those expenses. The relocation benefits will be recovered from you, in case you choose to leave your employment within 180 days of your joining the Company.

#### **7. Transfer/Secondment**

Please refer to the 1 page of this Offer of employment for your location of posting. However, you can be transferred/seconded to any of the Company's units/departments or affiliate entities/partners situated anywhere in India or abroad. The terms and conditions relating to transfer/secondment shall be as stated in the relevant documents executed at the time of such secondment/transfer.

## 8. Probation Period

You will be on probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. Probation can be extended for a further period at the sole discretion of the Company.

Please note that as per the Company's policies, all confirmations take place only on the 1st working day of a month. If the date of joining of an employee falls between the 1st and 15th day (both days inclusive) of a month, then the employee would be confirmed effective the 1st day of the 7th month from his/her date of joining subject to fulfillment of all criteria related to confirmation. If the date of joining of an employee falls between the 16th and the last day (both days inclusive) of a month, then the employee would be confirmed on the 1st day of the 8 month subject to fulfillment of all criteria related to confirmation.

During your probationary period, the Company can dispense with your services without ascribing any reasons on giving you 30 calendar day's prior notice or basic and dearness allowance and basket of allowances in lieu of such notice. Similarly, it will be permissible for you to resign from our services subject to a calendar month's prior notice of your intention to do so, however, the Company may, at its discretion, dispense with such notice and ask you to pay basic and dearness allowance and basket of allowances in lieu of notice. It is expressly understood and agreed between us that neither party will have cause for complaint if the other party wishes to take advantage of this right of termination.

If you are considered satisfactory in all aspects, your employment will be confirmed on the expiry of your probationary period.

## 9. Notice Period

As an employee of the Company, you will be required to give either (a) 30 calendar days' notice or (b) one month's salary in lieu thereof, in case you decide to leave our services. Please note that acceptance of payment in lieu of notice period and the issue of the relieving order is at the Company's discretion. Similarly, the Company can terminate your services by giving 30 calendar days' notice or salary in lieu thereof, at the Company's sole discretion.

Notwithstanding the above, in the event of your violation of the Code of Conduct and the Disciplinary policy of the Company, the Company can terminate your services by giving you up to 30 calendar days' notice or payment of salary in lieu thereof.

"Salary" for the purposes of this section will be basic and dearness allowance and basket of allowances.

## 10. Training Period and Process

Upon joining the Company, you may be required to undergo training programs-as stipulated by the organization. Upon successful completion of a training program, which includes scoring the minimum stipulated grades or passing the assessment and certification process as mandated for the process and the client, you may be assigned to a process team at Organization's sole discretion. Upon failure to complete requisite assessments and certifications, the Company is free to take suitable action as it deems fit which can include termination of your employment.



## 11. Organizational Rules

You will familiarize with and adhere to the Organization's Rules and Regulations in force and as modified by the Organization from time to time. You shall execute such agreements/bonds as required by the Organization. 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 requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

## 12. Personal taxation

Your salary and the perquisites are subject to income tax as per Indian Tax Laws and all personal taxation will have to be deducted at source as per the laws applicable from time to time and the Company does not accept any responsibility for its accuracy.

## 13. Termination of employment

Your services with the Company may be terminated by either party upon giving a written notice of 30 calendar days notice or salary in lieu of such notice.

The Company may also terminate your services, should you be absent from work or incapacitated from properly performing your duties owing to ill health or accident for a period of 30 days, by giving you 15 days' notice in writing of its intention to do so. Further the Company reserves the right to terminate the service for your failure to pass the Company's-requisite assessments and certifications as applicable.

You are liable to be summarily dismissed should you be guilty of breach of this appointment, insobriety, addiction to drugs, dishonesty, disobedience, neglect of duty or any other misconduct under the Company's service rules which is detrimental to the business or interests of the Company.

## 14. Other Terms & Conditions

a) You agree not to undertake employment, whether full-time or part-time, as the Director/Partner/member/employee of any other company/entity engaged in any form of business activity without the consent of the Company. 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 sole discretion of the Company.

b) All or any of the privilege and benefits extended can be altered or withdrawn by the Company at any time.

c) You will be governed by the schemes relating to personal accident, medical insurance and transport facilities in accordance with company regulations, as changed from time to time.

d) You will be governed by the rules and regulations of the company as applicable to your category of employees, which may change from time to time.



**APPENDIX 1**

<b>COMPENSATION DETAILS</b>	
<b>Name</b>	<b>Mr. Harshith M</b>
<b>Role Designation</b>	<b>Process Executive</b>
<b>Job Level</b>	<b>2B</b>
<b>Date of Joining</b>	<b>16-November-2021</b>
<b>Location of Posting</b>	<b>BANGALORE, KARNATAKA, India</b>
<b>Fixed Components</b>	<b>Amount in INR per month</b>
Basic	13,371
Fixed Dearness Allowance (FDA)	1,100
Basket of Allowances (BOA)*	
Sub Total 1	14,471
<b>Statutory Components</b>	
Company Contribution to Provident Fund	1,737
Gratuity	696
Bonus	2,894
Sub Total 2	5,327
<b>Gross Salary per month - Sub Total 1+2</b>	<b>19,798</b>
<b>Total Annual CTC</b>	<b>237,576</b>

Over and above the gross salary mentioned above you will be eligible to the following allowances provided you satisfy the conditions as laid down in Clause 1 of this letter

<b>Voice Allowance (paid monthly on allocation to a voice process)</b>	<b>Rs 2,500</b>
<b>Shift Allowance (paid monthly if you are working in night shift)</b>	<b>As applicable</b>

\*Basket of Allowances (BOA) comprises of HRA, LTA, Medical, Children's Education and Conveyance to be split according to an individual's tax plan.

ESI (Employee's State Insurance) may also be applicable to individual employees as per statutory regulations. If ESI is applicable, employee will contribute 1.75% of salary as ESI contribution while the Company will contribute 4.75% of salary as ESI contribution. Salary for the purpose of ESI calculation includes Subtotal 1 and Bonus.

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, 1972 including but not limited to the minimum service periods set forth therein

<p>Offered by:</p> <p>11-11-2021</p> <hr/> <p>Sign your name Umashankar N</p> <hr/> <p>Print your name 926577      HRD</p> <hr/> <p>Emp No.      Dept. Name</p>	<p>Candidate:</p> <p>Date: _____, 20____</p> <hr/> <p>Sign your name Harshith M</p> <hr/> <p>Print your name</p> <hr/>	<p>SAP data provided by:</p> <p>Date: _____, 20____</p> <hr/> <p>Sign your name</p> <hr/> <p>Print your name</p> <hr/> <p>Emp No.      Dept. Name</p>	<p>SAP data updated by:</p> <p>Date: _____, 20____</p> <hr/> <p>Sign your name</p> <hr/> <p>Print your name</p> <hr/> <p>Emp No.      Dept. Name</p>
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## APPENDIX 2

### Deductions\*

Deduction	Description	Month of Deduction	Approximate Amount
Mysore Accommodation	Accommodation provided in Mysore during the training period will be charged	13th /14th month from joining	Up to Rs. 133/day*
Transport* (based on location)	The transport rates depend on the distance travelled	Monthly	Rs. 250* - Rs. 1085*

\*The amounts mentioned above are indicative and may vary based on location of posting.

\*\*The above amounts are subject to change.

\*The first deduction mentioned above will be made in the 13th /14th month from joining. In case you leave the company before that, this amount will be deducted from your Full & Final Settlement.

### APPENDIX 3

Shift Definition			
In Time	Total Hours	Out Time	Shift
<b>Shift 2 - From 2:30 PM to 5:29 PM</b>			
2:30 PM	9:15	11:45 PM	2
3:00 PM	9:15	12:15 AM	2
3:30 PM	9:15	12:45 AM	2
4:00 PM	9:15	1:15 AM	2
4:30 PM	9:15	1:45 AM	2
5:00 PM	9:15	2:15 AM	2
<b>Shift 3 - From 5:30 PM - 2:29 AM</b>			
5:30 PM	9:15	2:45 AM	3
6:00 PM	9:15	3:15 AM	3
6:30 PM	9:15	3:45 AM	3
7:00 PM	9:15	4:15 AM	3
7:30 PM	9:15	4:45 AM	3
8:00 PM	9:15	5:15 AM	3
8:30 PM	9:15	5:45 AM	3
9:00 PM	9:15	6:15 AM	3
9:30 PM	9:15	6:45 AM	3
10:00 PM	9:15	7:15 AM	3
10:30 PM	9:15	7:45 AM	3
11:00 PM	9:15	8:15 AM	3
11:30 PM	9:15	8:45 AM	3
12:00 AM	9:15	9:15 AM	3
12:30 AM	9:15	9:45 AM	3
1:00 AM	9:15	10:15 AM	3
1:30 AM	9:15	10:45 AM	3
2:00 AM	9:15	11:15 AM	3
<b>Shift 4 - From 2:30 AM - 5:30 AM</b>			
2:30 AM	9:15	11:45 AM	4
3:00 AM	9:15	12:15 PM	4
3:30 AM	9:15	12:45 PM	4
4:00 AM	9:15	1:15 PM	4
4:30 AM	9:15	1:45 PM	4
5:00 AM	9:15	2:15 PM	4
5:30 AM	9:15	2:45 PM	4
<b>Shift 1 - After 5:31 AM (anytime swipe after 5:31)</b>			
6:00 AM	9:15	3:15 PM	1
6:29 AM	9:15	3:44 PM	1
<b>Shift 1-After 12:30 PM- 2:30 PM</b>			
12:30 PM	9:15	9:45 PM	1
1:00 PM	9:15	10:15 PM	1
1:30 PM	9:15	10:45 PM	1
2:00 PM	9:15	11:15 PM	1
2:00 PM - 2:29 PM			1
<b>Shift 0-After 6:30 AM (any time after 6:30 AM)</b>			
6:30 AM	9:15	3:45 PM	0
7:00 AM	9:15	4:15 PM	0
7:30 AM	9:15	4:45 PM	0
8:00 AM	9:15	5:15 PM	0
8:30 AM	9:15	5:45 PM	0
9:00 AM	9:15	6:15 PM	0
9:30 AM	9:15	6:45 PM	0
10:00 AM	9:15	7:15 PM	0
10:30 AM	9:15	7:45 PM	0
11:00 AM	9:15	8:15 PM	0
11:30 AM	9:15	8:45 PM	0
12:00 PM	9:15	9:15 PM	0
12:29 PM	9:15	9:44 PM	0

## **Shift Allowance Payout Scenarios**

(Optional: Shift Allowance cycle is from 1st - 30th /31st of the previous month)

### **Shift 0:**

Refer appendix above for timings, this shift is not eligible for any allowance.

### **Shift 1:**

Refer appendix above for timings, this is eligible for an allowance of 600/- per month.

### **Shift 2:**

Refer appendix above for timings, this is eligible for an allowance of 1,500/- per month.

### **Shift 3:**

Refer appendix above for timings, this is eligible for an allowance of 2,000/- per month.

### **Shift 4:**

Refer appendix above for timings, this is eligible for an allowance of 2,300/- per month

**APPENDIX 4**

**ADDENDUM TO EMPLOYMENT LETTER**

I, \_\_\_\_\_ do hereby acknowledge and confirm the following:

(1) I am accepting employment with Infosys BPM Limited ("Infosys BPM"), with the employee number \_\_\_\_\_ effective from \_\_\_\_\_. Now, as per the presents below, I agree to the terms herein, and acknowledge that this is a material condition of my employment with Infosys BPM.

(2) I may be required, on behalf of Infosys BPM, to provide services to, or solicit business from, various clients of Infosys BPM (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 BPM for any reason, I will not:

a. accept any offer of employment from any Customer, where I had worked in an official capacity with that customer in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM;

b. accept any offer of employment from a Named Competitor of Infosys BPM, 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 BPM.

For the purposes of this Addendum, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:

- i. Tech Mahindra Limited
- ii. Genpact Limited
- iii. WNS Limited
- iv. Tata Consultancy Services Limited
- v. Accenture Limited
- vi. International Business Machine Corporation
- vii. Cognizant Technology Solutions
- viii. Wipro Ltd
- ix. HCL Limited

Place:

Employee Signature:

Date:

Employee Name:

Employee Number:

Acknowledged by Infosys BPM Limited:





16<sup>th</sup> August 2021

Sub: Offer of employment by Pin Click

Dear **Hithaish M**,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”, *with effect from 20<sup>th</sup> August 2021.*

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the PPO is confirmed **4.8 LPA** is applicable and attached here with Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day’ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



The details of your annual earnings are as **Annexure A**.

**ANNEXURE – A**

**COMPENSATION & BENEFITS STATEMENT – PIN CLICK**

		<b>Hithaish M</b>	
	<b>Name</b>		
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>20<sup>th</sup> August 2021.</b>	
<b>CATEGORY</b>		<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	<b>Sub-Total I / Gross Pay</b>	<b>20,891</b>	<b>2,50,692</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	792	9,504
<b>A-B</b>	<b>Net Salary</b>	<b>19,899</b>	<b>2,38,788</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	792	9,504
	Gratuity	317	3,804
	<b>Sub Total II</b>	<b>1,109</b>	<b>13,308</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>22,000</b>	<b>2,64,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> *Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <p>* The Offer/ Salary Is Subjective to Completion of Training</p> <p>*Two-wheeler is mandatory with valid driving license</p> <p>15 days of training period unpaid.</p> <ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			



The details of your annual earnings are as **Annexure B.**

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Hithaish M</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>20<sup>th</sup> August 2021.</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	<b>Sub-Total I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>Sub Total II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> *Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <p>* The Offer/ Salary Is Subjective to Completion of Training</p> <p>*Two-wheeler is mandatory with valid driving license</p> <p>15 days of training period unpaid.</p> <ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

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

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra  
Co Founder



**Letter of Intent**

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

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

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_



## **Internship Certificate**

This is to certify that **KOKKIRALA VIVEK RAO**, bearing USN 19CQSLC020, a student of MCA 6<sup>th</sup> Semester of Year 2021 from Bangalore University has been pursuing an Internship program (From 09<sup>th</sup> March 2021) at **Unicusmind Technologies Pvt. Ltd., Bangalore.**

During this course of internship program, he has involved in the project “**UNx POP-UP RETAIL STORE**” under the guidance of **Mr. Seshu B.**

Seshu B, Vol. Contributor

Unicusmind Technologies Pvt. Ltd

Bangalore-560068, India

Date: 23-Aug-2021

**Re: Offer of Internship with Jumbotail Technologies Private Limited.**

**Dear Janhavi,**

On behalf of Jumbotail, I am pleased to offer you the position of **Intern - Business Global Command Centre**, subject to the terms and conditions set forth below. Your internship period will be from **2 August 2021 to 1 February 2021**. You will receive a training salary of **Rs 15,000 (Rupees Fifteen Thousand Only)** per month.

Compensation or benefits paid to you shall be subject to all applicable taxes, and the Company may withhold from any amounts payable under this Agreement such taxes as shall be required to be withheld pursuant to any applicable law or regulation. We encourage you to consult a tax professional for information regarding all current tax reporting requirements related to the compensation and benefits discussed above.

You are being offered an internship at Jumbotail based on your personal skills and experience, and not due to your knowledge of any confidential, proprietary or trade secret information of a prior or current employer. Should you accept this offer, we do not want you to make use of or disclose any such information or to retain or disclose any materials from a prior or current employer. Likewise, as an intern of Jumbotail, it is likely that you will become knowledgeable about confidential, trade secret and/or proprietary information related to the operations, products and services of Jumbotail and its clients. You acknowledge and agree that any intellectual property arising out of or in connection with your internship at Jumbotail, shall be the proprietary property of the Company and all right, title, and interest in the intellectual property arising out of or in connection with your internship at Jumbotail shall vest in the Company.

Please understand that this letter does not constitute a contract of internship for any specific period of time. Jumbotail may terminate your internship by giving you not less than 10 days' prior notice in writing, or your basic salary in lieu thereof. You may resign from the internship by giving Jumbotail no less than 10 days' prior notice. Jumbotail reserves the right to terminate your internship summarily without any notice period or salary in lieu thereof, if it has reasonable grounds to believe that you are guilty of misconduct or negligence, or have committed any fundamental breach of the internship Agreement, or caused any loss to the Company.

Your signature at the end of this letter confirms that no promises or agreements that are contrary to this offer letter have been committed to you during any of your pre-internship discussions with Jumbotail, and that Jumbotail has made no promises whatsoever to offer full time employment before or at the completion of internship.

We look forward to an early acceptance of this offer. This offer will remain open for 7 (seven)

---

**Jumbotail Technologies Pvt. Ltd.**

CIN: U72200KA2015PTC083865

Registered Office: Eastland Citadel, 6th Floor,

No.102, Hosur Road, Madiwala Check post,

Bangalore 560 029, Karnataka

Email: [mission@jumbotail.com](mailto:mission@jumbotail.com) | Tel: +919902931533 | Website: [www.jumbotail.com](http://www.jumbotail.com)

business days following your receipt of this letter. The Company reserves the right to conduct background investigations and/or reference checks. This offer and your internship are contingent upon satisfactory results from your background check and reference check.

To indicate your acceptance of Jumbotail's offer, please sign and date the enclosed original and return it to us.

Janhavi, we are excited to have you onboard. We look forward to working with you.

### **Authorized Signatory**



Ashish Jhina  
Jumbotail Technologies Private Limited  
21 July 2021

I accept the above offer, and undertake to abide by the terms and conditions set forth in the offer letter.

---

Janhavi Jain H K

Date :

---

**Jumbotail Technologies Pvt. Ltd.**

CIN: U72200KA2015PTC083865

Registered Office: Eastland Citadel, 6th Floor,

No.102, Hosur Road, Madiwala Check post,

Bangalore 560 029, Karnataka

Email: [mission@jumbotail.com](mailto:mission@jumbotail.com) | Tel: +919902931533 | Website: [www.jumbotail.com](http://www.jumbotail.com)

HRD/InfosysBPM/1002915659

November 11, 2021

Ms. Kavitha T  
No 85, 6th main, 1st cross, pipeline west,  
kasturiba nagar, mysore road  
Bangalore-560026  
India

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear Kavitha,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

- |                           |                               |
|---------------------------|-------------------------------|
| a) Role                   | : Process Executive           |
| b) Role designation       | : Process Executive           |
| c) Job Level              | : 2B                          |
| d) Date of Joining        | : 16-November-2021            |
| e) Location of posting    | : BANGALORE, KARNATAKA, India |
| f) Gross salary per month | : Rs 19798/-                  |

Please refer to the Appendices to this letter for details of your CTC and other allowances.

**1. Voice and Shift Allowances**

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

a) Voice Allowance - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.

b) Shift Allowance - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

All allowances are payable as per the policies of the Company, which are subject to change from time to time



## 2. Joining Bonus

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.

## 3. Submission of documents

You are required to submit originals and two photocopies of the following documents on the date of joining the Company. In case of any discrepancy found in the documents/details furnished, the company reserves the right to revoke the offer letter/terminate your employment without any prior notice or notice period.

Sl. No.	Document	Details
1	10th standard marks card*	Mandatory
2	12th Standard marks card*	Mandatory
3	Marks cards for all the years of graduation, degree, diploma certificate*	Mandatory
4	Relieving Letter from all organizations worked*	Mandatory
5	Passport size photographs*	6 (mandatory)
6	Diploma marks cards* and certificate(if applicable)	6 (mandatory)
7	Professional Qualification marks cards* and certificate (if applicable)	Mandatory
8	Post graduate mark cards* and certificate (if applicable)	Mandatory
9	NSR registration number or ITPIN number or web registration number	Mandatory
10	Passport**	Optional
11	Driving License	Optional
12	Passport/Driving License/PAN Card/Voters ID	Mandatory
13	Aadhar Card***	Mandatory

\*Failure to produce the document on the date of joining will entail suitable action by the Organization including withdrawal of employment offer & termination of employment. Originals of the above documents that you have submitted will be returned to you post verification. Under situations where the employee works for a client which needs the employee to furnish details on his past employments, the same will need to be provided.

\*\*The Company reserves the right to initiate background verification (BGV) for all employees.

\*\*\*Certain statutory regulations relating to employment processes (including but not limited to enrolment to Employee's Provident Fund Scheme) mandate the employer to produce Aadhar card details of its employees. For this purpose, all employees are required to produce their Aadhar card details to the Company prior to or at the time of joining the Company.

#### **4. Background Verification**

The Company may, in its sole discretion conduct background checks, prior to or after your date of joining the Company, including but not limited to, for the purpose of validating your identity, your suitability to the concerned employment, the address provided by you, the education details provided by you, the details of your prior work experience (if any) and criminal checks. You expressly consent to, the Company conducting such background checks. In this connection, you are required to furnish the documents as mentioned in the section titled as 'Submission of Documents' in this Offer Letter and the Company reserves the right to seek further documents in addition to the documents listed in the said section to substantiate the details you have provided to the Company.

If the Company is not satisfied with the outcome of the background checks and/or any concerns are raised in a background check, attributable to, false information or mis-statement or misrepresentations or omission of facts in the details provided by you, 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.

#### **5. National Skills Registry**

The Company has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service & quality and in order to do this, we have maintained a strong focus on compliance. NASSCOM, the premier industry Organization has conceived the "National Skills Registry" that promises more effective information security standards. It aims to register employees working in our industry on a web enabled database and uniquely identify each industry person based on bio-metrics. You are required to complete your web registration with National Skills Registry before you join the Company. You will also have to produce the proof of registration when you join the Company. Failure to produce the proof of registration as acceptable to the Company on the date of joining may entail in the withdrawal of this Letter of offer and no rights shall arise/ be enforceable by you under this Letter of offer. The cost of your registration with National Skills Registry and the subsequent verification of your database by Nasscom's empaneled background checkers will have to be borne by you. For more information on national skills registry, please visit [www.nationalskillsregistry.com](http://www.nationalskillsregistry.com).

#### **6. Relocation benefits**

As per the Company's policies you will be entitled to relocation benefits at the time of joining the Company. The Company will reimburse the relocation expenses incurred by you on actuals, provided you submit to the Company the receipts/invoices evidencing those expenses. The relocation benefits will be recovered from you, in case you choose to leave your employment within 180 days of your joining the Company.

#### **7. Transfer/Secondment**

Please refer to the 1 page of this Offer of employment for your location of posting. However, you can be transferred/seconded to any of the Company's units/departments or affiliate entities/partners situated anywhere in India or abroad. The terms and conditions relating to transfer/secondment shall be as stated in the relevant documents executed at the time of such secondment/transfer.

## **8. Probation Period**

You will be on probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. Probation can be extended for a further period at the sole discretion of the Company.

Please note that as per the Company's policies, all confirmations take place only on the 1st working day of a month. If the date of joining of an employee falls between the 1st and 15th day (both days inclusive) of a month, then the employee would be confirmed effective the 1st day of the 7th month from his/her date of joining subject to fulfillment of all criteria related to confirmation. If the date of joining of an employee falls between the 16th and the last day (both days inclusive) of a month, then the employee would be confirmed on the 1st day of the 8 month subject to fulfillment of all criteria related to confirmation.

During your probationary period, the Company can dispense with your services without ascribing any reasons on giving you 30 calendar day's prior notice or basic and dearness allowance and basket of allowances in lieu of such notice. Similarly, it will be permissible for you to resign from our services subject to a calendar month's prior notice of your intention to do so, however, the Company may, at its discretion, dispense with such notice and ask you to pay basic and dearness allowance and basket of allowances in lieu of notice. It is expressly understood and agreed between us that neither party will have cause for complaint if the other party wishes to take advantage of this right of termination.

If you are considered satisfactory in all aspects, your employment will be confirmed on the expiry of your probationary period.

## **9. Notice Period**

As an employee of the Company, you will be required to give either (a) 30 calendar days' notice or (b) one month's salary in lieu thereof, in case you decide to leave our services. Please note that acceptance of payment in lieu of notice period and the issue of the relieving order is at the Company's discretion. Similarly, the Company can terminate your services by giving 30 calendar days' notice or salary in lieu thereof, at the Company's sole discretion.

Notwithstanding the above, in the event of your violation of the Code of Conduct and the Disciplinary policy of the Company, the Company can terminate your services by giving you up to 30 calendar days' notice or payment of salary in lieu thereof.

"Salary" for the purposes of this section will be basic and dearness allowance and basket of allowances.

## **10. Training Period and Process**

Upon joining the Company, you may be required to undergo training programs-as stipulated by the organization. Upon successful completion of a training program, which includes scoring the minimum stipulated grades or passing the assessment and certification process as mandated for the process and the client, you may be assigned to a process team at Organization's sole discretion. Upon failure to complete requisite assessments and certifications, the Company is free to take suitable action as it deems fit which can include termination of your employment.

## 11. Organizational Rules

You will familiarize with and adhere to the Organization's Rules and Regulations in force and as modified by the Organization from time to time. You shall execute such agreements/bonds as required by the Organization. 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 requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

## 12. Personal taxation

Your salary and the perquisites are subject to income tax as per Indian Tax Laws and all personal taxation will have to be deducted at source as per the laws applicable from time to time and the Company does not accept any responsibility for its accuracy.

## 13. Termination of employment

Your services with the Company may be terminated by either party upon giving a written notice of 30 calendar days notice or salary in lieu of such notice.

The Company may also terminate your services, should you be absent from work or incapacitated from properly performing your duties owing to ill health or accident for a period of 30 days, by giving you 15 days' notice in writing of its intention to do so. Further the Company reserves the right to terminate the service for your failure to pass the Company's-requisite assessments and certifications as applicable.

You are liable to be summarily dismissed should you be guilty of breach of this appointment, insobriety, addiction to drugs, dishonesty, disobedience, neglect of duty or any other misconduct under the Company's service rules which is detrimental to the business or interests of the Company.

## 14. Other Terms & Conditions

a) You agree not to undertake employment, whether full-time or part-time, as the Director/Partner/member/employee of any other company/entity engaged in any form of business activity without the consent of the Company. 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 sole discretion of the Company.

b) All or any of the privilege and benefits extended can be altered or withdrawn by the Company at any time.

c) You will be governed by the schemes relating to personal accident, medical insurance and transport facilities in accordance with company regulations, as changed from time to time.

d) You will be governed by the rules and regulations of the company as applicable to your category of employees, which may change from time to time.





**APPENDIX 1**

<b>COMPENSATION DETAILS</b>	
<b>Name</b>	<b>Ms. Kavitha T</b>
<b>Role Designation</b>	<b>Process Executive</b>
<b>Job Level</b>	<b>2B</b>
<b>Date of Joining</b>	<b>16-November-2021</b>
<b>Location of Posting</b>	<b>BANGALORE, KARNATAKA, India</b>
<b>Fixed Components</b>	<b>Amount in INR per month</b>
Basic	13,371
Fixed Dearness Allowance (FDA)	1,100
Basket of Allowances (BOA)*	
Sub Total 1	14,471
<b>Statutory Components</b>	
Company Contribution to Provident Fund	1,737
Gratuity	696
Bonus	2,894
Sub Total 2	5,327
<b>Gross Salary per month - Sub Total 1+2</b>	<b>19,798</b>
<b>Total Annual CTC</b>	<b>237,576</b>

Over and above the gross salary mentioned above you will be eligible to the following allowances provided you satisfy the conditions as laid down in Clause 1 of this letter

<b>Voice Allowance (paid monthly on allocation to a voice process)</b>	<b>Rs 2,500</b>
<b>Shift Allowance (paid monthly if you are working in night shift)</b>	<b>As applicable</b>

\*Basket of Allowances (BOA) comprises of HRA, LTA, Medical, Children's Education and Conveyance to be split according to an individual's tax plan.

ESI (Employee's State Insurance) may also be applicable to individual employees as per statutory regulations. If ESI is applicable, employee will contribute 1.75% of salary as ESI contribution while the Company will contribute 4.75% of salary as ESI contribution. Salary for the purpose of ESI calculation includes Subtotal 1 and Bonus.

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, 1972 including but not limited to the minimum service periods set forth therein

<p>Offered by:</p> <p>11-11-2021</p> <hr/> <p>Sign your name Umashankar N</p> <hr/> <p>Print your name 926577      HRD</p> <hr/> <p>Emp No.      Dept. Name</p>	<p>Candidate:</p> <p>Date: _____, 20____</p> <hr/> <p>Sign your name Kavitha T</p> <hr/> <p>Print your name</p> <hr/>	<p>SAP data provided by:</p> <p>Date: _____, 20____</p> <hr/> <p>Sign your name</p> <hr/> <p>Print your name</p> <hr/> <p>Emp No.      Dept. Name</p>	<p>SAP data updated by:</p> <p>Date: _____, 20____</p> <hr/> <p>Sign your name</p> <hr/> <p>Print your name</p> <hr/> <p>Emp No.      Dept. Name</p>
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## APPENDIX 2

### Deductions\*

Deduction	Description	Month of Deduction	Approximate Amount
Mysore Accommodation	Accommodation provided in Mysore during the training period will be charged	13th /14th month from joining	Up to Rs. 133/day*
Transport* (based on location)	The transport rates depend on the distance travelled	Monthly	Rs. 250* - Rs. 1085*

\*The amounts mentioned above are indicative and may vary based on location of posting.

\*\*The above amounts are subject to change.

\*The first deduction mentioned above will be made in the 13th /14th month from joining. In case you leave the company before that, this amount will be deducted from your Full & Final Settlement.



### APPENDIX 3

<b>Shift Definition</b>			
In Time	Total Hours	Out Time	Shift
<b>Shift 2 - From 2:30 PM to 5:29 PM</b>			
2:30 PM	9:15	11:45 PM	2
3:00 PM	9:15	12:15 AM	2
3:30 PM	9:15	12:45 AM	2
4:00 PM	9:15	1:15 AM	2
4:30 PM	9:15	1:45 AM	2
5:00 PM	9:15	2:15 AM	2
<b>Shift 3 - From 5:30 PM - 2:29 AM</b>			
5:30 PM	9:15	2:45 AM	3
6:00 PM	9:15	3:15 AM	3
6:30 PM	9:15	3:45 AM	3
7:00 PM	9:15	4:15 AM	3
7:30 PM	9:15	4:45 AM	3
8:00 PM	9:15	5:15 AM	3
8:30 PM	9:15	5:45 AM	3
9:00 PM	9:15	6:15 AM	3
9:30 PM	9:15	6:45 AM	3
10:00 PM	9:15	7:15 AM	3
10:30 PM	9:15	7:45 AM	3
11:00 PM	9:15	8:15 AM	3
11:30 PM	9:15	8:45 AM	3
12:00 AM	9:15	9:15 AM	3
12:30 AM	9:15	9:45 AM	3
1:00 AM	9:15	10:15 AM	3
1:30 AM	9:15	10:45 AM	3
2:00 AM	9:15	11:15 AM	3
<b>Shift 4 - From 2:30 AM - 5:30 AM</b>			
2:30 AM	9:15	11:45 AM	4
3:00 AM	9:15	12:15 PM	4
3:30 AM	9:15	12:45 PM	4
4:00 AM	9:15	1:15 PM	4
4:30 AM	9:15	1:45 PM	4
5:00 AM	9:15	2:15 PM	4
5:30 AM	9:15	2:45 PM	4
<b>Shift 1 - After 5:31 AM (anytime swipe after 5:31)</b>			
6:00 AM	9:15	3:15 PM	1
6:29 AM	9:15	3:44 PM	1
<b>Shift 1-After 12:30 PM- 2:30 PM</b>			
12:30 PM	9:15	9:45 PM	1
1:00 PM	9:15	10:15 PM	1
1:30 PM	9:15	10:45 PM	1
2:00 PM	9:15	11:15 PM	1
2:00 PM - 2:29 PM			1
<b>Shift 0-After 6:30 AM (any time after 6:30 AM)</b>			
6:30 AM	9:15	3:45 PM	0
7:00 AM	9:15	4:15 PM	0
7:30 AM	9:15	4:45 PM	0
8:00 AM	9:15	5:15 PM	0
8:30 AM	9:15	5:45 PM	0
9:00 AM	9:15	6:15 PM	0
9:30 AM	9:15	6:45 PM	0
10:00 AM	9:15	7:15 PM	0
10:30 AM	9:15	7:45 PM	0
11:00 AM	9:15	8:15 PM	0
11:30 AM	9:15	8:45 PM	0
12:00 PM	9:15	9:15 PM	0
12:29 PM	9:15	9:44 PM	0

## **Shift Allowance Payout Scenarios**

(Optional: Shift Allowance cycle is from 1st - 30th /31st of the previous month)

### **Shift 0:**

Refer appendix above for timings, this shift is not eligible for any allowance.

### **Shift 1:**

Refer appendix above for timings, this is eligible for an allowance of 600/- per month.

### **Shift 2:**

Refer appendix above for timings, this is eligible for an allowance of 1,500/- per month.

### **Shift 3:**

Refer appendix above for timings, this is eligible for an allowance of 2,000/- per month.

### **Shift 4:**

Refer appendix above for timings, this is eligible for an allowance of 2,300/- per month

**APPENDIX 4**

**ADDENDUM TO EMPLOYMENT LETTER**

I, \_\_\_\_\_ do hereby acknowledge and confirm the following:

(1) I am accepting employment with Infosys BPM Limited ("Infosys BPM"), with the employee number \_\_\_\_\_ effective from \_\_\_\_\_. Now, as per the presents below, I agree to the terms herein, and acknowledge that this is a material condition of my employment with Infosys BPM.

(2) I may be required, on behalf of Infosys BPM, to provide services to, or solicit business from, various clients of Infosys BPM (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 BPM for any reason, I will not:

a. accept any offer of employment from any Customer, where I had worked in an official capacity with that customer in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM;

b. accept any offer of employment from a Named Competitor of Infosys BPM, 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 BPM.

For the purposes of this Addendum, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:

- i. Tech Mahindra Limited
- ii. Genpact Limited
- iii. WNS Limited
- iv. Tata Consultancy Services Limited
- v. Accenture Limited
- vi. International Business Machine Corporation
- vii. Cognizant Technology Solutions
- viii. Wipro Ltd
- ix. HCL Limited

Place:

Employee Signature:

Date:

Employee Name:

Employee Number:

Acknowledged by Infosys BPM Limited:

Ms. Sara John  
GRC PG 2nd line road, 2nd cross road bendre Nagar  
Teachers Colony Kumaraswamy Layout  
Bangalore-560078  
India

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear Sara,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

- |                           |                               |
|---------------------------|-------------------------------|
| a) Role                   | : Process Executive           |
| b) Role designation       | : Process Executive           |
| c) Job Level              | : 2B                          |
| d) Date of Joining        | : 16-November-2021            |
| e) Location of posting    | : BANGALORE, KARNATAKA, India |
| f) Gross salary per month | : Rs 19798/-                  |

Please refer to the Appendices to this letter for details of your CTC and other allowances.

**1. Voice and Shift Allowances**

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

a) Voice Allowance - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.

b) Shift Allowance - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

All allowances are payable as per the policies of the Company, which are subject to change from time to time

## 2. Joining Bonus

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.

## 3. Submission of documents

You are required to submit originals and two photocopies of the following documents on the date of joining the Company. In case of any discrepancy found in the documents/details furnished, the company reserves the right to revoke the offer letter/terminate your employment without any prior notice or notice period.

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3	Marks cards for all the years of graduation, degree, diploma certificate*	Mandatory
4	Relieving Letter from all organizations worked*	Mandatory
5	Passport size photographs*	6 (mandatory)
6	Diploma marks cards* and certificate(if applicable)	6 (mandatory)
7	Professional Qualification marks cards* and certificate (if applicable)	Mandatory
8	Post graduate mark cards* and certificate (if applicable)	Mandatory
9	NSR registration number or ITPIN number or web registration number	Mandatory
10	Passport**	Optional
11	Driving License	Optional
12	Passport/Driving License/PAN Card/Voters ID	Mandatory
13	Aadhar Card***	Mandatory

\*Failure to produce the document on the date of joining will entail suitable action by the Organization including withdrawal of employment offer & termination of employment. Originals of the above documents that you have submitted will be returned to you post verification. Under situations where the employee works for a client which needs the employee to furnish details on his past employments, the same will need to be provided.

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\*\*\*Certain statutory regulations relating to employment processes (including but not limited to enrolment to Employee's Provident Fund Scheme) mandate the employer to produce Aadhar card details of its employees. For this purpose, all employees are required to produce their Aadhar card details to the Company prior to or at the time of joining the Company.



#### **4. Background Verification**

The Company may, in its sole discretion conduct background checks, prior to or after your date of joining the Company, including but not limited to, for the purpose of validating your identity, your suitability to the concerned employment, the address provided by you, the education details provided by you, the details of your prior work experience (if any) and criminal checks. You expressly consent to, the Company conducting such background checks. In this connection, you are required to furnish the documents as mentioned in the section titled as 'Submission of Documents' in this Offer Letter and the Company reserves the right to seek further documents in addition to the documents listed in the said section to substantiate the details you have provided to the Company.

If the Company is not satisfied with the outcome of the background checks and/or any concerns are raised in a background check, attributable to, false information or mis-statement or misrepresentations or omission of facts in the details provided by you, 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.

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During your probationary period, the Company can dispense with your services without ascribing any reasons on giving you 30 calendar day's prior notice or basic and dearness allowance and basket of allowances in lieu of such notice. Similarly, it will be permissible for you to resign from our services subject to a calendar month's prior notice of your intention to do so, however, the Company may, at its discretion, dispense with such notice and ask you to pay basic and dearness allowance and basket of allowances in lieu of notice. It is expressly understood and agreed between us that neither party will have cause for complaint if the other party wishes to take advantage of this right of termination.

If you are considered satisfactory in all aspects, your employment will be confirmed on the expiry of your probationary period.

## **9. Notice Period**

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Notwithstanding the above, in the event of your violation of the Code of Conduct and the Disciplinary policy of the Company, the Company can terminate your services by giving you up to 30 calendar days' notice or payment of salary in lieu thereof.

"Salary" for the purposes of this section will be basic and dearness allowance and basket of allowances.

## **10. Training Period and Process**

Upon joining the Company, you may be required to undergo training programs-as stipulated by the organization. Upon successful completion of a training program, which includes scoring the minimum stipulated grades or passing the assessment and certification process as mandated for the process and the client, you may be assigned to a process team at Organization's sole discretion. Upon failure to complete requisite assessments and certifications, the Company is free to take suitable action as it deems fit which can include termination of your employment.

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You will familiarize with and adhere to the Organization's Rules and Regulations in force and as modified by the Organization from time to time. You shall execute such agreements/bonds as required by the Organization. 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 requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

## 12. Personal taxation

Your salary and the perquisites are subject to income tax as per Indian Tax Laws and all personal taxation will have to be deducted at source as per the laws applicable from time to time and the Company does not accept any responsibility for its accuracy.

## 13. Termination of employment

Your services with the Company may be terminated by either party upon giving a written notice of 30 calendar days notice or salary in lieu of such notice.

The Company may also terminate your services, should you be absent from work or incapacitated from properly performing your duties owing to ill health or accident for a period of 30 days, by giving you 15 days' notice in writing of its intention to do so. Further the Company reserves the right to terminate the service for your failure to pass the Company's-requisite assessments and certifications as applicable.

You are liable to be summarily dismissed should you be guilty of breach of this appointment, insobriety, addiction to drugs, dishonesty, disobedience, neglect of duty or any other misconduct under the Company's service rules which is detrimental to the business or interests of the Company.

## 14. Other Terms & Conditions

a) You agree not to undertake employment, whether full-time or part-time, as the Director/Partner/member/employee of any other company/entity engaged in any form of business activity without the consent of the Company. 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 sole discretion of the Company.

b) All or any of the privilege and benefits extended can be altered or withdrawn by the Company at any time.

c) You will be governed by the schemes relating to personal accident, medical insurance and transport facilities in accordance with company regulations, as changed from time to time.

d) You will be governed by the rules and regulations of the company as applicable to your category of employees, which may change from time to time.



**APPENDIX 1**

COMPENSATION DETAILS	
<b>Name</b>	<b>Ms. Sara John</b>
<b>Role Designation</b>	<b>Process Executive</b>
<b>Job Level</b>	<b>2B</b>
<b>Date of Joining</b>	<b>16-November-2021</b>
<b>Location of Posting</b>	<b>BANGALORE, KARNATAKA, India</b>
Fixed Components	Amount in INR per month
Basic	13,371
Fixed Dearness Allowance (FDA)	1,100
Basket of Allowances (BOA)*	
Sub Total 1	14,471
Statutory Components	
Company Contribution to Provident Fund	1,737
Gratuity	696
Bonus	2,894
Sub Total 2	5,327
<b>Gross Salary per month - Sub Total 1+2</b>	<b>19,798</b>
<b>Total Annual CTC</b>	<b>237,576</b>

Over and above the gross salary mentioned above you will be eligible to the following allowances provided you satisfy the conditions as laid down in Clause 1 of this letter

<b>Voice Allowance (paid monthly on allocation to a voice process)</b>	<b>Rs 2,500</b>
<b>Shift Allowance (paid monthly if you are working in night shift)</b>	<b>As applicable</b>

\*Basket of Allowances (BOA) comprises of HRA, LTA, Medical, Children's Education and Conveyance to be split according to an individual's tax plan.



ESI (Employee's State Insurance) may also be applicable to individual employees as per statutory regulations. If ESI is applicable, employee will contribute 1.75% of salary as ESI contribution while the Company will contribute 4.75% of salary as ESI contribution. Salary for the purpose of ESI calculation includes Subtotal 1 and Bonus.

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, 1972 including but not limited to the minimum service periods set forth therein

<p>Offered by:</p> <p>11-11-2021</p> <hr/> <p>Sign your name Umashankar N</p> <hr/> <p>Print your name 926577      HRD</p> <hr/> <p>Emp No.      Dept. Name</p>	<p>Candidate:</p> <p>Date: _____, 20____</p> <hr/> <p>Sign your name Sara John</p> <hr/> <p>Print your name</p> <hr/>	<p>SAP data provided by:</p> <p>Date: _____, 20____</p> <hr/> <p>Sign your name</p> <hr/> <p>Print your name</p> <hr/> <p>Emp No.      Dept. Name</p>	<p>SAP data updated by:</p> <p>Date: _____, 20____</p> <hr/> <p>Sign your name</p> <hr/> <p>Print your name</p> <hr/> <p>Emp No.      Dept. Name</p>
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## APPENDIX 2

### Deductions\*

Deduction	Description	Month of Deduction	Approximate Amount
Mysore Accommodation	Accommodation provided in Mysore during the training period will be charged	13th /14th month from joining	Up to Rs. 133/day*
Transport* (based on location)	The transport rates depend on the distance travelled	Monthly	Rs. 250* - Rs. 1085*

\*The amounts mentioned above are indicative and may vary based on location of posting.

\*\*The above amounts are subject to change.

\*The first deduction mentioned above will be made in the 13th /14th month from joining. In case you leave the company before that, this amount will be deducted from your Full & Final Settlement.

### APPENDIX 3

Shift Definition			
In Time	Total Hours	Out Time	Shift
<b>Shift 2 - From 2:30 PM to 5:29 PM</b>			
2:30 PM	9:15	11:45 PM	2
3:00 PM	9:15	12:15 AM	2
3:30 PM	9:15	12:45 AM	2
4:00 PM	9:15	1:15 AM	2
4:30 PM	9:15	1:45 AM	2
5:00 PM	9:15	2:15 AM	2
<b>Shift 3 - From 5:30 PM - 2:29 AM</b>			
5:30 PM	9:15	2:45 AM	3
6:00 PM	9:15	3:15 AM	3
6:30 PM	9:15	3:45 AM	3
7:00 PM	9:15	4:15 AM	3
7:30 PM	9:15	4:45 AM	3
8:00 PM	9:15	5:15 AM	3
8:30 PM	9:15	5:45 AM	3
9:00 PM	9:15	6:15 AM	3
9:30 PM	9:15	6:45 AM	3
10:00 PM	9:15	7:15 AM	3
10:30 PM	9:15	7:45 AM	3
11:00 PM	9:15	8:15 AM	3
11:30 PM	9:15	8:45 AM	3
12:00 AM	9:15	9:15 AM	3
12:30 AM	9:15	9:45 AM	3
1:00 AM	9:15	10:15 AM	3
1:30 AM	9:15	10:45 AM	3
2:00 AM	9:15	11:15 AM	3
<b>Shift 4 - From 2:30 AM - 5:30 AM</b>			
2:30 AM	9:15	11:45 AM	4
3:00 AM	9:15	12:15 PM	4
3:30 AM	9:15	12:45 PM	4
4:00 AM	9:15	1:15 PM	4
4:30 AM	9:15	1:45 PM	4
5:00 AM	9:15	2:15 PM	4
5:30 AM	9:15	2:45 PM	4
<b>Shift 1 - After 5:31 AM (anytime swipe after 5:31)</b>			
6:00 AM	9:15	3:15 PM	1
6:29 AM	9:15	3:44 PM	1
<b>Shift 1-After 12:30 PM- 2:30 PM</b>			
12:30 PM	9:15	9:45 PM	1
1:00 PM	9:15	10:15 PM	1
1:30 PM	9:15	10:45 PM	1
2:00 PM	9:15	11:15 PM	1
2:00 PM - 2:29 PM			1
<b>Shift 0-After 6:30 AM (any time after 6:30 AM)</b>			
6:30 AM	9:15	3:45 PM	0
7:00 AM	9:15	4:15 PM	0
7:30 AM	9:15	4:45 PM	0
8:00 AM	9:15	5:15 PM	0
8:30 AM	9:15	5:45 PM	0
9:00 AM	9:15	6:15 PM	0
9:30 AM	9:15	6:45 PM	0
10:00 AM	9:15	7:15 PM	0
10:30 AM	9:15	7:45 PM	0
11:00 AM	9:15	8:15 PM	0
11:30 AM	9:15	8:45 PM	0
12:00 PM	9:15	9:15 PM	0
12:29 PM	9:15	9:44 PM	0

## **Shift Allowance Payout Scenarios**

(Optional: Shift Allowance cycle is from 1st - 30th /31st of the previous month)

### **Shift 0:**

Refer appendix above for timings, this shift is not eligible for any allowance.

### **Shift 1:**

Refer appendix above for timings, this is eligible for an allowance of 600/- per month.

### **Shift 2:**

Refer appendix above for timings, this is eligible for an allowance of 1,500/- per month.

### **Shift 3:**

Refer appendix above for timings, this is eligible for an allowance of 2,000/- per month.

### **Shift 4:**

Refer appendix above for timings, this is eligible for an allowance of 2,300/- per month

**APPENDIX 4**

**ADDENDUM TO EMPLOYMENT LETTER**

I, \_\_\_\_\_ do hereby acknowledge and confirm the following:

(1) I am accepting employment with Infosys BPM Limited ("Infosys BPM"), with the employee number \_\_\_\_\_ effective from \_\_\_\_\_. Now, as per the presents below, I agree to the terms herein, and acknowledge that this is a material condition of my employment with Infosys BPM.

(2) I may be required, on behalf of Infosys BPM, to provide services to, or solicit business from, various clients of Infosys BPM (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 BPM for any reason, I will not:

a. accept any offer of employment from any Customer, where I had worked in an official capacity with that customer in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM;

b. accept any offer of employment from a Named Competitor of Infosys BPM, 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 BPM.

For the purposes of this Addendum, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:

- i. Tech Mahindra Limited
- ii. Genpact Limited
- iii. WNS Limited
- iv. Tata Consultancy Services Limited
- v. Accenture Limited
- vi. International Business Machine Corporation
- vii. Cognizant Technology Solutions
- viii. Wipro Ltd
- ix. HCL Limited

Place:

Employee Signature:

Date:

Employee Name:

Employee Number:

Acknowledged by Infosys BPM Limited:



To,

All Department HOD's -DSCE

Through: Principal- DSCE

Subject: A guest lecture session from LTIMindtree

Dear Sir / Madam,

LTI Mindtree SME is visiting DSCE to conduct a guest lecture on Insight on the latest technology trends and our experience in Cyber Security - An emerging trend influencing future.


Requesting IT & Circuit Branch/ MCA HOD's & Placement Coordinators to inform the 6<sup>th</sup> semester students to attend the session without fail. Kindly attach the faculty placement coordinators and send the students to the following venue as per the below schedule.

Date	31st March,2023
Session Time	2:00-4:00 P.M.
Reporting time	1:30 PM
Venue	Dr. D Premachandra Sagar Auditorium,
Target Audience	BE/B.Tech 2024 Batch : CSE/ISE/ECE/EEE/AI & ML /Electronics & Instrumentation / Electronics & Telecommunication / Medical Electronics / MCA
Speaker Details	Chandan Pani, CHIEF INFORMATION SECURITY OFFICER - CORPORATE SECURITY

Thanks & Regards

**M N Guruvenkatesh**

Sr. Vice President - Placements & Skill Development Centre

Concerned HOD's  
  
21/3/23



# SSI Staffing Private Limited

CIN: U72200DL2011PTC228305

Madhava Reddy Arimanda

January 15, 2022

## Sub: Offer of Appointment

Dear **Madhava Reddy Arimanda**,

We are pleased to offer you an appointment with **Ssi Staffing Pvt. Ltd** as **TALENT ACQUISITION ASSOCIATE** with effect from .

Your current work location would be **BANGALORE**

### Compensation

Your Annual CTC inclusive of Variable Performance Bonus and all benefits will be **Rs. 325000/- (Rupees Three Lakh Twenty Five Thousand Only) per annum** and will be subject to a deduction of tax at source in accordance with the prevailing laws.

Detailed salary structure is attached herewith in Annexure A. Your salary details are considered personal and confidential information. You may discuss it with your manager or with your HR Manager only.

In the meantime, please feel free to contact HR or **NAZEEB DUDEKULA** via email or phone should you have any question

We are all looking forward to having you on our team.

Yours sincerely,

**Umadevi Chandramohan**

**Director – Human Resources**

**SSI Staffing Private Limited**

Dear, **Aishwarya k.Bhat**

Congratulations..!!!

This is with reference to your application and subsequent interview you had with us. We are glad to offer you employment opportunity at Aspirare Technologies Pvt. Ltd.. Your position will be a Software Developer Interns and you'll be working at the HSR Layout Bangalore office. You need to ensure you complete your Internship for agreed duration without any deviation. You will be assigned work which has to be completed on time. If your performance shall not be upto the mark, company can terminate you from your service with immediate effect.

Details of your employment shall be as per below -

Designation: Interns – Software Developer

Duration of Internship – 3 months

Stipend : 4000 per month

Office Address: #No. 17, 1st Floor, 9th Main, 17th Cross, VII Sector, HSR Layout,Bangalore - 560 102.

You need to carry your own laptop to work( If needed) and use your own phone.

Office working time details :  
Working days - Monday to Saturday  
Working time - 9:30 AM to 6:30 PM

Joining Date: 15<sup>th</sup> April 2021

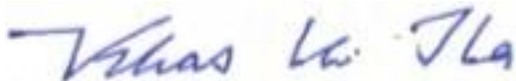
Kindly submit the hard-copy of entire on-boarding documents along with the declaration letter checklist enclosed, on the joining date to receive the formal Appointment letter.

We look forward to your acceptance and having you as a member of Aspirare family.

Wishing you a long and mutually beneficial relationship.

Yours Faithfully,

For **Aspirare Technologies Pvt Ltd,**



**Vikas Jha**

## Aspirare Technologies Pvt. Ltd.

 No. 17,1stFloor,9thMain, 17thCross,VIISector,HSRLayout,Bangalore- 560102.

 7022288886  info@aspirare.in  www.aspirare.in



July 28, 2021

Welcome to Wipro's Work Integrated Learning Program ("WILP")

**Work Integrated Learning Programme**  
**Wipro Limited, Dodda Kannelli**  
**Sarjapur Road, Bengaluru - 560 035.**  
**Phone: (080) 28440011/12, Fax: (080) 28440256**

Dear S N Gagan,

**Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program**

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M. Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment for academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,  
For **Wipro Limited**,

A handwritten signature in black ink, appearing to read "Aparna Shailen", written over a horizontal line.

**Aparna Shailen**  
**General Manager - Human Resources**

**Endorsement**

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

**Terms & Conditions of Scholarship**

**1. PROFILE:**

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M. Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

**2. DURATION:**

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic

program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

### 3. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12, 00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

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 scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

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.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (INR Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth year scholarship will continue until completion of your M Tech program.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

#### Book Allowance:

A Book Allowance of INR 1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along



with your scholarship at the beginning of the semester. The allowance will be subject to tax. Book allowance is applicable only when you are registered for the semester.

#### **Scholarship Advance:**

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

#### **4. Training Agreement:**

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

#### **5. PROJECT READINESS PROGRAM (PRP)**

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

#### **6. Regulations of Academic study:**

- i. You will be enrolled for M Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester. This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty / University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. On successful completion of the study, you will be eligible to receive the M. Tech degree from the collaborating University, in recognition of your successfully completing the course.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity

## **7. Conflict of Interest:**

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and 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 Head / Manager of WILP Academy
- ii. 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.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

- b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
- c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
- d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

## **8. OBLIGATION AND RESPONSIBILITIES:**

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings 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 Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, 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 WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association 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 or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

## **9. CONFIDENTIALITY:**

- i. 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 Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, 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 Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) 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 Wipro.

## 10. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, 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.

## 11. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

## 12. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

**Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

## 13. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one month's (30 days) notice or one month's scholarship/stipend in lieu of notice.

## 14. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

## 15. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter 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.

- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. 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.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

**16. On Completion/Cancellation of Academic Program:**

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

**17. Acceptance of Enrolment Letter:**

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same 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 enrolment on the terms and conditions herein.

I shall be present for the induction session on

**ANNEXURE I**

**CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)**

I **S N Gagan**, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.



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."

## **ANNEXURE II**

I hereby confirm that I shall submit the required academic certificate 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 enrolment is subject to my aggregate meeting the Wipro 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 termination of my enrolment with Wipro.

## **ANNEXURE – III**

### **INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

#### **Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"PINNACLE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

#### **Technology Readiness Program - TRP**

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

## **ANNEXURE – IV**

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

### **Travel, Accommodation, Food & Other Miscellaneous Expenses**

#### **Travel**

- i. 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 stipend. You may utilize this amount towards Travel and you would not need to submit bills

towards usage of this amount.

- ii. 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**

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) 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 stipend and you would not need to submit bills towards usage of this amount.
- ii. 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:  
  
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.
- iii. 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.
- iv. 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.

**Signature S N Gagan 28/7/2021 8:15 PM**

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

**Wipro Limited** T :+91 (80) 2844 0011  
Doddakannelli F :+91 (80) 2844 0054  
Sarjapur Road E :info@wipro.com  
Bengaluru 560 035 W :wipro.com  
India C :L32102KA1945PLC020800

20737694



**DATASTURDY CONSULTING PRIVATE LIMITED**

34-105, Mantri Residency, Bannerghatta Road, Bangalore – 560076  
Karnataka, INDIA.

**30<sup>th</sup> June 2021**

**Basavaraj HM  
#39 Mukhya Rasthe  
Kumbara Beedi  
Nyamathi, Honnali  
Davangere - 577223  
Karnataka**

Dear Basavaraj,

**DataSturdy Consulting Private Limited** (“the Company”) is pleased to offer you the position of **Associate Consultant** as a full-time employee. You will initially be on a probation period for 6 (six) months post which based of your performance will be confirmed. You will be based out of **Bangalore** or any other place/city within India or outside India as decided by the Company from time to time.

Your employment shall commence with effect from **01<sup>st</sup> July 2021**. In the event you fail to join on or before 01<sup>st</sup> July 2021 this offers letter shall stand terminated unless extended at the sole discretion of Company. You must treat the details of this offer with utmost confidentiality.

Company has extended this offer to you based upon your general knowledge, background, skills, and abilities. As a condition of employment with the Company, you will be expected to sign a **Non-Disclosure Agreement (“NDA”)** in which you agree not to disclose or use confidential or proprietary information or trade secrets of the company. You also agree to sign a Letter of Authorization that empowers a third-party agency to verify and validate information provided by you, your personal background and qualification. You would also cooperate with the Company and allow Police Department to conduct a Criminal Background Verification.

The terms and conditions of your employment with the Company, your compensation and other benefits are as mentioned in **ANNEXURE - I** enclosed here with.

If the terms and conditions of the offer letter are acceptable to you, please sign your acceptance by signing on each page of the offer letter and NDA and returning a copy of both the documents to the company by 01<sup>st</sup> July 2021. This contract shall be concluded and effective only on your delivering signed copy of this offer letter and NDA to us and your compensation and benefits shall not begin to accrue until you commence working for the Company.

Your sincerely,

**for DataSturdy Consulting Private Limited**

*Sikharendu Mitra*  
**SIKHARENDU MITRA**  
**Founder Director**



**ACCEPTED**

Signature and Date : \_\_\_\_\_

Name : \_\_\_\_\_



**DATASTURDY CONSULTING PRIVATE LIMITED**

34-105, Mantri Residency, Bannerghatta Road, Bangalore – 560076  
Karnataka, INDIA.

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**OFFER ACCEPTANCE DECLARATION**

I, \_\_\_\_\_ understand and agree with all the terms and conditions of employment with DataSturdy Consulting Private Limited mentioned in the offer letter dated 30<sup>th</sup> June 2021.

I also confirm that I have read understood and agree with the Company's Proprietary Information, Code of Ethics and Business Conduct.

I shall commence employment with effect from \_\_\_\_\_.

**ACCEPTED**

**Signature** : \_\_\_\_\_

**Name** : \_\_\_\_\_

**Date** : \_\_\_\_\_

## **Documents Required**

### **Following documents/information that are required at the time of joining:**

- Signed Offer Letter
- Signed Non-Disclosure Agreement (NDA)
- Joining Report
  - Acceptance Declaration
  - Employment Verification Form
  - Letter of Authorization
  - Criminal Background Verification Form
  - Emergency Contact Details
- Copy of educational documents (Mark Sheets/Certificates) – School, Intermediate, Graduation and Post-Graduation (if any)
- Copy of Passport (Front and Back)
- Copy of PAN Card
- Copy of Aadhar Card
- Address Proof – if address is not same as the address on Aadhar Card
- Marriage Certificate (if applicable)
- Digital photograph
- Experience Letter from the previous employees





**HashedIn Technologies Private Limited**  
 #36/5, Somasundarapalya,  
 27th Main Road End, Sector 2,  
 HSR Layout, Bangalore-

**Ms.. Ashwini A.M**

**Email ID : ashwinipapu4@gmail.com**

**Contact Number 9741477157**

**Date: 7/20/2021**

Dear Ashwini A.M,

Welcome home to Hashedin by Deloitte.

We are pleased to offer you an appointment for the appointment for SDET Associate with a joining date as on 2nd of August 2021 with Hashedin Technologies Private Limited ("Company"). During the traineeship period, you will be entitled to receive a stipend of Rs.21,200/- per month (Rupees Twenty-One Thousand and Two Hundred Only), subject to applicable taxes. Over that, you will get benefits like health insurance, flexible timing.

This will be followed by a job offer of SDET- I at Band 7 upon successful completion of your traineeship and coursework. Post traineeship, you will be entitled to receive a gross CTC of INR 7,15,000/- (Rupees Seven Lakhs Fifteen Thousand Only). You can refer to the following table for the breakup.

Component	Amount in INR
Fixed CTC	₹ 5,25,000
Variable Performance Bonus	Upto ₹ 87,000
Joining Bonus *INR 42500 – Payable with 1st month salary in Sep 21 **INR 60000–Payable with 12th month salary in Sep 22	₹ 1,02,500
<b>Total Cost To Company</b>	₹ 7,15,000

First joining bonus is paid in the 1st year with 1st month salary. \*\* Second bonus is paid at the end of the first year with the 12th month salary. If the candidate does not complete 1 year from the date of payment, the joining bonus amount is to be returned and will be adjusted in full and final settlement. We are committed to providing you with suitable training, mentoring and support to prepare you to enter and succeed in the target position. Your performance will be evaluated on a half-yearly basis.

NOTE: No further negotiations or changes to the above-mentioned salary structure will be entertained.

Please report to duty not later than, 2nd of August 2021. In the event of you not reporting to duty on or prior to the date agreed upon, it shall be deemed that you have declined this offer and the offer would stand revoked. We are confident you will be able to make a significant contribution to the success of our company and look forward to getting you on board soon.

Please confirm your acceptance by signing and sending a scanned copy by tomorrow, 5:00 PM

[www.hashedin.com](http://www.hashedin.com)

Email : [contact@hashedin.com](mailto:contact@hashedin.com)

Phone : +91 90360 16503

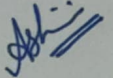
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**Hashedin**  
by Deloitte

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**Hashedin Technologies Private Limited**  
#36/5, Somasundarapalya,  
27th Main Road End, Sector 2,  
HSR Layout, Bangalore-

**Accepted & Agreed**

(  )

Ashwini A.M  
SDET Associate

**For Hashedin Technologies Pvt. Ltd.**

**Spandan Ghosh**  
Recruitment Manager  
#36/5, Somasundarapalya,  
27th Main Road End, Sector 2,  
HSR Layout, Bangalore -56010

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[www.hashedin.com](http://www.hashedin.com)

Email : [contact@hashedin.com](mailto:contact@hashedin.com)

Phone : +91 90360 16503

Dear **BARSHA HAZARIKA**,

Congratulations!!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Business Development Executive** in our Company. Your beginning annual remuneration will be **INR 300,000/- (Enclosed: CTC break-up)**.

In addition you will be eligible to participate in:

- **Variable Incentive Structure** based on the revenue generated by you. (Or your team including yourself on per month basis)
- **Reimbursements** for the expenses incurred like telephone etc. in the performance of official duties subject to the policies framed by the company These may be contingent on performance threshold as defined from time to time.
- Conveyance is part of the CTC and there shall not be separate reimbursement of conveyance expense.

Your joining location will be	<b>Bangalore</b>
Reporting Date & Time:	06-Jul-2021, 9:30 AM
Venue Detail:	150, Ground floor, Embassy point, Infantry Road, Vasanth Nagar, Bangalore - 560001
Contact Person:	Neha Margret S

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment. So Kindly provide 2 references for background verification.

**Mandatory Documents to be emailed before or produced on the day of Joining: (1 set of Photocopies as well as Originals)**

1. **Highest Education Certificate and Mark sheets (10th, 12th, Graduation, PG)**
2. **Photo Id Proof - Passport / Driving License / Voter's ID**
3. **PAN card**
4. **Aadhar Card**
5. **4 Passport size Photographs (in White Background)**
6. **Cancelled Cheque**
7. **CV (Resume)**
8. **Resignation Acceptance from your previous organization**
9. **EPF Number or UAN No.**
10. **Bank Statement**

Should you need any clarification prior to joining, please feel free to get in touch with Neha Margret S, Tel: 8660888382 Email: [neha.margret@squareyards.co.in](mailto:neha.margret@squareyards.co.in)

We look forward to a mutually rewarding partnership.

Please accept the offer by clicking on the button below. This shall however direct you to pre joining process further. You are requested to revert positively within 2 days.

Regards,

Human Resources

[Square Yards Consulting Pvt. Ltd.](#)

*Note: You will be eligible for the above said scheme only in case you have performed according to the unified incentive and reimbursement structure as apprised by Company from time to time. The incentives and reimbursement are discretionary and may vary from time to time and are only to facilitate and motivate the employee. The Company reserves the right to alter/vary the terms and condition of this scheme or may completely revoke the scheme, at any time without any notice.*



RSPL/HRD/TA/21/319  
Date: August 12, 2021

**Offer for Employment**

Dear Basavaraj HM,

This is reference to your application and subsequent round of interviews you had with us. **Congratulations!**

We are pleased to offer you the position of **Associate Software Engineer** in our Organization.

You shall be required to join us on or before **September 06, 2021**, at 10.00 AM if you choose to accept this offer. The following documents (in original for verification, and a self-attested copies for submission with the company) should be submitted before the date of joining.

1. General:
  - a. Latest resume
  - b. Details of UAN / PF member ID, if available
  - c. 5 passport size photographs in **white** background
2. Photo ID & Address Proof:
  - a. 2 copies of Aadhaar Card (**mandatory**)
  - b. Passport
  - c. PAN Card
3. Academic Credentials proof:
  - a. School leaving certificate, S.S.C. & H.S.C. mark-sheets
  - b. Qualified Degree / Diploma Certificate
  - c. Certification related details
4. Bank guarantee or post-dated cheque for loyalty agreement, if applicable.
5. If you have past experience,
  - a. Last 3 'Salary Slips' along with latest appointment letter or increment letter
  - b. Relieving letter / Experience letter, Appointment or contract letter of all employers that you have shown in your resume and this should indicate the employment tenure/dates, job title, and nature of work undertaken and / or any relative software used.

- Note:**
1. This offer is valid subject to clearance of background verification check. The background verification process gets over by 2 months from the date you would join with us.
  2. The offer stands cancelled if in case you do not revert to us with the confirmation of your joining date within 48 hours.

If the above said conditions are acceptable to you, kindly sign on the copy of this letter or acknowledge as a token of your acceptance and send it back to us.

Wish you a great success.

For Rishabh Software Pvt. Ltd.,



**Srikanth N R**  
Sr. Manager – Talent Acquisition

**Received and Accepted**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Software | BPO | Engineering

Web URL: [www.rishabhsoft.com](http://www.rishabhsoft.com)

Corporate Office: Rishabh Software Pvt. Ltd., Plot 66, Beside Sigil India, Padra road, Atladara.

Tel.: +91(265) 2680159, 2681159, CIN: U72200GJ1997PTC031450



# DATAMATICS

REF: DGSL/Bangalore/FTE/Off/June'21/01

June 15,2021

**Mr. BASAVARAJ H M**

No 39,Mukhya Rasthe,Kumbara Beedi,Nyamati  
Davangere Karnataka-577223

**Dear BASAVARAJ H M,**

Welcome to Datamatics, the first and only Indian organization to have won the prestigious International Asia Pacific Quality Award (IAPQA) in the services category, which included IT/ITES, Banks, Insurance companies and other services organizations. This is a unique achievement in the history of the Indian IT industry, as it was won competing against hundreds of companies from 38 countries including the US, Japan, Australia, New Zealand, Israel, South Korea, Peru, Mexico, China, Russia and Canada.

For Datamatics, Quality is not just a destination but a journey in which every Datamatician contributes. We invite you to be part of this journey!

This has reference to your application and subsequent interviews you had with us. We are pleased to offer you the role of **“EXECUTIVE”** in the grade **“M01”** at our **Bangalore location**.

On Joining, your all-inclusive Cost to the Company (CTC) will be **Rs. 300000/-** (subject to deduction of tax and other statutory payments as may be applicable) as per Annexure A.

This offer is made on the basis of your having furnished to the Company information and documents in support of your age, academic qualifications, previous work experience, relieving letter from your last employer and other particulars on or before your day of joining. The Company shall conduct a background and reference check as per Company policy and this appointment is conditional upon receiving positive feedback. If at any time it is found that you have furnished false information or withheld or suppressed any material fact or information, the Company shall be entitled to forthwith terminate your employment without notice.

You are required to join the services of the Company at the earliest, but in any case not later than **June 21,2021**.

Please sign and return the duplicate copy of this letter as an acceptance of the offer.

Thanking you and looking forward to having you with us.

Yours truly,  
For **Datamatics Global Services Limited**,

**M Gayathri**  
**Lead Manager – Corporate HR**

I agree and accept employment and will report for duty on \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DATAMATICS GLOBAL SERVICES LTD.**

Knowledge Centre, Plot 58, Street No. 17, MIDC, Andheri (East), Mumbai – 400 093, INDIA | M 9920469206  
| T 61020221 EXTN 221, 223 | E business@datamatics.com



**ANNEXURE 'A'**

Employee Name	<b>BASAVARAJ H M</b>
Grade	<b>M01</b>
Designation	<b>EXECUTIVE</b>
Department	<b>CMS</b>
LOS	<b>PCT-Steady State IND</b>

<b>CTC Components</b>		<b>Monthly (Rs)</b>	<b>Annually (Rs)</b>
A	Basic Pay	14,470	173,640
B	Personal Allowance	6,828	81,938
C	<b>Gross Salary (A+B)</b>	<b>21,298</b>	<b>255,578</b>
D	Bonus*	1,206	14,470
E	Company's Contribution to PF	1,800	21,600
F	Company's Contribution to ESIC		
G	Company's Contribution to Gratuity**	696	8,352
H	<b>Total (D+E+F+G)</b>	<b>3,702</b>	<b>44,422</b>
	<b>Cost to Company (C+H)</b>	<b>25,000</b>	<b>300,000</b>

\*Gratuity shall be paid in accordance to the Payment of Gratuity Act, 1972.

\*\*Bonus is payable annually as per Payment of Bonus Act 1965.

**Benefits:** \_

- a) Insurance as per company policy.

Dear, **Bhavyashree P**

Congratulations..!!!

This is with reference to your application and subsequent interview you had with us. We are glad to offer you employment opportunity at Aspirare Technologies Pvt. Ltd.. Your position will be a Software Developer Interns and you'll be working at the HSR Layout Bangalore office. You need to ensure you complete your Internship for agreed duration without any deviation. You will be assigned work which has to be completed on time. If your performance shall not be upto the mark, company can terminate you from your service with immediate effect.

Details of your employment shall be as per below -

Designation: Interns – Software Developer

Duration of Internship – 3 months

Stipend : 4000 per month

Office Address: #No. 17, 1st Floor, 9th Main, 17th Cross, VII Sector, HSR Layout, Bangalore - 560 102.

You need to carry your own laptop to work( If needed) and use your own phone.

Office working time details :  
Working days - Monday to Saturday  
Working time - 9:30 AM to 6:30 PM

Joining Date: 15<sup>th</sup> April 2021


Kindly submit the hard-copy of entire on-boarding documents along with the declaration letter checklist enclosed, on the joining date to receive the formal Appointment letter.

We look forward to your acceptance and having you as a member of Aspirare family.

Wishing you a long and mutually beneficial relationship.

Yours Faithfully,

For **Aspirare Technologies Pvt Ltd,**



**Vikas Jha**

**Aspirare Technologies Pvt. Ltd.**

 No. 17, 1st Floor, 9th Main, 17th Cross, VII Sector, HSR Layout, Bangalore- 560102.

 7022288886  info@aspirare.in  www.aspirare.in

Dear, **Chandana TS**

Congratulations..!!!

This is with reference to your application and subsequent interview you had with us. We are glad to offer you employment opportunity at Aspirare Technologies Pvt. Ltd.. Your position will be a Software Developer Interns and you'll be working at the HSR Layout Bangalore office. You need to ensure you complete your Internship for agreed duration without any deviation. You will be assigned work which has to be completed on time. If your performance shall not be upto the mark, company can terminate you from your service with immediate effect.

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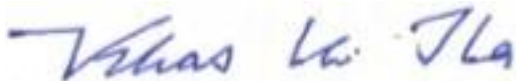
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Wishing you a long and mutually beneficial relationship.

Yours Faithfully,

For **Aspirare Technologies Pvt Ltd,**



**Vikas Jha**

**Aspirare Technologies Pvt. Ltd.**

 No. 17, 1st Floor, 9th Main, 17th Cross, VII Sector, HSR Layout, Bangalore- 560102.

 7022288886  info@aspirare.in  www.aspirare.in

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

From: **Manti Pathak - ANLAGE** <[manti.p@anlage.co.in](mailto:manti.p@anlage.co.in)>

Date: Sat, 13 Mar, 2021, 2:15 PM

Subject: Congratulations - Anlage - Your Offer

To:

Cc: Priyanka Badwal - ANLAGE <[priyanka.b@anlage.co.in](mailto:priyanka.b@anlage.co.in)>

## **Congratulations!!!**

We are pleased to offer you an opportunity to undergo the “Skilling and Employment Program” with Anlage. We are sure that you will learn a lot and gain useful skills during this program, designed specially to on-board you as a full-time employee in 45 days.

*Please read carefully the further instruction and details below!!!*

---

### **Your next steps:**

1. Please send me (in cc to Priyanka) your acceptance by replying to this email before 5pm, 14<sup>th</sup> Mar 21.
2. Join the chat group before 10am, 14<sup>th</sup> Mar  
- <https://chat.whatsapp.com/D9KVDc01NRIJYfO6D0Rb1q>

Note: If you could not join the group, please send me a “Hi, your name” at +91 2228291628 (my official number)

3. Make sure you have a Zoom free account, good internet connectivity, your mic & camera is working fine, and you are appropriately dressed during the entire period of this 45 days training.
4. Imp: If you are 2021 batch, please submit your NOC from the college asap before 18<sup>th</sup> Mar 21. (contact me or Priyanka if you need any inputs).

As discussed with you over call and sent over to you twice, job details, job description, program details are mentioned here in the JD

- [https://drive.google.com/file/d/1wYB1nGzqLZS4o5GWR2ltpkkg1\\_I3aEF9/view?usp=sharing](https://drive.google.com/file/d/1wYB1nGzqLZS4o5GWR2ltpkkg1_I3aEF9/view?usp=sharing)

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### **Your Offer**

1. You will be appointed as “**Technical Staffing Specialist**” on the successful completion of the program (in 45 days).
2. The training program will begin on 15<sup>th</sup> Mar, 2021. The structure is mentioned below:
  - 15 days classroom Intensive Training: 15 days of intensive training conducted over Google meet. We will take you through some team building exercises, communication lessons, processes about IT recruitment, and a lot of



group/individual activities. You will undergo the training by a team of experts and seasoned recruiters. You will learn about IT recruitment, Naukri sourcing, LinkedIn sourcing, talking to candidates, etc.

- Buddy-led on-the-job training in the live production environment – After the 15 days of training, you formally join the workforce to get 1 month on-the-job training mentored by an assigned buddy, who would work closely with you and give you hands-on training on Naukri, ARMS, sourcing and interviewing. You will work on real requirements with our clients.
  - Full Time offers – At the end of 1st month, after a proper assessment and your output in the program, those who met their criteria/targets (1 onboarding/select in 1 month) will be offered full time employment as “Staffing Specialist”.
    - Candidates who do not meet the targets can still be considered on the basis of their motivation, willingness to work, hard-work, etc.
    - However, those who do not qualify any of criteria/targets can further continue the training period for subsequent months (max upto 3 months). Those who meet their targets in the subsequent months, would get an opportunity to convert to full time in the next month itself with the CTC mentioned below.
3. Your compensation structure will be INR 3.8 LPA after the successful completion of training (inclusive of benefits, incentives, bonus, deductions & taxes)
  4. Your office timings will be 9:30am – 6:30pm Mon-Fri.
  5. You obviously know that company confidential information/ trade secret/ data/ proprietary methods cannot be divulged to anyone not intended to use the information. Violation of the same will result in appropriate strictest legal action by the company.
  6. As a responsible participant, any property entrusted to you by the company will be your sole responsibility and you will be personally responsible for making good any loss/damage to the property entrusted to you.
  7. During your association with the company, you agree to not engage yourself directly or indirectly with any other firm/ company/ business for any salary or retainer fee or honorarium.
  8. After the successful completion of the program and after the lockdown is lifted, we will reopen our offices in Mumbai and Bangalore.
  9. Please understand that the company will be forced to terminate your services immediately without any compensation for past dues and/or any notice pay, in case of following events:
    1. insubordination, insult or disobedience to any of your seniors or responsible officers of the company,
    2. gross neglect of work and/or non-performance of duties assigned,
    3. damage to the company equipment/property and/or misappropriation
    4. medically unfit to continue service
    5. furnished credentials are incorrect or false

For any query, please call me on my phone number as mentioned below between 10.00am to 5.00pm on all working days (Monday to Friday).

Let's have fun learning.

Good Luck!!

Best regards,

**Manti Pathak**

Lead – Digital Assessment Platform

**Anlage Infotech (India) P Ltd**

175 B SDF VI, SEEPZ Andheri (E) Mumbai 400096

M: +91 8638590721

**Mumbai | Bangalore | Noida | Chennai | Pune**

Dear, **Harish Kumar MS**

Congratulations..!!!

This is with reference to your application and subsequent interview you had with us. We are glad to offer you employment opportunity at Aspirare Technologies Pvt. Ltd.. Your position will be a Software Developer Interns and you'll be working at the HSR Layout Bangalore office. You need to ensure you complete your Internship for agreed duration without any deviation. You will be assigned work which has to be completed on time. If your performance shall not be upto the mark, company can terminate you from your service with immediate effect.

Details of your employment shall be as per below -

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You need to carry your own laptop to work( If needed) and use your own phone.

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Joining Date: 15<sup>th</sup> April 2021


Kindly submit the hard-copy of entire on-boarding documents along with the declaration letter checklist enclosed, on the joining date to receive the formal Appointment letter.

We look forward to your acceptance and having you as a member of Aspirare family.

Wishing you a long and mutually beneficial relationship.

Yours Faithfully,

For **Aspirare Technologies Pvt Ltd,**



**Vikas Jha**

**Aspirare Technologies Pvt. Ltd.**

 No. 17, 1st Floor, 9th Main, 17th Cross, VII Sector, HSR Layout, Bangalore- 560102.

 7022288886  info@aspirare.in  www.aspirare.in

Software AG Bangalore Technologies Private Limited

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2 September 2021

Mr. Harish Kumar M S  
Magehalli Village, Alur Taluk,  
Hassan District,  
Hassan - 573218

### Offer of Employment

Dear Harish,

Further to your interest shown in being associated with Software AG and subsequent discussion that we had with you, we are pleased to offer you the position of **Assistant Consultant** with Software AG Bangalore Technologies Pvt Ltd (“Software AG, Bangalore”), a subsidiary of Software AG, Germany.

Software AG Professional Services (PS) helps companies to address both today’s needs and tomorrow’s challenges. As part of the PS team you will be working with many of fortune 500 companies across the Globe, using the most current technologies and successfully resolving the complex technical challenges.

Please note that this offer is contingent upon satisfactory personal references and background check being obtained. We reserve the right to withdraw our offer of employment, if personal references and/or background check information are not provided or the results are deemed unsatisfactory. We also reserve the right to withdraw our offer of employment if you have not completed or cleared the final semester exam as of the joining date indicated herewith.

#### **Position**

As an **Assistant Consultant** in the managed services team part of Professional Services (PS) organization, you will be working with our customers and partners to create and implement successful and innovative business process integration solutions using market leading Products and technologies from Software AG.

#### **Starting Date & Location**

Your employment with **Software AG Bangalore Technologies Private Limited** will commence on **Monday, 6<sup>th</sup> September 2021**.

You shall be on six months training period effective from your date of joining. In the initial period of three months, you shall be based out of Bangalore office for attending classroom training. Post this, your actual base location shall be confirmed in writing. Company reserves the right to send you on transfer/deputation/training/secondment/assignments to any of its offices, work sites / client location, or associated or affiliated companies in country or outside country, on the terms and conditions as applicable to you at the time of such movement.

#### **Remuneration Package**

Your Fixed CTC will be **INR 500000** per annum (**INR Five Lakhs Only**). Please refer to Annexure - A for detailed break-up of compensation. On successful completion of one year, you will be paid on time completion Bonus of **INR 75000** (**INR Seventy Five Thousand Only**) and your remuneration will be re-structured as per the company’s existing salary structure. This completion bonus will be fully recovered in case of your voluntary separation from the service of company up to 12 Months from the time of payment of such bonus.

## Software AG Bangalore Technologies Private Limited

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In case you decide to separate from the organization within twenty four months from the date of joining, you shall be to reimburse the expenses incurred by the organization towards your relocation and training costs.

### Probation Period

Your employment is subject to Satisfactory performance during the training period. A review of your performance will be conducted in the last month of your training period to evaluate your performance and to confirm your appointment. On successful completion of training, your appointment will be confirmed in writing. Please note that while being on the training period, **Two Months'** notice is required by either you or Software AG, Bangalore in terminating employment.

### Code of Conduct

It is a stated objective of the company to demonstrate the highest levels of professionalism and integrity in every aspect of the business. This applies to all dealings with staff, customers, and partners. All employees are expected to uphold this objective; ethical breaches are grounds for termination.

### Retirement

You shall retire once you complete 60 years of age unless specifically communicated by the company in writing to continue service beyond this age

### Background Checks

The company may, at its discretion, conduct background checks prior to or after your 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 necessary documents as sought by the company. If the company is not satisfied, with the outcome of the background checks, in its sole discretion the company reserves the right to withdraw this offer without notice or to take any appropriate action against you, including, but not limited to termination of your employment.

### Confidentiality/ Non-disclosure

You will be required to sign a standard nondisclosure and proprietary invention agreement at your commencement of employment with Software AG, Bangalore. These documents set out certain rights and obligations of Software AG, Germany, or its subsidiaries and its employees. It ensures that you are aware of the relevant information at the time you commence employment with us and provide your covenant not to disclose confidential, proprietary or trade secret information of Software AG, Germany and its subsidiaries or their customers, prospects and business partners and provide that your performance of services as an employee will not violate any duty, covenant, agreement or understanding to which you are subject to. We can provide a copy of these agreements for review upon your request.

Software AG, Bangalore is offering you this position in reliance on the accuracy of information you have shared through your resume and other information you provided in the application process and based upon your general experience and knowledge, and not due to specialized knowledge of your current or previous employer and their confidential information or trade secrets or any desire to cause any ethical breach concerning these companies. As a condition of your employment you have told us and hereby represent and warrant, that your performance as an employee of Software AG, Bangalore does not and will not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by you prior to your employment with Software AG, Bangalore.



**Software AG Bangalore Technologies Private Limited**

You hereby represent that if you obtained any information during your prior employment that your employer indicated was considered confidential and proprietary or that was disclosed to you in a manner that should have made you realize it was so considered, then you will not make use of, disclose or induce Software AG, Bangalore, or any affiliate to use any such confidential and proprietary information during your employment with Software AG, Bangalore unless such information:

- (a) becomes publicly available for reasons other than action on your part;
- (b) is independently developed by others at or on behalf of Software AG, Bangalore, Software AG, Germany, or any affiliate who do not receive access to such information from you; or
- (c) is received by Software AG, Bangalore, Software AG, Germany or any affiliate from a third party.

You are not a party to any other agreement that will interfere with your full compliance with these provisions or otherwise restrict your employment with Software AG, Bangalore in any way. You will not enter into any agreement, whether written or oral, in conflict with the provisions hereof.

**Termination of employment**

Please note that under normal circumstances, **Two Months'** notice is required by either you or Software AG, Bangalore in terminating employment. In the event of unsatisfactory performance, as assessed by the organization from time to time, the company could initiate necessary assessment to evaluate performance for continuity of employment. However, this will not apply in situations where you are guilty of serious misconduct (misconduct of a kind such that it would be unreasonable to require Software AG, Bangalore to continue your employment during the notice period).

The Company shall have the right to terminate this agreement forthwith, without any notice and without any salary in lieu of notice period in the event of any of the following:

- a. Breach on your part of any terms and conditions of this contract and any other rules made applicable to you in respect of your employment with us.
- b. Violation on your part of the Company's rule with regard to the authenticity and information declared at the time of joining the company
- c. Any Gross misconduct on your part

**Non-Compete Clause**

You will devote your full time exclusively to the business of the company. You will not take up any other work for remuneration (part time or full time) or work on advisory capacity or be interested directly or indirectly in any other trade or business, during your employment with the company, without written permission from the company.

During your employment with the company and for a period of one year thereafter, you shall not directly or indirectly solicit any employee of Software AG, Bangalore to terminate his/her employment with the company or to accept any other employment.

On terminating your employment with Software AG, Bangalore, you shall not take up full-time/part-time employment with any of our Customers and /or Partners for a period of two years from the termination date with Software AG, Bangalore.

**Your Response**

We look forward to welcoming you into Software AG, Bangalore shortly. If you wish to accept this offer, please sign where indicated below and return a copy of the complete letter to us no later than 3 days from the date of offer. By signing this letter, you specifically acknowledge that you received no inducement or representation other than those set forth in the letter, which caused you to accept the offer of employment.

Software AG Bangalore Technologies Private Limited \_\_\_\_\_

The terms of this letter, including the terms of employment offered to you and the expiration date of this offer letter, can only be modified or extended in a written document signed by an authorized representative of Software AG, Bangalore. This offer will expire and have no further effect if you do not accept it without change and return a signed copy of this letter by the stipulated date. This letter contains all of the terms of your offer of employment and supersedes any prior communications relating to your employment.

**It is important that all aspects of this offer remain strictly confidential. We are excited to have you join us and look forward to your participation in the continuing success and growth of Software AG.**



**Monarch Limaye**  
Senior Director - HR, India

I accept the terms and conditions of this letter of offer and will join Software AG on \_\_\_\_\_

Signed: \_\_\_\_\_  
**Harish Kumar M S**

Date: \_\_\_\_\_

**Enclosures**  
Annexure A - Compensation Structure  
Annexure B - Joining Formalities

## ANNEXURE A - Compensation Structure

### Variable Pay Structure

Basic Salary	225000
HRA	112500
Flexible Benefit Plan*	135500
PF : Employer Contribution	27000
<b>Fixed CTC</b>	<b>500000</b>
One time completion Bonus	75000
Gratuity @ 4.81% of Basic	10823
<b>Total Cost to Company (TCC)</b>	<b>585823</b>

#### \* 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 Benefits list below
2. Redefine your salary structure within prescribed guidelines
3. Optimise your earnings

You can structure your Flexible Benefits Plan under the following heads:

Sl No.	Benefits	Eligibility (INR)
1.	Meal Vouchers	INR1100/-per month
2.	Leave Travel Allowance	Upto a max of 1 month basic per year
3.	Children's allowance	INR 100 per month per child
4.	Telephone and Internet expenses Reimbursement	INR1500/-per month
5.	Fuel and maintenance expenses reimbursement	INR 1800/- per month for 4 wheeler under 1600 cc INR 2400/- per month for 4 wheeler above 1600 cc INR 900/- per month for others/two wheelers
6.	Driver's Salary	INR 900/- per month.

### Gratuity

As per the Gratuity Act, you are eligible for 4.81% of your basic salary to be considered as a gratuity component, if you complete 5 years of continuous service with us. Gratuity will be paid out only upon separation or at the time of retirement and the computation of the final payment will be as prescribed in the Act at that time.

### Benefits

As per the Benefits information booklet shared separately with the offer letter.

### Annexure B - Joining Formalities

1. At the time of joining, you are requested to bring the following **original certificates along with photocopies (A4 size only)**. These documents are also essential to obtain a Visa when you may be required in the future to go abroad on business/ work. So it would be in your interest to ensure that they are all in place at the time of joining the organization.
  - Offer letter (signed photocopy as a token of acceptance of the offer, if not already submitted)
  - Degree / Provisional / Course completion Certificate of all College / University qualifications
  - Mark sheets (all semester) & Degree Certificate of all College / University qualifications (all semesters)
  - Certificates & Mark sheets of 10th & 12th classes
  - 3 passport size photographs-White background
  - Offer letter copies of all previous employers
  - Copy of latest salary hike or increment letter
  - Relieving letter from all previous employers (in case you have previous employment experience)
  - Salary slip for last two months of employment
  - Passport (if you don't have a passport, kindly apply immediately)
  - Birth Certificate (Issued by Govt of India)
  - PAN Card (PAN details are mandatory at the time of joining)\*
  - Current address proof
  
2. As part of your personal health details, we require your blood group. You are requested to have this checked before joining.

\* Under Income Tax laws, disclosure of your Permanent Account Number (PAN) to Software AG is mandatory. Please disclose your PAN to Software AG on the day of joining as this is required for the income tax calculation on your salary. Non Availability of PAN No. attracts an Income tax at higher rates.



Unicusmind Technologies Private Limited

09/Jul/2021

**Internship Certificate**

This is to certify that **SUBHIKSHA K**, bearing USN 19CQSLC036, a student of MCA 6<sup>th</sup> Semester of Year 2021 from Bangalore University has been pursuing an Internship program (From 09<sup>th</sup> March 2021) at **Unicusmind Technologies Pvt. Ltd., Bangalore.**

During this course of internship program, she has been involved in the project “**UNx POP-UP RETAIL STORE**” under the guidance of **Mr. Seshu B.**



With Regards,  
(Seshu B)  
Vol. Contributor

Reg. office: Unicusmind Technologies Pvt. Ltd, 16, Teja Residency, Flat No 104,  
Mangampalya Road, Behind SBI ATM, Bommanahalli, Bangalore-560068, India

+91-8050395616 ✉ [info@unicusmind.com](mailto:info@unicusmind.com) CIN:

U72900KA2020PTC133824 [www.unicusmind.com](http://www.unicusmind.com)



**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

Strictly Private and Confidential

**Date:20-Apr-2021**

**Joshna Rajaram  
C9416275**

**#3, 8th cross, Nala Road, Sudhamanagar, Bangalore - 560027  
7406434071**

Dear **Joshna Rajaram**,

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**



Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college with an aggregate of 65% and above or 6.5 CGPA or above, 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.

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: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes a learning module- Technology Fundamentals online Learning program (Hereinafter" program"). This program further enhances and further details the training opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent. The training module for the program will be made available to you at least 3 months before onboarding to give you a reasonable time to learn at your pace and comfort and prepare for the ensuing assessments.

Details of the program and assessment 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 Technology Fundamentals assessment bases on the Pre-Onboard online learning program that was provided to you.
- On successful clearance of the program assessment in the first attempt along with the completion of Pre-Onboard Learning program content, you will be eligible for a learning Incentive of INR 10,000.
- In case you fail in the first attempt or do not complete your pre-onboard learning, you will not be eligible for any learning incentive.
- To clear assessments for the program, you are required to score minimum 60% marks in each assessment test for the program. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 65% marks to clear the assessment for the program.
- During each reattempt, reasonable help, guidance and appropriate refresher training sessions will be provided to you to clear the assessment.

Your employment and onboarding with Accenture is subject to your successful completion of the assessment of the program(within stipulated period for Accenture to provide you date of joining), as mentioned above. Should you not clear same this offer shall become redundant and will be revoked.

Post successful completion of the aforementioned assessment and upon joining the Company further training program (s) 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. 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 to score the same 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 tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

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

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 14 days (fourteen 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 14 days (fourteen days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

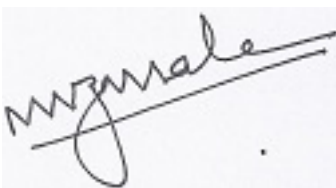
After accepting this Offer, we encourage you visit Countdown to the Company- (<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will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

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

<b>Total Cash Compensation Elements</b>	
	<b>Annual (INR)</b>
<b>(A) Annual Fixed Compensation</b>	3,83,000
<b>(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)</b>	32,500
<b>Maximum Annual Total earning potential (A+B)</b>	4,15,500
<b>(C) Joining Bonus</b>	
<b>Joining Bonus (Refer to the section C)</b>	25,000
<b>(D) Additional Benefits</b>	
<b>Gratuity as per law# + Insurance Premium (notional value)</b>	9,500
<b>Total Cash Compensation + Total Additional Benefits (A+B+C+D)</b>	4,50,000

#### (A) Annual Fixed Compensation

• Your annual fixed compensation is INR 3,83,000. 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 program (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 program 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 that 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 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. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
3. Copy of Degree/PG/Diploma (as applicable) certificates.
4. Passport copy, if available (if not please apply immediately).
5. Pan Card
6. 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.

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

Strictly Private and Confidential

**Date:20-Apr-2021**

**Joshna Rajaram  
C9416275**

**#3, 8th cross, Nala Road, Sudhamanagar, Bangalore - 560027  
7406434071**

Dear **Joshna Rajaram**,

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**



Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college with an aggregate of 65% and above or 6.5 CGPA or above, 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.

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: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes a learning module- Technology Fundamentals online Learning program (Hereinafter" program"). This program further enhances and further details the training opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent. The training module for the program will be made available to you at least 3 months before onboarding to give you a reasonable time to learn at your pace and comfort and prepare for the ensuing assessments.

Details of the program and assessment 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 Technology Fundamentals assessment bases on the Pre-Onboard online learning program that was provided to you.
- On successful clearance of the program assessment in the first attempt along with the completion of Pre-Onboard Learning program content, you will be eligible for a learning Incentive of INR 10,000.
- In case you fail in the first attempt or do not complete your pre-onboard learning, you will not be eligible for any learning incentive.
- To clear assessments for the program, you are required to score minimum 60% marks in each assessment test for the program. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 65% marks to clear the assessment for the program.
- During each reattempt, reasonable help, guidance and appropriate refresher training sessions will be provided to you to clear the assessment.

Your employment and onboarding with Accenture is subject to your successful completion of the assessment of the program(within stipulated period for Accenture to provide you date of joining), as mentioned above. Should you not clear same this offer shall become redundant and will be revoked.

Post successful completion of the aforementioned assessment and upon joining the Company further training program (s) 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. 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 to score the same 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 tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

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

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 14 days (fourteen 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 14 days (fourteen days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

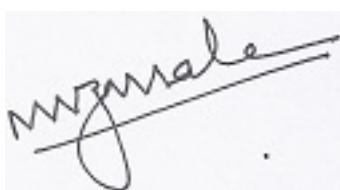
After accepting this Offer, we encourage you visit Countdown to the Company- (<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will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

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

<b>Total Cash Compensation Elements</b>	
	<b>Annual (INR)</b>
<b>(A) Annual Fixed Compensation</b>	3,83,000
<b>(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)</b>	32,500
<b>Maximum Annual Total earning potential (A+B)</b>	4,15,500
<b>(C) Joining Bonus</b>	
<b>Joining Bonus (Refer to the section C)</b>	25,000
<b>(D) Additional Benefits</b>	
<b>Gratuity as per law# + Insurance Premium (notional value)</b>	9,500
<b>Total Cash Compensation + Total Additional Benefits (A+B+C+D)</b>	4,50,000

#### (A) Annual Fixed Compensation

• Your annual fixed compensation is INR 3,83,000. 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.

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• As part of your annual total cash compensation, you will be eligible to participate in the FY21 Local Variable Bonus program (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 program 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 that 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.

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\* As defined by applicable law from time to time.

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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 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.

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## **ANNEXURE II**

Mandatory documentation at the time of onboarding:

1. Two copies of your recent passport size photographs.
2. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
3. Copy of Degree/PG/Diploma (as applicable) certificates.
4. Passport copy, if available (if not please apply immediately).
5. Pan Card
6. 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.



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20217884413/Bangalore**  
**Date: 13/07/2021**

Mr. Kushal Kumar H R  
#353,6thmainroad,3rdphase,Manjunathnagar,Bangalore,  
Manjunathnagar,  
Bangalore-560010,  
Karnataka.  
Tel# -

Dear Kushal Kumar H R,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** 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, this offer is liable to lapse at the discretion of TCS 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 and you meeting the TCS eligibility criteria.

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 **₹7,950/-** per month.

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**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India  
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com





## **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 ₹3,180/- 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 ₹0/- 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 ₹1,500/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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2

**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

#### **2. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### **Loans**

You will be eligible for loans, as per TCSL's loan policy.

### **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

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**TCSL/DT20217884413**

**3**

**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

### **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

### **RETIRALS**

#### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

#### **Gratuity**

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

### **TERMS AND CONDITIONS**

#### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% 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. Training Period**

You will be required to undergo class room and on the job training in the first twelve



months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

### **3. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### **4. Mobility**

TCSL reserves the right to transfer 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.

### **5. 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.

### **6. 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.

### **7. 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.



## **8. 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.

## **9. 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.

## **10. 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 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.

## **11. Terms and Conditions**

The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.





## 12. 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.

## 13. 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.

## 14. 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.

## 15. 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.

## 16. 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.

## 17. 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.

## 18. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below



documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 19. 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.

## 20. 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.

## 21. 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.

## 22. 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.



### **23. Data Privacy Clause:**

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xperience Centres  
Annexure 3: Confidentiality and IP Terms





**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Kushal Kumar H R</b>
<b>Designation</b>	<b>Graduate Trainee</b>
<b>Institute Name</b>	<b>Dayanand Sagar Col. Of Engg., Bangalore</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
<b>2) Performance Pay</b>		
Monthly Performance Pay	1,500	18,000
<b>3) Annual Components/Retirals</b>		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
<b>TOTAL GROSS</b>	<b>15,129</b>	<b>1,90,926</b>

# 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.

##Contribution towards Employees' State Insurance borne by TCS.

\*\*\* 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.

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>4,343</b>	<b>52,110</b>



## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> 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</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> 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</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



## **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.



## **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 filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that 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.





## 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 or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Dear, **Manoj Nekkanti**

Congratulations..!!!

This is with reference to your application and subsequent interview you had with us. We are glad to offer you employment opportunity at Aspirare Technologies Pvt. Ltd.. Your position will be a Software developer Intern and you'll be working at the HSR Layout Bangalore office. You need to ensure you complete your Internship for agreed duration without any deviation. You will be assigned work which has to be completed on time. If your performance shall not be upto the mark, company can terminate you from your service with immediate effect.

Details of your employment shall be as per below -

Designation: Interns – Software Developer

Duration of Internship – 3 months

Stipend : 4000 per month

Office Address: #No. 17, 1st Floor, 9th Main, 17th Cross, VII Sector, HSR Layout, Bangalore - 560 102.

You need to carry your own laptop to work( If needed) and use your own phone.

Office working time details :

Working days - Monday to Saturday

Working time - 9:30 AM to 6:30 PM

Joining Date: 15<sup>th</sup> April 2021


Kindly submit the hard-copy of entire on-boarding documents along with the declaration letter checklist enclosed, on the joining date to receive the formal Appointment letter.

We look forward to your acceptance and having you as a member of Aspirare family.

Wishing you a long and mutually beneficial relationship.

Yours Faithfully,

For **Aspirare Technologies Pvt Ltd,**



**Vikas Jha**

**Aspirare Technologies Pvt. Ltd.**

 No. 17, 1st Floor, 9th Main, 17th Cross, VII Sector, HSR Layout, Bangalore- 560102.

 7022288886  info@aspirare.in  www.aspirare.in



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20206554901/Bangalore**  
**Date: 07/07/2021**

Ms. Navyashree L  
No.439/9 Munibyrapa Building Jp Nagar 1st Phase 11th Cross, Sarakki,  
Indira Gandhi Circle,  
Bangalore-560078,  
Karnataka.  
Tel# 91-7019668140

Dear Navyashree L,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** 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, this offer is liable to lapse at the discretion of TCS 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 and you meeting the TCS eligibility criteria.

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 **₹7,950/-** per month.

TCS Confidential  
TCSL/DT20206554901

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## **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 ₹3,180/- 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 ₹0/- 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 ₹1,500/-. 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.





This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

#### **2. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### **Loans**

You will be eligible for loans, as per TCSL's loan policy.

### **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

**TCS Confidential**

**TCSL/DT20206554901**

**3**

**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

### **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

### **RETIRALS**

#### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

#### **Gratuity**

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

### **TERMS AND CONDITIONS**

#### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% 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. Training Period**

You will be required to undergo class room and on the job training in the first twelve



months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

### **3. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### **4. Mobility**

TCSL reserves the right to transfer 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.

### **5. 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.

### **6. 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.

### **7. 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.



## **8. 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.

## **9. 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.

## **10. 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 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.

## **11. Terms and Conditions**

The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.



## **12. 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.

## **13. 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.

## **14. 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.

## **15. 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.

## **16. 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.

## **17. 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.

## 18. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below



documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 19. 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.

## 20. 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.

## 21. 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.

## 22. 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.



### **23. Data Privacy Clause:**

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xperience Centres
- Annexure 3: Confidentiality and IP Terms



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Navyashree L</b>
<b>Designation</b>	<b>Graduate Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
<b>2) Performance Pay</b>		
Monthly Performance Pay	1,500	18,000
<b>3) Annual Components/Retirals</b>		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
<b>TOTAL GROSS</b>	<b>15,129</b>	<b>1,90,926</b>

# 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.

##Contribution towards Employees' State Insurance borne by TCS.

\*\*\* 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.

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>4,343</b>	<b>52,110</b>





## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> 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</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> 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</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



## **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.



## **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 filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that 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.





## 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 or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.





(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

**MAKE A  
DIFFERENCE**  
TOGETHER WE'LL BRING A CHANGE

**NeoSOFT**<sup>®</sup>  
TECHNOLOGIES

Ms. Chaithra B Gowda

30<sup>th</sup> July 2021

**Offer Confirmation**

With reference to your Resume and subsequent interview you had with us, we are pleased to appoint you as a **"Trainee Software Engineer"** in our organization on the following terms and conditions:

**Date of Joining:** You are expected to join duty on **2<sup>nd</sup> August 2021**.

**Joining Location:** Bangalore

During your training period for the first 3 months from the date of Joining, you will get stipend of Rs.10,000/- Per Month.

**Remuneration:** Your Annual Total Employment Cost to the company after 3 months would be **Rs.3,60,000/- Per Annum (Three Lakhs Sixty Thousand Rupees Only)**. This comprises of your salary and the details of which is been given in the **Annexure A** attached below.

Please note that the salary will be on the basis of lump sum and taxes applicable will be deducted from your salary every month.

You will execute an agreement of confirmed employment with us for a period of **27 months** including the period of probation executing a bond to that effect.

We welcome you to The **NeoSOFT** family and look forward to a fruitful collaboration.

We are confident you will be able to make a significant contribution to the success of our company and look forward to working with you.

Yours Sincerely,  
For NeoSOFT  
Technologies  
Rohan Ghure  
HR Manager

**ANNEXURE 'A'**  
**SALARY**  
**DISTRIBUTION**

<b>Salary Details (A)</b>	<b>Entitlement Per Month (INR)</b>	<b>Entitlement Per Annum (INR)</b>
Basic	15,500	1,86,000
House Rent Allowance	7,750	93,000
Conveyance	1,600	19,200
Bonus	1,400	16,800
Special Allowance	3,004	36,053
<b>Total</b>	<b>29,254</b>	<b>3,51,053</b>
<b>Statutory Benefits (B) #</b>		
Gratuity		8,947
<b>Total Fixed Compensation (A) + ( B )</b>	<b>30,000</b>	<b>3,60,000</b>
<b>Total Cost To Company</b>	<b>30,000</b>	<b>3,60,000</b>
<b>Deductions (C)</b>		
PT	200	2,400
<b>Net Salary (Before Tax) (A)-(C)</b>	<b>29,054</b>	<b>3,48,653</b>

<b>Insurance Coverage</b>	<b>Annual Amount</b>
Group Medical Coverage	2,00,000
Group Personal Accident	10,00,000

**Notes:**

1. For claiming tax benefits in case of admissible allowance, you will have to submit supporting documents to the Company's satisfaction and within the timeline stipulated by the Company. In case of any underwithholding you shall be responsible to pay the necessary tax and any interest/penalty thereon.
2. In case where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
3. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.

# These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you.

- ++ Employee's contribution towards PF and Employee's contribution towards ESIC will be made from monthly salary (if applicable).
- ++ For employees who are not covered under the PF Act and wish to opt for PF or in the event it becomes obligatory on the company to cover you under the Provident Fund Act or any other relevant acts or rules, as amended from time to time, the Provident Fund being paid to you will be adjusted against Special Allowance or Provident Fund contribution.

A. The following statutory elements are included in the compensation package stated above: (If applicable)

1. **Provident Fund** - You will be covered under the Employee's Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by government from time to time. Your contribution and Company's contribution have been included as a part of the above mentioned compensation.
2. **Gratuity** - Upon cessation of employment after completion of continuous service of at least five (5) years with the Company, you will be eligible for the gratuity as per the Payment of Gratuity Act. The amount towards gratuity accrual forms a part of the above mentioned compensation.
3. **ESIC** - As per compensation mentioned above if you are eligible for ESIC then, you will be covered under Employee's State Insurance Act wherein, the Company will contribute towards statutory rate. Your contribution and Company's contribution have been included as a part of the above mentioned compensation.

B. As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. **Group Medical Insurance** - In accordance with the Company policy you shall be covered under the Medical Insurance policy, which will be held by the Company. Your entitlement for the same is mentioned in the Annexure.
2. **Group Personal Accident Insurance** - In accordance with the Company policy you shall be covered under the Personal Accident Insurance policy, which will be held by the Company. Your entitlement for the same is mentioned in the Annexure
3. **Annual Leave/Public Holidays** - You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.
4. You are required to treat this letter and its contents as strictly confidential and should not disclose same to any person or entity without our written consent.

Regards,  
Human Resource  
For NeoSOFT Technologies



**Ref.No.TSCPL/2020-2021/HRD/INT 3355**

**Date: 17<sup>th</sup> June, 2021**

**Internship Offer Letter**

Dear Anjali Goswami,

It's our great pleasure to inform you that you have successfully qualified the interview session conducted by our company. Hence, you have been offered for the position of “**Software Developer-Intern**”. Your position is located in Bangalore, Karnataka.

In addition to the offer, you will not receive any kind of company employment benefits, as per our company policy, while you are working as an intern.

You need to submit the below mentioned documents.

- a. Two passport size photo
- b. Photo ID proof ( 1 photocopy)
- c. Photo copies of mark sheets – Matriculation /Intermediate /UG/PG
- d. College Proposal Letter/College ID card photocopy

Sincerely,



**Manager**

Human Resources Department

**TechCiti Software Consulting Private Limited.**



## Conga

Apttus Software Private Limited  
A Wing, 6th Floor, Commerce House - 5,  
Next to Vodafone House,  
Prahlaad Nagar Corporate Road,  
Ahmedabad - 380 051, INDIA  
Phone: +91 7405012513 - 15  
[info@conga.com](mailto:info@conga.com) | [www.conga.com](http://www.conga.com)  
CIN Number: U72200GJ2012PTC068683

18-May-2021

Dear Mebal Sharon J,

It is my pleasure to offer you the position of **Associate Software Engineer** at Apttus Software Private Limited (operating under the name Conga, hereinafter referred to as "Conga" or the "Company"), contingent upon the successful completion of a background check (including a verification of indemnification, employment history, work eligibility and a criminal background). The criminal background check must be successfully completed prior to commencement of your employment-- additional verifications may be completed promptly following commencement of your employment. You agree to sign any necessary consents and provide such cooperation as reasonably necessary to perform such checks.

You will be part of a team dedicated to delivering on Conga's vision. Your employment will begin on **Monday, 05-Jul-2021** and your base location will be **Bangalore, India**. You will be reporting to **Prasad Ramanathan, Director, Software Engineering**.

### Compensation and Benefits:

**a) Total CTC.** As discussed and agreed upon mutually during your interview process. For salary break-up please review the Annexure-I below.

**b) Obligatory Deductions.** Deduction of Income Tax, other tax contributions or any other lawful contributions or any scheme framed and made applicable to the Company shall be made from the salary payable to you either retrospective or prospective.

**c) Benefits.** As an employee, in addition to your compensation package, you will also be eligible to receive the benefits, which are offered to all Company employees, as described below. Insurance will begin from 15th or 1st of the month whichever is earlier.

These include:

- Personal Accident Insurance coverage for employee.
- Medclaim Insurance coverage for the immediate family.
- You are eligible for paid leaves as follows which will begin to earn immediately after joining and accrue on a monthly basis (total leave equally divided in 12 months)

<u>Years of continuous Service</u>	<u>Annualized Vacation Time</u>
Up to 6 years —————	18 days
More than 6 years —————	20 days

### Additional Leaves

Bereavement Leave —————	5 days
Sick/Casual Leave —————	12 days
Company Paid Holidays —————	10 days

**Working Schedule:** This is a position of continuous responsibility and does not entail payment of extra time or overtime. The company reserves the right to modify or alter its working hours and you may be required to work in shifts. The normal working hours would be from 9:30 AM to 6:30 PM with 1 hour of break. The regular working days are Monday through Friday.

**Probation:** Your 90 days of service following your training will be considered as probationary and you will be appraised for satisfactory performance. If your performance is found unsatisfactory, Conga may extend the probation period or terminate your employment with immediate effect. During the extension of probation period, if your performance is still found unsatisfactory, Conga shall be entitled to terminate your services forthwith without any notice whatsoever. If not communicated otherwise, after completion of stipulated probation period, you will automatically be converted into a confirmed employee. Addition to this, you are required to submit your provisional degree certificate on or before 31st Aug 2021, failing which this offer stands to be null and void.

Initial Here:



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**Relocation:** Your posting will be at Bangalore. Business scenarios and Opportunities may require you to be transferred, temporarily or permanently to any other location, within the country of your posting or outside, at the will of the Company. Upon such transfer, to the extent necessary and subject to prior notice, Company may modify the terms of your employment to reflect the requirements of the new location. Your normal business related expenses would be reimbursed subject to the Company's expense reimbursement policy.

- To provide financial assistance during relocation Conga reimburses the relocation expenses incurred. It is applicable to employee relocating to a different location and in case of new recruitment from outside Bangalore area.
- Relocation benefits will only apply if an employee is relocating from more than 50 kms from Conga office location. Relocation expenses will be paid up to **INR 50,000 OR INR 15,000 and accommodation for 2 weeks (14 nights / 15 days)**; payable on submission of original receipts for shipping costs, travel costs and initial lodging expenses for moving employee and immediate family (up to 4 people) to Bangalore area.
- Relocation benefits should be availed within three (3) months of joining.
- If the employee voluntarily leaves Conga within one (1) year of joining, the relocation claim would be recovered from the full and final settlement.

**Separation:** A minimum of 2 (two) months' notice period or salary in lieu of notice period is required for termination of employment terms by either side seeking the termination. However, it will be the discretion of management to accept the salary in lieu of notice period or ask employee to serve the notice period. Salary for the purpose of notice period means total cost to company (CTC). In case of incomplete assignment, the company has the discretion to relieve you only at the end of 2 months' notice period.

- During probation period, employee is required to give minimum of 2 (two) weeks' notice period before separation.
- Our compensation and benefit package or any discussion of the same is not a commitment that your employment will have a minimum or a fixed term or that it is terminable only for a cause. No promises can be expressed or implied by anyone, that your employment is for any minimum or fixed term or that cause is required for the termination of the employment relationship. By signing below, you acknowledge that your employment at the Company is for unspecified duration, and neither this letter, nor your acceptance thereof, constitutes a contract for employment.
- Upon separation from the Company for any reason, you agree to return to the Company any equipment that has been provided to you. The Company reserves the right to deduct such costs from any final payments to be made to you.
- In the event of your leaving our company, for any reason, you shall return all of the Company's documents, papers, disks, etc. to the authorized person of the Company. All manuals, literature, new systems, programmers, products etc. developed by you, while in Company service will at all times deemed to be the sole property of the Company.
- Upon separation from the Company, you agree that you will not work for an Conga competitor / customer for a period of twelve (12) months after termination from employment with Company. For purposes of this paragraph, competitor shall mean entities that offer products and/or services to the marketplace similar to those offered by Company.

**No Inconsistent Obligations:** You represent that you are aware of no obligations legal or otherwise, inconsistent with the terms of this Agreement or with you undertaking employment with the Company.

### Acceptance:

- The Appointment is given subject to your information supplied in the Application Form and resume to be absolutely true. In the event, any information supplied by you is found wrong or otherwise you shall be liable for termination without any notice and in such event management of Conga will have sole discretion to withhold / recover salaries payable/paid.
- Employee hereby agrees that he/she will sign as and when required agreement/s with Employer/Clients with regards to data security and confidentiality, including the accompanying Employee Proprietary Information, Nonsolicitation and Inventions Agreement.
- The Offer Letter is enclosed. Please sign the duplicate copy in acknowledgment of your acceptance of the above stated terms and conditions and return to us within 3 days from receipt of this offer letter, after which the offer stands automatically withdrawn.

### NOTE:

Initial Here:



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CIN Number: U72200GJ2012PTC068683

- Performance bonus would ordinarily be paid annually as per company policy.
- Gratuity shall be payable to eligible employees in accordance with the Payment of Gratuity Act, 1972.
- Compensation package is subject to all applicable Income Tax laws currently in force.

The appointment is subject to submission and positive verification of the following documents and background verification check conducted by Conga approved agency.

- Updated Resume.
- Latest passport sized photograph-2 Nos.
- Soft copies of highest educational degree held & other professional qualification(s) certificates, if any.
- Soft copy of Residence Proof (Passport / Aadhar Card / VoterID Card).
- Soft copy of Identity Proof (PAN card/ Passport / Driving License / Voter ID).
- Relieving & Experience letter of previous 2 employments.

**Reporting Date:** This appointment will take effect from the date of joining duty, which shall not be later than 05-Jul-2021. It is company's discretion to change the joining date based on mutual agreement between company and candidate.

Should you have any questions about joining the Company, please do not hesitate to contact the undersigned.

I am excited about the opportunity to work with you at Conga.

Sincerely,

**Michelle Green**  
VP, Global HR Business Partners,  
Apttus Software Private Limited

**Acknowledgement:**

I have read and accepted the terms and conditions outlined above. I agree to keep the terms of this letter confidential. As desired, I shall join services w.e.f. 05-Jul-2021

**Signature:**

Mebal Sharon J

**Date:**

Initial Here:



## Offer Letter

Thursday

2 September, 2021

Dear Prathibha,

Congratulations!!!

It gives us immense pleasure to request you to be part of this exciting journey called **Micro Genesis Tech Soft Pvt Ltd.**

We are looking forward to your joining us as **Associate Software Engineer.**

Your working location will be Bangalore.

We believe that our employees form the basis of our success and are therefore our most valued assets. Our top priority is to employ individuals, like you, who can use their knowledge and creativity to add value to the company and its clients.

Your Official date of joining will be **3<sup>rd</sup> September 2021.**

Request you to kindly send an acceptance of the same by a return email.

**Kindly note this offer is valid only for next 24hours. If interested, please share the confirmation within this period.**

### Please Note:

As per Company Policy, we conduct a detailed Employee Background Verification process for all new joiners. The required documents for the same will be communicated to you on the Induction Date. Please provide all the required documents and ensure that all declarations are true, failing which the Company holds the rights to revoke the offer/ appointment **at any time** during your tenure with us. Failing the background verification check would therefore result in termination of employment.

### ANNEXURES

Annexure 'A' - Compensation Breakup

Annexure 'B' - Documents to be submitted

Annexure 'C' - Location of Work





**Offer Letter**

Annexure 'A' - Compensation Breakup

**Compensation Detail**

Your consolidated annual CTC will be **Rs. 3,00,000/-LPA (Three Lakhs)**.

<b>Emp. Name:</b>	Prathibha V		
<b>Designation:</b>	Associate Software Engineer		
<b>Joining Date:</b>	3-Sep-2021		
<b>Marital Status:</b>	Single		
<b><u>Cost To Company Annexure</u></b>			
<b>SL NO.</b>	<b>PARTICULARS</b>		
<b>A</b>	<b>GROSS SALARY:</b>		
	<b>Salary Components</b>	<b>Amount per month</b>	<b>Annual</b>
	Basic & DA	15030	180360
	HRA	6012	72144
	Special Allowance	2158	25896
	<b>Gross Salary</b>	<b>23200</b>	<b>278400</b>
<b>B</b>	<b>FIXED BENEFITS:</b>		
	PF-Employer Contribution	1800	21600
	Annual Retention Bonus	0	0
	<b>Total Fixed Benefits</b>	<b>1800</b>	<b>21600</b>
	<b>VARIABLE BENEFITS:</b>		
<b>C</b>	Project Allowances	0	0
	Annual variable benefit	0	0
	Other Allowances	0	0
	<b>Total Variable Benefits</b>	<b>0</b>	<b>0</b>
	<b>TOTAL CTC (A+B+C)</b>		<b>300000</b>
<b>Employee</b>			<b>Head - Operations</b>



## Offer Letter

Annexure B: Documents to be submitted

Please submit softcopies of following documents at the time of joining on **3<sup>rd</sup> September 2021**.

- ID Proof (PAN\*) - Mandatory
- Aadhar Card\* - Mandatory
- Address Proof (Permanent & Current address proof 1 copies each) - Mandatory
- 3 Passport Photos (White Background).
- Relevant Degree Certificate copies & marks sheet start from 10th Std.
- Professional certificates (if applicable)
- Covid Vaccination Certificate- Mandatory

Annexure C: Location of Work

Your work location - Bangalore.

Please feel free to give us a call, in case you require any clarifications.

Best Regards,

**Radhika Bhardwaj**

Manager- Talent Acquisition

T: +91 08040722128 M: +91 7619282555

Reception: 100

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**MicroGenesis TechSoft Pvt. Ltd.**

5<sup>th</sup> Floor, Tower 'C', Golden Enclave, Old Airport Road, Bangalore - 560017

T: +91 80 4072 2100 | F: +91 80 4152 2108

[www.mgtechsoft.com](http://www.mgtechsoft.com)



July 19, 2021

HRD/2T/1002111804/21-22

Ms. Pallavi N  
#136, Birehwara Colony, Ganigarapalya  
Thalaghattapura Post, Bangalore 560062  
Bangalore-560109  
India

Ph: +91-6362178949

Dear Pallavi,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2021.07.19 22:27:43 IST  
Reason: Digitally Signed  
Location: Bangalore

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

July 19, 2021

HRD/1002111804/21-22

Ms. Pallavi N  
#136, Birehwara Colony, Ganigarapalya  
Thalaghattapura Post, Bangalore 560062  
Bangalore-560109  
India

Ph: +91-6362178949

Dear Pallavi,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **16-Aug-2021**.

### **Location**

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

### **Training**

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

## **Probation and Confirmation**

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

## **Leave**

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## **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.

## **Agreement**

Our offer to you as **Operations Executive** 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.



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 condemnation of delay in submission of the same will be at the Company's discretion.

### **Passport and Driving License**

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

### **Compensation and Benefits**

#### **Salary**

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of INR **461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

#### **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.

#### **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 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

### **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

## Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers. Your simple average should not be less than what was 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.



**ANNEXURE - I**  
(Compensation)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
NAME	<b>Ms. Pallavi N</b>
ROLE	<b>Operations Executive</b>
ROLE DESIGNATION	<b>Operations Executive - Trainee</b>
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
<b>MONTHLY GROSS SALARY</b>	<b>16,162</b>

<b>2. ANNUAL COMPONENT</b>	
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)	136

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>18,581</b>
<b>TOTAL GROSS SALARY</b>	<b>18,581</b>

<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000	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

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.

# MINDSET

WEDNESDAY, AUGUST 11, 2021

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Priyanka V

#2028 BM Road

11 August 2021

Anderson Pet

KGF - 563113

Dear Priyanka V,

With reference to your application for employment and subsequent interview, we are pleased to appoint you as **Associate Trainee**. Upon completion of your probation you will be confirmed as **Associate Developer** in **Mindset Experience India Private Limited** on the Terms & Conditions as stipulated hereinafter. We hope that your association with us will be mutually beneficial, pleasant and fulfilling and as a part of our human resources, you shall be one of our most valuable assets and shall have an important role in the success of our company.

The terms and conditions of appointment are recorded below for your consideration and acceptance.

**COMMENCEMENT DATE** - This appointment will commence on **01 September 2021**

**REPORTING** - You will be reporting directly to **Vishnu Pankajakshan, Team Lead**. Your title and reporting structure are subject to change at the discretion of the management

## **PROBATION AND CONFIRMATION**

You will be on probation for a period of 6 **Months** from the date of your joining the Company. During or at the end of the probation period, the Management may terminate your employment without assigning any reason, by giving 15 days' notice to you or extend your probation period, at the sole discretion of the Management.

In case your work and conduct are found to be satisfactory during the initial or extended period of probation, you will be confirmed by a separate order via email. You shall not deem to have



been confirmed till such a communication is available to you via email, notwithstanding the expiry of the initial or extended period of probation and you shall continue as a probationer. Leaves during probation period would be applicable as per Mindset Experience India Private Limited Leave Policy.

## **Annexure 1: Full Name – Priyanka V**

### **Compensation**

Annual - Total Fixed Compensation - Rs. 3,00,000/-

Annual only - Target Incentive\* - Rs. 21,000/-

Annual - Employer's Contribution to Provident Fund - Rs. 21,600/-

**Annual - Cost to Company (CTC) - Rs. 3,42,600/-**

**One time - Sign on Bonus\*\* - Rs. 1,00,000/-**

*\* Target Mindset Experience India Private Limited Incentive amount and could be revised on management discretion. Actual payout & frequency of payout will be in line with Mindset Experience India Private Limited Incentive plan.*

*\*\*Note: Sign on Bonus - payable with 1st full month of salary. 100% of the amount needs to be repaid if quit within 2 years of payout.*

### **Other Benefits:**

You will also be entitled to following benefits:

1. Medical Insurance coverage for Self, Spouse & 2 dependent children **and for the first year, one set of parents**
2. Personal Accidental Insurance coverage
3. Gratuity –As per Payment of gratuity Act, 1972 and company policy

### **WELCOME ABOARD!**

Yours faithfully, Parvathy Sankar

*Parvathy Sankar*

**For Mindset Experience India Private Limited**

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## Offer Letter Acceptance

I have read and accept this offer of employment:

*Priyanka V*

\_\_\_\_\_  
Priyanka V

08/11/2021

\_\_\_\_\_  
Date



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## Priyanka V Offer.pdf

Document ID: 79993904-faa4-11eb-8ddf-25b6df891dfe

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### Requested:

Aug 11, 2021, 7:38 AM CDT (Aug 11, 2021, 12:38 PM UTC)

Megha Sri (meghasri@mindsetconsulting.com)

122.171.189.129

### Signed:

Aug 11, 2021, 8:03 AM CDT (Aug 11, 2021, 1:03 PM UTC)

Priyanka V (pinkypriyanka379@gmail.com)

2402:e280:2146:553:f955:1c30:ce3c:e70e

# PROMENA

## Internship Completion Certificate

31<sup>st</sup> Jul 2021

This is to certify that **Ms. AM Ashwini**, from **Dayananda Sagar College of Art Science & Commerce, Bangalore**, has carried out an internship on a “**Front End Technologies at Promena LLP**” from 1<sup>st</sup> Apr 2021 to 30<sup>th</sup> Jun 2021 under the guidance of **Mr. Karthik CN**.

We Appreciate your valuable contribution and wish you all the success in your future endeavors.



**Office:** #273, 2<sup>nd</sup> floor, Jois Plaza, Outer Ring Road, Banashankari 3<sup>rd</sup> Stage, Bangalore - 085

+91 99000 43908 & +91 90082 29275



Contact@Promena.in



www.Promena.in

**Date: October 30th, 2021**

To,  
**Mohammed fazal**  
Subject: Internship Letter

Dear Mohammed fazal,

In reference to your application, we would like to congratulate you on being selected for internship with **Intellipaat Software Solutions Pvt. Ltd.** Your work is scheduled to start from **2<sup>nd</sup> November, 2021** for a period of 6 Months. During this period, you will get paid Rs. 20,000/month (Rupees Twenty Thousand Only) and you will be working as an '**Inside Sales Manager**'. The technical platform and job role will be shared with you by your manager on the day of your joining.

Note:

- Number of working days is 6 days in a week.
- Your first month salary will be dispersed along with your 4<sup>th</sup> month salary.
- During this Internship you are eligible to get 10,000/- Rupees as incentive based on your monthly performance.
- During your internship, you are expected to be disciplined and sincere towards your job responsibility.
- Based on your performance, PPO will be released before the completion of your internship at Intellipaat.
- You need to serve 30 days of notice period without fail, or else the management at Intellipaat can hold your salary/ experience letter / relieving letter after joining.
- Minimum working duration must be 9 hours including one-hour lunch/dinner break.
- After the successful completion of 6 Months Total CTC would be 5,30,000 INR

Again, congratulations and we look forward to working with you.

Yours truly,  
For Intellipaat Software Solutions Private Limited



**Dev Bisht**  
Director - Human Resources

**Name:** Nishant Munjal

**Address:** E-17, K.N. colony , Metro Gali,  
Ratu road,  
Ranchi - 834001,  
India

Dear Nishant Munjal ,

We are pleased to inform you that based on your application and the Subsequent interviews you had, you have been selected for the position of **Trainee Consultant-Talent Collaboration**.

Your joining date will be **Monday 08 November 2021**

On the first day of the employment, please report to:

**Company Address:** Joulestowatts Business Solutions Private Limited ,  
6th Floor, Vaswani Presidio, Panathur Main Road Kadubesanahalli,  
India

**Reporting Time : 9:30 AM**

You will be paid a gross annual salary of **Rs. 3,00,000/- (Three Lakhs only)**.


Your salary composition and other details are listed in the Employment Agreement annexed to this letter. Please indicate your acceptance to the Employment Agreement by signing and returning it within seven days from the date of this letter to the following address. Please retain the second copy for your records.

**Joules to Watts Business Solutions Pvt. Ltd**

3rd floor, Vaswani Presidio  
Bangalore - 560103

I look forward to welcoming you in our organization.

Should you need any further clarifications, please feel free to contact us.



HR Signature



Candidate Signature

**Joules to Watts Business Solutions Private Limited**

3rd Floor, Vaswani Presidio, Panathur Main Road,  
Off Outer Ring Road, Bangalore, Karnataka- 560103

[www.joulestowatts.com](http://www.joulestowatts.com)

CIN : U74900KA2014PTC076748



## EMPLOYMENT AGREEMENT

### COMPENSATION STRUCTURE:

Your individual compensation is strictly between yourself and the Company. It has been determined based on various factors such as your job, skills, specific background and professional merit. This information and any changes therein should be treated as personal and confidential.

Your total annual CTC will be **Rs. 3,00,000/-** and its composition will be as follows:

Head	Annual	Monthly
Basic Salary	1,50,000.00	12,500.00
House Rent Allowance (HRA)	60,000.00	5,000.00
Stat Bonus	12,495.00	1,041.25
Conveyance	9,205.00	767.08
Medical	15,000.00	1,250.00
Telephone	12,000.00	1,000.00
Leave Travel Allowance (LTA)	12,500.00	1,041.67
Gross Earning	2,71,200.00	22,600.00
PF Employer Contribution	21,600.00	1,800.00
PF Employee Contribution	21,600.00	1,800.00
Gratuity	7,200.0	600.0
Net Take Home (Varies depending on Taxes)	2,47,200.00	20,600.00
CTC	3,00,000.00	25,000.00

1. Income Tax, Professional Tax and other applicable taxes shall be deducted from the salary on a monthly basis as per Government Policy.

The salary will be processed on 7 Working day of every month. However, if the 7 falls on a holiday, salary will be paid on the next working day. The monthly pay slips will be made available electronically.

If the joining date is after 20th of the month first salary will be processed along with the next payroll.

Salary will be disbursed on receipt of your PAN card number.

**Joules**toWatts Business Solutions Private Limited

3rd Floor, Vaswani Presidio, Panathur Main Road,  
Off Outer Ring Road, Bangalore, Karnataka- 560103

[www.joulestowatts.com](http://www.joulestowatts.com)

CIN : U74900KA2014PTC076748



**TIME SHEETS:**

Shall send a hard copy/soft copy of the time sheets duly approved and signed by your Supervisor one business day in advance for processing salary every month to the following address:

**Joules to Watts Business Solutions Pvt. Ltd**

SJR I Park, Tower 4 Ground floor, Opposite to Satya Sai Hospital  
EPIP Zone, Whitefield, Bangalore-560066

Delay in receiving the approved time sheets will result in a delay in payment of your salary.

**STATUTORY BENEFITS:**

You will be governed as per the respective acts of ESIC, PF, Bonus & Gratuity, as per the rules in force, from time to time.

**BACKGROUND CHECK:**

The Company reserves the right to verify the information furnished by you in your application for employment and through other documents. If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed / suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof.

**MEDICAL CHECK:**

As per the Company policy, employees are required to undergo medical check on request at authorized medical centers and submit a duly certified copy of the medical certificate.

**NO-SHOW:**

Failure to report at the specified office on the **Monday 08 November 2021** shall be deemed as "No-Show". In such an event, the offer stands cancelled, and you shall be liable to pay one month's salary as penalty to the company for the loss suffered by the company.

**JOB ROLES & RESPONSIBILITIES:**

You shall be responsible for the performance of the functions expected of **Trainee Consultant-Talent Collaboration** and any additional functions and duties that may be assigned to you in connection with the business and operations of the Company.

You shall use the best of your efforts to promote, develop and extend the business of the Company and comply with the directions and regulations of the Company at all times, and in all respects.

**REVIEW PERIOD:**

Your performance will be reviewed to consider salary revision after 12 months from the date of joining.

**ASSIGNMENT:**

You shall acknowledge that the services to be rendered by you are unique and personal. During your service with the Company, you shall not assign any of the rights or delegate any of the duties or obligations under this Agreement without the prior written consent of the Company.

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**CIN : U74900KA2014PTC076748**



**LEAVE:**

You would be entitled to get maximum of 24 days of leaves per year. (pro rata bases)

**HOLIDAYS:**

As each region may have a different set of holidays, your holiday schedule will be governed by your office location.

**DOCUMENTATION:**

Upon being so required by the Company, you shall make, sign and execute all deeds, documents, and declarations as may be deemed necessary by the Company and/or its clients (including privacy and confidentiality agreements).

**INDEMNITY:**

You shall keep the Company indemnified for any damages, which the Company or its client may suffer due to any act/acts by you including breach of any terms of this agreement.

**UN-AUTHORIZED ABSENCE:**

Any absence for 3 consecutive business days without prior permission will be treated as un-authorized absence from the work. In such a case, the Company is entitled to terminate your services and/or seek compensation for any loss suffered by the Company or its Client due to such an absence.

**CONFIDENTIALITY & NON DISCLOSURE:**

You hereby acknowledge that by the reason of your services with the Company you will have access to records, documents, drawings, forms, reports, studies, memoranda, correspondence, manuals, plans, magnetic media and other information sources ("Confidential Material") and such Confidential Material constitutes the property of the Company and/or its clients, enables the Company and/or its clients to compete successfully in business and was acquired or created by the Company and/or its clients at substantial expense. In consideration of your services and the above disclosures, you agree that:

You will disclose to the Company all information, inventions, discoveries, products, systems, programs, documentation including improvements or modifications ("Proprietary Material"), relating to the Company and its clients which you acquired or developed during the term of your services with the Company and that such Proprietary Material is the sole property of the Company or its clients, regardless of whether or not its acquisition or development occurred during work hours, at the Company facilities, or with the Company property or personnel. You will not disclose any such Proprietary Material to any unauthorized person during or after the completion of services with the Company.

You will not remove from the Company premises and/or the premises of its clients any Confidential Material, except in the performance of your duties. Upon termination of your services or when called upon by the Company, you will surrender all such Confidential Material together with any other the Company property that have been provided to him/her by the Company and/or its clients.

You agree to comply with a supplementary agreement, when issued, between the Company and a client regarding privacy and confidentiality. Such agreement will be incorporated into this Agreement by reference, including improvements or modification. "Proprietary Material" relating to the Company and its clients which you acquired or developed during the term of your services with the Company and its client is the sole property of the Company or its clients, regardless of whether or not its acquisition or development occurred during work hours.

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**CIN : U74900KA2014PTC076748**

**NON COMPETE & NON SOLICITATION:**

You agree that during your services with the Company and continuing for a period of twelve (12) months after termination of your services with the Company, you:

- a) Will not individually or on behalf of or in conjunction with any other person or entity (except on behalf of the Company), directly or indirectly, solicit, sell to, or perform similar services as provided by or available from the Company, for any clients of the Company.
- b) Will not seek and obtain employment, training, or contract for employment or seek to serve as you or otherwise to clients of the Company, customers, accounts or prospects, without the written permission of the Company.
- c) Will not directly or indirectly solicit or hire or cause others to solicit or hire any other employee of the Company.
- d) Unless pre-approved by the Company in writing, you will not, during the period of this assignment, prepare, compile, submit or publish any articles or contribute to any other publication or television serials / films / video presentations or assist anyone directly or indirectly in this regard.

**WAIVER:**

A waiver by the Company of a breach of any provision of this Agreement by you shall not operate or be construed as a waiver or estoppel of any subsequent breach by you. No waiver shall be valid unless in writing and signed by an authorized officer of the Company.

**JURISDICTION:**

In case of any dispute arising out of the Agreement, it shall be subject to jurisdiction of appropriate Court of Bangalore, Karnataka, India.

**LEAVING THE COMPANY WITHOUT SERVING NOTICE PERIOD:**

If you wish to leave the services of the Company, a clear written notice of 30 Days days has to be given to the Company. In case of failure to give such written notice within the prescribed time, you are bound to make good the loss suffered by the Company and any other charges/liabilities Company incurs consequent to the failure to give required written notice.

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.

**TERMINATION BY THE COMPANY:**

The company may terminate your services with or without cause under the following conditions:

**With Cause:**The Company may, immediately and without notice, terminate your services with "Cause". The term "Cause" shall, as used in this Document, mean (1) the commission of a crime involving moral turpitude, theft, fraud or deceit; (2) conduct that has an adverse effect on the Company's reputation; (3) substantial or continued unwillingness or inability to perform duties assigned to the EMPLOYEE; (4) gross negligence or deliberate misconduct; (5) any material breach of terms and conditions specified in this letter; (6) Un-authorized absence from work for a period of three or more consecutive days without due consent or notifying your superior officer. (7) Providing any false information to the company.

**Without Cause:** (a) In the event that the employment is terminated without Cause, the EMPLOYEE will be provided with a 30 Days days written notice prior to such termination or paid severance pay in lieu thereof equivalent to the consolidated compensation package for a period of 30 Days days, calculated on the basis of the last basic salary.

(b) During probation period if the employment is terminated without Cause, the EMPLOYEE will be provided with 7 days prior written notice.



**TERMINATION BY EMPLOYEE:**

If you wish to leave the services of the Company, a clear written notice of 30 Days days has to be given to the Company. In case of failure to give such written notice within the prescribed time, you are bound to make good the loss suffered by the Company and any other charges/liabilities Company incurs consequent to the failure to give required written notice. 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.

**MORAL CONDUCT:**

You shall not resort to or in any way abet any form of strike or coercion or physical duress in connection with any matter pertaining to your service or the service of any other employee.

**ALTERNATIVE EMPLOYMENT:**

You will be a whole time employee of the Company and will not engage yourself directly or indirectly in any other trade, business, profession or any other employment part time or full time anywhere in any capacity, either honorary or otherwise, whilst in the services of the Company. The findings of the management in this respect are final and binding. Breach of this condition shall lead to the termination of your services by the company without any notice or compensation.

**COMPANY PROPERTIES IN YOUR POSSESSION:**

You are expected to take proper care of company properties entrusted to you by the company.

In the event of your resignation/termination you are obliged to return all the company's property like access/ ID card, documents, machines, data, files and books etc., in your possession in good condition, or reimburse the value of the same. You shall also officially hand over your job responsibilities to your immediate supervisor or any other person nominated by the management for this purpose.

**CHANGE OF ADDRESS:**

Any change of residential address should be intimated to the department head in writing within 3 days from the date of such change. Your address as indicated shall be the correct address for sending all communications to you unless other wise intimated in writing by you. Communications addressed to you at the above address shall deem to have been duly served.

**CODE OF CONDUCT:**

During your services with us, you are expected to behave and perform in a manner that preserves the Company's and its Client's values and commitments.

Any or all of the terms and conditions pertaining to your services with the Company may be modified or changed at the Company's discretion. In the event any terms/conditions are changed, the same shall be informed to you in writing.

**PLACE OF EMPLOYMENT AND TRANSFER:**

You acknowledge and agree that you may be assigned, or liable to be transferred or deputed from one place to another and / or from one department / unit to another or any other subsidiary /Associate Establishment/or their contractors and clients either existing or to be set up in future any where in India or abroad purely at the discretion of the management depending upon the needs and requirement of the company. On such assignment, transfer, or deputation you will be governed by the Rules and Regulations and other working /service conditions as applicable at the place of posting including to consent to add/or agree to certain other agreements.

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**CIN : U74900KA2014PTC076748**

**PROBATION:**

The Employee shall be on probation for a period of three (3) months from the date of joining. The Company shall be entitled to forthwith terminate the services of the Employee and this Agreement at any time during the probation period. The Company may in its sole discretion extend the Employee's probation period based on the Employee's performance, conduct and/or other factors as the company may deem fit. The Employee's probation period shall not be considered to be completed, unless the Employee's services are confirmed by the Company in writing by a Letter of Confirmation. Employee is not entitled for leaves during the probation period and leaves taken during probation will be considered as Loss of Pay.

**DECLARATION:**

This is to confirm that the documents and information provided by me to the Company for the purpose of my services are true and accurate to the best of my knowledge and belief. I also agree that the various terms and conditions set forth in this Agreement are fair, just and reasonable and I shall strictly adhere to the terms specified.

 _____	November 3, 2021 -----
Signature	Date



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**9-Aug-21**  
**Kumar Shatrughan**  
**Bangalore**

Dear **Kumar**,

Here at Navi, we believe that a company should be measured by the quality of its people. That is why we invest significant time and resources in hiring the best.

With that in mind, it gives me great pleasure to say: Welcome Aboard!

Navi is on a mission to make financial services simple, accessible and affordable and in doing so, we hope to positively impact millions of lives.

In the following pages, you will see the key terms and conditions that govern your employment and the details of your compensation and benefits.

Please note that this offer is subject to the successful completion of background and credential checks.

We look forward to a mutually rewarding, positively challenging and meaningful relationship.

We hope that this opportunity gives you the chance to do some of the best work of your life.

Sincerely,

For **NAVI General Insurance**



**Authorised Signatory**

## TERMS & CONDITIONS OF EMPLOYMENT

Your employment with Navi General Insurance Limited (“**Company**”) shall be on the following terms and conditions:

### JOB ASSIGNMENT

- **Joining Date:** Your date of joining will be on or before **11-Aug-21**
- **Duties:** You will be employed in the position of **Executive - Digital Sales**
- **Location:** Your initial place of posting will be Bengaluru. However, you may be posted/transferred/seconded to any other place or offices of the Company or its affiliates including other group companies, subsidiaries, joint venture companies etc., as the Company may from time to time deem necessary, either in India or abroad. On such posting, you will be governed by the terms and conditions of service applicable to the new assignment, which shall however not be in any manner detrimental to the terms and conditions applicable to you immediately prior to such transfer.
- **Exclusive Services:** Your employment with the Company is on a full-time basis. While you are in the services of the Company, you are not permitted to directly or indirectly, engage yourself or devote any time or attention to any full time or part time employment, trade, business or occupation, with or without remuneration, for any third person or concern (including self-employment) unless otherwise agreed by the Company.

### COMPENSATION & LEAVE

- **Compensation:** Details of your annual gross compensation, along with benefits and other allowances are detailed in **Annexure A**.
- **Leave:** You will be eligible for leave as specified in the Company Leave Policy which is in force and as may be modified from time to time.

### BACKGROUND & CREDENTIALS

- The Company shall be entitled to conduct background and reference checks at any time, and your employment shall always be conditional on the result of such checks. In the event the results of such checks are unsatisfactory on any account, the Company may, in its sole discretion, terminate your employment without any notice.
- For this purpose, you explicitly consent to independent background checks by the Company or third-parties appointed by the Company, which will include the collection and transfer of your data by the Company for purposes related to your employment and agree to take all reasonable steps the Company may seek to facilitate the same.

### OWNERSHIP OF INTELLECTUAL PROPERTY / INVENTIONS

- You agree that the ownership of all existing and future intellectual property rights (including patents, copyright and related rights) in any invention, discovery or other work, including without limitation, any new or advanced methods, designs or improvements, processes/systems (collectively, the “**Developments**”) in relation to the business or operation of the Company, or which results from any work performed on Company premises or by use of the Company’s resources, or which is developed during your tenure at the Company, whether or not patentable or registrable under copyright or similar statutes in India or any other country, and discovered by you individually or jointly with any other person(s) during the course of your employment shall be deemed ‘work-for-hire’ and is hereby assigned in perpetuity and on a worldwide basis and without any additional consideration, solely to the Company, who will be entitled to deal with them in any manner in the Company’s sole discretion and will continue to remain the sole property of the Company. You shall immediately disclose to the Company any such Developments and promptly execute all documents and do all things as might, in the opinion of the Company, be necessary to enable the Company to give effect to the terms hereof. You hereby agree to waive any and all moral rights with respect to any such Developments, including without limitation any and all rights of identification of authorship and/or rights of approval, restriction or limitation on use of or any subsequent modifications thereto.
- You will indemnify the Company against any and all damages, losses and expenses arising to the Company from your unauthorised use of any intellectual property of the Company or infringement of a third party’s intellectual property during the course of your employment.

## NON-DISCLOSURE OF COMPANY INFORMATION

- You should assume that all information or data regarding the Company or third-parties that you obtain during the course of your employment is confidential in nature unless otherwise specifically indicated by the management. If you have any questions about what constitutes confidential information and appropriate disclosures, please contact the Company's Legal or HR departments.
- Confidential information refers to: (a) any data or information that you obtain during the course of your employment at the Company, including, but not limited to, algorithms, business plans, business strategies, reports, projections, customer data, customer lists, documents, drawings, engineering information, financial analysis, forecasts, formulas, hardware configuration information, know-how, ideas, inventions, market information, marketing plans, processes, products, product plans, research, specifications, software, source code, trade secrets of the Company and/or its clients, affiliates or of any third party to whom the Company or its affiliates owe a duty of confidentiality or any other information which by its very nature may be deemed to be confidential; and (b) any information that contains, reflects, or is derived from any of the foregoing ("**Confidential Information**").
- You shall at all times, whether during your employment with the Company or in perpetuity thereafter, keep in strictest confidence and trust and not disclose, divulge, report or use, for any purpose, the Confidential Information, including that which you may have created or which you have obtained or which may have come to your knowledge, in the course of your employment except as expressly authorised by the Company or as required by law.
- You acknowledge that any Confidential Information, whether or not formally marked or identified as confidential is the exclusive property of the Company and you will fully indemnify the Company and its employees and agents against any losses, expenses and damages suffered by the Company arising from any unauthorised disclosure and/or use of any part of Confidential Information by you.
- You will comply with the Data Security; Confidentiality and any other related policies of the Company as may be adopted / amended from time to time.
- You shall keep the Company duly and promptly informed, in writing, if you are bound by any confidentiality, non-compete or other similar agreements with any of your previous employers / clients.

## DATA PROTECTION

- You acknowledge that you must not collect, process, publish or disclose or otherwise use any Personal Data without authorization, except your own personal data or any personal data to which you may have lawful rights, ("**Personal Data**" means any information relating to an identified or identifiable natural person; in particular by reference to an identification number or to one or more factors specific to his/her physical, physiological, mental, economic, cultural or social identity), and use the same only in accordance with applicable laws and regulations and as per the instructions provided by the Company.

#### **TERMINATION**

- Upon your confirmation, your employment shall be terminable by either party, without cause, by giving the other party 90 days' notice. The Company reserves the right to pay or recover salary in lieu of the notice period, or waive the requirement for you to serve notice, at its discretion.
- The Company reserves the right to terminate your employment without notice, on grounds of breach of any applicable laws, Company policy, misconduct, fraud or moral turpitude. Further, the Company reserves the right to terminate your employment without notice for absence of a continuous period of 7 (seven) days without prior approval of your supervisors (including overstay of leave/ training).

#### **INDEMNITY**

- You will indemnify the Company in respect of any loss or liability incurred as a consequence of your negligence, breach of the terms and conditions herein, breach of the Company rules, regulations, instructions, policies, practices and procedures and of any applicable law.

#### **COMPANY PROPERTY**

- On termination of your employment with the Company, irrespective of the circumstances, you are bound to return to the Company (and will not keep in your possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, equipment, other documents or property, or reproductions of any aforementioned items developed by you pursuant to your employment with the Company or otherwise belonging to the Company, its successors or assigns, including, without limitation, those records maintained for and on behalf of the Company.

#### **NON-COMPETE, NON-SOLICIT & NON-CIRCUMVENT**

- You agree at all times during the period of employment and for 1 (one) year thereafter, you will not directly or indirectly in any capacity: (a) engage or participate in any business anywhere else in the world, which is competitive or substantially similar to the business of the Company; (b) recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee or contractor of the Company, to terminate their employment or engagement with the Company; and/or (c) cause, influence, solicit or induce any actual or prospective client or customer of the Company to circumvent the Company or affect/damage in anyway their business relationship with the Company.
- The foregoing restrictions shall not apply to investments made by you into any: (a) mutual funds; (b) discretionary investment portfolios; and/or (c) listed companies, which are not: (I) grey-listed by the Company from time to time; and/or (II) specifically excluded from being invested into by a certain class of employees of the Company (as designated by the Company from time to time). In the event during the term of your employment the Company introduces an investment policy for its employees, the terms thereof shall override the aforementioned exception.

#### **GOVERNING LAW & JURISDICTION**

- The Terms and Conditions set out hereunder shall be construed with and be governed by the laws of India. Any dispute or controversy arising hereunder shall be subject to the jurisdiction of courts at Bengaluru. Notwithstanding the foregoing, nothing contained herein shall be deemed to prevent either you or the Company from seeking and obtaining injunctive and equitable relief from any court of competent jurisdiction without the posting of any bond or other security.

**OTHER TERMS & CONDITIONS**

- Any notice that maybe required to be given to you shall be deemed to be duly and properly given, if hand delivered to you personally, or sent by registered post to you at your address or your personal email address, as per the records available with the Company.
- The letter of appointment, read with these Terms and Conditions, the Company Code of Conduct and other Company Policies (including, without limitation, the Leave Policy, IT Policy, Policy for the Prohibition, Prevention and Redressal of Sexual Harassment at the Workplace and other applicable policies) shall be the documents governing our relationship and supersedes all other letters of appointment previously issued and/or all other agreements, memoranda, documents and discussions.

**EMPLOYEE ACCEPTANCE** I hereby state that I have read, understood and agree to all the Terms and Conditions mentioned herein and shall comply with the same, as required by me, during the period of my employment with the Company and thereafter.

Signature: \_\_\_\_\_  
Full Name

Date:

For **NAVI General Insurance**

Signature:  \_\_\_\_\_  
**Authorised Signatory**

Date: 9-Aug-21

**ANNEXURE A**

**Employee Name:** Mr. Kumar Shatrughan  
**Designation:** Executive - Digital Sales  
**Department:** Digital Call Centre

The breakup of your annual compensation is:

<i>Sr. No</i>	<i>Computation of Salary as per various Basic %</i>	<i>Amount P.A.</i>
1	Basic Salary	184,800
2	Other Allowance	26,064
3	Statutory Bonus (if any)	36,960
4	Provident Fund	22,176
<b>A</b>	<b>Total Fixed Cost to Company (Sum of 1 to 4)</b>	<b>270,000</b>
<b>B</b>	<b>*Performance Linked Variable Pay</b>	<b>30,000</b>
<b>C</b>	<b>Total Cost to Company (A + B)</b>	<b>300,000</b>

*\* Performance linked variable will be paid based on the applicable variable pay policy and can range between 0% to 150% of pro-rated target based on Company and employee performance*

**OTHER BENEFITS:**

You will be eligible for the Group Medical Cover, Group Personal Accident Cover and Group Term Life Cover as per the Company policies, details of which shall be provided to you.

You will be entitled to payment of Gratuity after 5 (five) years of continuous service with the Company. Gratuity will be paid out in accordance with the Payment of Gratuity Act, 1972.

**NOTE:**

- Your contribution to Provident Fund (“PF”) shall be deducted and deposited with the PF Authorities, along with the Company’s contribution, as per the statutory requirements.
- Professional Tax and all incidence of income tax will be borne by the you as per applicable Income tax rules; and
- All amounts shall be paid after deducting tax at source, as applicable.

*You acknowledge and agree that your emolument package is a matter purely between yourself and the Company and you are to keep this information and any changes thereto, strictly confidential. Your salary/ emoluments will be periodically reviewed as per the Company’s policies.*



\_\_\_\_\_  
**Authorised Signatory**

\_\_\_\_\_  
 Mr. Kumar Shatrughan





**30-Oct-2021**

To

Mr Gawhar Hussain  
Bangalore

**Dear Hussain,**

Congratulations! We are pleased to offer you the position **“Executive – Admission Counsellor”** at **SP Robotic Works Pvt. Ltd.** (hereinafter referred to as **“SPRW”** or **“we”**). **SP Robotic Works, Second Floor, No. 451, 17<sup>th</sup> Cross Road, Sector - 4, HSR layout, Bangalore – 560102.**

We are confident that the professional challenge and work environment will be attractive and provide you with the opportunity you desire in your career path.

You will be paid an annualized compensation of **INR 4,00,000** (Four Lakhs Rupees Only) the details of which are provided in the annexure of this letter and is by way of intimation and will be confirmed upon your signing of the Employment Agreement which will be thereafter issued by us. The details of your offer are as shown in the annexure are to be kept strictly confidential at all times even post joining of the organisation.

Your date of joining is on or before **8-Nov-2021**, subject to any change thereof that is mutually agreed upon (hereinafter referred to as the **“Date of Joining”**).

Confirmation of your employment shall be subject to SPRW receiving the following:

- (a) Satisfactory reference/s from the list of referees furnished by you
- (b) Correct particulars regarding age, educational & work experience certificates etc.
- (c) On receipt of physical fitness certificate issued by the recommended hospital
- (c) Your acceptance and execution of the detailed employment agreement that will be issued to you shortly, (hereinafter **“the employment agreement”**), by and before your Date of Joining



## SP ROBOTIC WORKS PVT. LTD.

New No 19A, Old No 25D/4 , Second Floor,  
New Colony 1st Main Road, Virugambakkam, Chennai-600092

1800-121-2135 (Toll Free)

Email : admin@sproboticworks.com; Web: sproboticworks.com

You also note and agree that only upon fulfilment of the above conditions, will your employment agreement be confirmed. Until the date of joining, the Company shall be at liberty to rescind the offer.

Upon acceptance of this Offer Letter, you will be confirming that you are not party to any agreement or arrangement which in any way restricts, prohibits or debars you from accepting the offer made by the Company including but not limited to any non-compete, non-disclosure or restrictive agreement or terms and that you will have no continuing obligations or restrictions which will apply to you from the date of commencement of your employment with the Company or if you are so bound, that will hamper you from honouring such covenants and agreements.

This Offer Letter will remain open for a period of **one day**. If the terms of this Offer Letter are acceptable to you, please confirm your acceptance in writing via electronic mail to us on or before **31/10/2021**. If no such intimation of acceptance is received on or before the said date, this Offer Letter shall stand automatically withdrawn.

By accepting this Offer Letter, you understand and agree that this is not a contract of employment with the Company and your employment with us is subject to the execution of the Employment agreement and terms and conditions and your acceptance of the same.

We look forward to work with you.

**With Best Wishes,**

For and on behalf of **SPRW**

**Akanksha Saini**  
**Head - Human Resources**  
**SP Robotic Works Pvt. Ltd**



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### Annexure - 1

Name : Gawhar Hussain		Designation: Executive - Admission Counsellor
	Salary Components	Amount per Annum ( Rs)
1	Basic	1,89,200
2	HRA	1,13,520
3	Special Allowance	75,680
<b>Gross Salary</b>		<b>3,78,400</b>
4	Provident Fund	21,600
<b>Cost to the Company</b>		<b>4,00,000</b>
The details of your compensation plan are "Confidential" and you may discuss any queries with your immediate supervisor or the undersigned only.		
I have understood & agreed for the above compensation details		

**For SP Robotic Works Pvt. Ltd.**

**Akanksha Saini**  
**Head - Human Resources**  
**SP Robotic Works Pvt. Ltd**

October 27, 2021

**Mr Sanjay S**  
Bangalore

**Sanjay Kumar Singh**  
General Manager – HR India

T +91 80 41362023  
[sanjay.singh@timken.com](mailto:sanjay.singh@timken.com)

Timken Engineering and Research  
India Private Limited  
39-42, Electronic City,  
Phase II, Hosur Road,  
Bangalore 560 100.  
India

Dear **Sanjay**,

With reference to our selection process for Trainees, we are delighted to confirm your selection as '**TRAINEE**' for the year 2021-22 in our Organization.

Your Cost-to-Company (CTC) would be **INR 283464.00 (India Rupees Two Lakhs Eighty Three Thousand Four Hundred and Sixty Four Only)** per annum. (You will be paid as per the break up mentioned in Annexure II). Your traineeship offer is based on the terms & conditions mentioned in Annexure I.

**Please report on November 8, 2021 at the below address:**

Timken Engineering & Research India Pvt. Ltd.  
# 39-42, Electronic City Phase 1, Hosur Road, Bangalore – 560100

For any queries / clarifications regarding your joining, please be in touch with  
Ms. Rakhee Suryavanshi, Lead Analyst – HR  
(Phone No. 7349102234, E-mail: [rakhee.vs@timken.com](mailto:rakhee.vs@timken.com))

You are required to maintain strictest confidentiality with respect to company proprietary or products that you always access or encounter during your project. Use of company proprietary information or products may be made without prior permission from the concerned authority.

We look forward to having you onboard & Wishing you all the very best in your future endeavors.

Sincerely,



**Sanjay Kumar Singh**  
General Manager HR – India

Registered office:

Sy No 39(P), 41(P), Electronic City, Phase II, Doddathogur Village, Begur Hobli, Bangalore – 560100.

Tel: +91(80) 41362000, Fax: +91(80) 41362010

CIN: U74200KA1998PTC023894

## **ANNEXURE – I**

### **The Traineeship offer is on the following terms & conditions:**

- The duration of your Training will be from **November 8, 2021 to November 7, 2022.**
- During the course of your training, your performance will be monitored and evaluated at periodic intervals.
- If your performance is found to be unsatisfactory during the training period based on your manager's feedback, you will be asked to discontinue your training.
- Based on your performance at the end of 1 year, you will be offered a Full Time position with The Timken Company provided there is a suitable opening to match your existing skills, knowledge, abilities, and interest.
- Your training can be extended for another 6 months after the completion of 1 year in the event your performance is not found to be satisfactory. If the performance does not improve, you will be asked to discontinue your training.
- Your continuity of traineeship in Timken is subject to successful completion of your Degree, failing which the traineeship might be terminated. You will have to submit a Provisional Degree Certificate within 3 months of your joining the organization.
- Should you desire to resign from the services of the Company at any time during the traineeship, you will be required to give one month's written notice to the Company.
- You are required to work for a minimum period of 12 Months, should you choose & leave the organization for any reason prior to minimum working period of 12 Months, you will be liable to pay an amount equivalent to Six times of your Base Pay (As per Annexure I)
- By signing this letter, this shall be deemed as a mutual contract of agreement
- **While your reporting will be at our Bangalore office, you can be posted at any of the Timken locations in India after your joining during the course of this traineeship.**

You are expected to adhere to the Policies and Regulations of the Timken Company during the course of your Training.

**Accepted:** \_\_\_\_\_

**Sanjay S**

**ANNEXURE – II**

<b>Sanjay S Trainee</b>	<i>Amt in INR/mth</i>
	<b>Revised</b>
<b>Basic</b>	<b>15,000</b>
<b>Personal Maintenance Allowance</b>	<b>6,100</b>
<b>Base Pay</b>	<b>21,100</b>
<b>Provident Fund</b>	<b>1800</b>
<b>Gratuity</b>	<b>722</b>
<b>TOTAL COST TO COMPANY Per Month</b>	<b>23,622</b>
<b>CTC Per Annum</b>	<b>2,83,464</b>
<b>Effective Date: November 8, 2021 Bangalore</b>	





**Ref No: HR/JUN/21/PC/60172245/1000989811**

**Date : 15.06.2021**

**Payal Acharya**

**Name Of The Institute**

Dear Candidate,

This has reference to your application requesting Internship in our organization as a part of your curriculum. We are pleased to offer you Internship with our **Smart Store** Department, in order to impart on job training and provide you with an opportunity to gain industrial experience on the following terms and conditions.

1. Your Internship shall begin on **21.07.2021** and shall complete at close of working hours on **31.12.2021**, unless otherwise extended/modified in writing.
2. You shall undergo internship training under the assigned mentor to understand the various aspects of the project assigned to you.
3. You will not be paid any compensation for the period of Internship. However, to defer your day to day travelling and out of pocket expenses, you will be paid monthly Conveyance expenses of Rs. **10000.00/-** . They will be paid on pro-rated basis if there is any absence during the month.
4. Please note that your engagement is purely as an Intern and you not being an employee, will not be eligible and/or entitled to receive the benefits as are applicable to regular employees of the company. This internship does not entitle you to a permanent employment with the organization.
5. During the Internship with us, you shall not be engaged, concerned or interested directly or indirectly in any other Internship/ project whatsoever, but shall devote your whole time, attention and abilities exclusively to the performance of duties assigned to you. You shall not, during your Internship with the company, discuss, divulge or communicate to any person or persons any information of a confidential nature relating to the trade or business of the company. Further you shall not engage yourself in any act of misconduct / subversive of discipline or efficiency. Any contravention of the clause will amount to gross misconduct during the Internship and your Internship may be discontinued along with suitable disciplinary action.
6. The Company shall not be liable for any Accident during the period of training. You shall adhere to all safety related instructions/SOPs.
7. The Transport and Residential Accommodation facility shall not be provided by the company.
8. During our Internship period you shall, at all times, wear a formal attire.
9. Non-compliance with any stipulations/rules of conduct may lead to discontinuation of internship with immediate effect.
10. As a part of the Project, data collection/questionnaire format/informal response from employees within the organization is NOT allowed, unless permitted by us.
11. The Company reserves the right to discontinue your Internship program at any time without assigning

**Reliance Retail Limited (Formerly Reliance Fresh Limited)  
CIN: U01100MH1999PLC120563**

**Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800**

any reason thereof.

12. Please carry the documents as mentioned in Annexure A on your day of joining.

13. After completion of internship, the student is required to submit the project report in duplicate and duly signed by the concerned supervisor to the undersigned.

14. You are advised to get in touch with the HR Department for any query on reporting time for the Internship

Yours sincerely,  
For **Reliance Retail Limited**



**Authorized Signatory**

---

This offer is received, terms and conditions are accepted.

Name of the Candidate :  
Date :



### ANNEXURE A

- (i) Undertaking on Rs.100/- on Non-Judicial stamp paper (as per attached format).
- (ii) Xerox copy of identification
- (iii) A letter from respective Principal / HOD reconfirming their identity and the training duration and dates.
- (iv) Two numbers of stamp passport size photographs.
- (v) Fitness certificate (from MBBS doctor)
- (vi) Original and one photocopies of this letter.
- (vii) Latest copy of ID (College Id & 1 Other ID proof) & Address Proof.
- (viii) Cancelled Cheque leaf (CTS 2010 Compliant with IFSC & MICR Codes)



Dear Akshata Manturshettar,  
Dayananda Sagar Institutions

We are writing to inform you of our willingness to offer Summer Internship to you in your preferred Domain.

Our Summer Internship is based on a unique model and offers students an opportunity to experience-based learning while giving them a chance to earn.

- The Summer Internship will commence from 28/05/2021.
- This Summer Internship will be totally Virtual.

Due to lockdown, you shall be provided with assignments that can be undertaken from your respective places of stay.

Commission is provided as per performance and is directly linked with his/her 10% KJ panel.

The commission shall be disbursed only after three months from the completion of internship.

Our unique programme will boost your learning and we are confident that it would bring value to the organization too.

We welcome you to Outlook Group and hope you have a rich experience in learning and earning.

Yours sincerely,  
**Sadhana Tiwari**  
**Assistant Manager**  
**Outlook Group**

PS:It is an internship offer, and shall not be considered as an employment offer.

**Outlook Publishing India Pvt Ltd, AB-10, Safdurjung Enclave, New Delhi –110029**



Dear Shashank Kumar S,  
Dayananda Sagar Institutions

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Dear Pratik Kumar,  
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Dear Sandhya B S,  
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Dear Shameem Ali,  
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Dear Skaria George,  
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Dear Darshan P,  
Dayananda Sagar Institutions

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Dear Jyoti Kumari,  
Dayananda Sagar Institutions

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Dear KAVYA S,  
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Dear YUVARAJ N,  
Dayananda Sagar Institutions

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Dear Yashwin gowda k,  
Dayananda Sagar Institutions

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Dear Anirudhan C,  
Dayananda Sagar Institutions

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Dear Pooja K Palankar,  
Dayananda Sagar Institutions

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Dear CHIRAG SHETTY,  
Dayananda Sagar Institutions

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Dear Payal Acharya,  
Dayananda Sagar Institutions

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Dear Marghoob Alam,  
Dayananda Sagar Institutions

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Dear Vani Vandana,  
Dayananda Sagar Institutions

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Due to lockdown, you shall be provided with assignments that can be undertaken from your respective places of stay.

Commission is provided as per performance and is directly linked with his/her 10% KJ panel.

The commission shall be disbursed only after three months from the completion of internship.

Our unique programme will boost your learning and we are confident that it would bring value to the organization too.

We welcome you to Outlook Group and hope you have a rich experience in learning and earning.

Yours sincerely,  
**Sadhana Tiwari**  
**Assistant Manager**  
**Outlook Group**

PS:It is an internship offer, and shall not be considered as an employment offer.

**Outlook Publishing India Pvt Ltd, AB-10, Safdurjung Enclave, New Delhi –110029**



Dear Venkatesha H N,  
Dayananda Sagar Institutions

We are writing to inform you of our willingness to offer Summer Internship to you in your preferred Domain.

Our Summer Internship is based on a unique model and offers students an opportunity to experience-based learning while giving them a chance to earn.

- The Summer Internship will commence from 28/05/2021.
- This Summer Internship will be totally Virtual.

Due to lockdown, you shall be provided with assignments that can be undertaken from your respective places of stay.

Commission is provided as per performance and is directly linked with his/her 10% KJ panel.

The commission shall be disbursed only after three months from the completion of internship.

Our unique programme will boost your learning and we are confident that it would bring value to the organization too.

We welcome you to Outlook Group and hope you have a rich experience in learning and earning.

Yours sincerely,  
**Sadhana Tiwari**  
**Assistant Manager**  
**Outlook Group**

PS:It is an internship offer, and shall not be considered as an employment offer.

**Outlook Publishing India Pvt Ltd, AB-10, Safdurjung Enclave, New Delhi –110029**

Dear **Payal Acharya**,

It gives us immense pleasure to announce that you have been selected for the Growth Ambassador Program at Younity Community LLP

Younity Community LLP (the "Company"), is pleased to offer you internship with the Company on the terms described below:-

**Position:** You shall be a Growth Ambassador Intern with the company in the team of Younity, and report to your team leader. By accepting this offer, you confirm with the Company that you are under no contractual or other legal obligations that would prohibit you from performing your duties with the Company.

**Date of Joining:** Date of commencement of your employment with the Company is **23-Feb-2021**.

**Duration:** The duration of your internship shall be 30 days.

**Job Roles:** You will be getting a very minimal fixed revenue target of generating revenue through adding community members and by selling courses along with simultaneously working on the departmental tasks mentioned below in order to get an additional specialization certificate.

- 1.Human Resource
- 2.Business Development Marketing
- 3.Operations
- 4.Social Media Marketing

**Compensation:** You will be getting a chance to unlock upto 7 certificates and LOR, also you will be incentivised based on every sale you make. You can earn upto INR 5000/- on completion of your basic monthly target.

**Employment Relationship:** Employment with the Company is for a minimum of 1 month from your date of joining. The services may be terminated within 15 Days by the company incase of any mis happening or nonperformance. Although your job duties, title, compensation, and benefits, as well as the Company's personnel policies and procedures, may change from time to time. If you have an Intern plan to leave Younity Community LLP without any prior notice, the company is bound to forfeit all your standing Certificates/Letter and incentives etc.

**Working Hours:** You need to work just for 2 hours a day and need to stay In touch with your respective team leaders throughout the day.

**NOTE:** This offer letter will be considered as null and void if not presented with a "Letter of termination" ( which can be issued by the company only within 15 days) or "Letter of Completion" (which you will receive on the 30th day).

--

Regards,  
Human Resources  
Younity.in  
Mobile (+91) 7428700905  
[www.younity.in](http://www.younity.in)

# PROMENA

## Internship Completion Certificate

31<sup>st</sup> Jul 2021

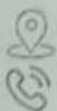
This is to certify that Ms. Mamatha BE, from Dayananda Sagar College of Art Science & Commerce, Bangalore, has carried out an internship on a ".NET Technologies at Promena LLP" from 1<sup>st</sup> Apr 2021 to 30<sup>th</sup> Jun 2021 under the guidance of Mr. Karthik CN.

We Appreciate your valuable contribution and wish you all the success in your future endeavors.

PROMENA LLP



Ashwin Kumar  
Manager - IT



Office: #273, 2<sup>nd</sup> floor, Jois Plaza, Outer Ring Road, Banashankari 3<sup>rd</sup> Stage, Bangalore - 085

+91 99000 43908 & +91 90082 29275



Contact@Promena.in



www.Promena.in



# PROMENA

## Internship Completion Certificate

31<sup>st</sup> Jul 2021

This is to certify that **Ms. Chaitra B**, from **Dayananda Sagar College of Art Science & Commerce, Bangalore**, has carried out an internship on a "**Front End Technologies at Promena LLP**" from 1<sup>st</sup> Apr 2021 to 30<sup>th</sup> Jun 2021 under the guidance of **Mr. Karthik CN**.

We Appreciate your valuable contribution and wish you all the success in your future endeavors.

PROMENA LLP

  
Ashwin Kumar  
Manager -IT



Office: #273, 2<sup>nd</sup> floor, Jois Plaza, Outer Ring Road, Banashankari 3<sup>rd</sup> Stage, Bangalore - 085

+91 99000 43908 & +91 90082 29275



Contact@Promena.in



www.Promena.in

Ms. Ranjini S  
#115/2 6th main thyagaraja Nagar Bangalore  
#115/2 6th main thyagaraja Nagar  
Bangalore-560028  
India

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear Ranjini,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

- |                           |                               |
|---------------------------|-------------------------------|
| a) Role                   | : Process Executive           |
| b) Role designation       | : Process Executive           |
| c) Job Level              | : 2B                          |
| d) Date of Joining        | : 16-November-2021            |
| e) Location of posting    | : BANGALORE, KARNATAKA, India |
| f) Gross salary per month | : Rs 19798/-                  |

Please refer to the Appendices to this letter for details of your CTC and other allowances.

**1. Voice and Shift Allowances**

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

a) Voice Allowance - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.

b) Shift Allowance - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

All allowances are payable as per the policies of the Company, which are subject to change from time to time

## 2. Joining Bonus

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.

## 3. Submission of documents

You are required to submit originals and two photocopies of the following documents on the date of joining the Company. In case of any discrepancy found in the documents/details furnished, the company reserves the right to revoke the offer letter/terminate your employment without any prior notice or notice period.

Sl. No.	Document	Details
1	10th standard marks card*	Mandatory
2	12th Standard marks card*	Mandatory
3	Marks cards for all the years of graduation, degree, diploma certificate*	Mandatory
4	Relieving Letter from all organizations worked*	Mandatory
5	Passport size photographs*	6 (mandatory)
6	Diploma marks cards* and certificate(if applicable)	6 (mandatory)
7	Professional Qualification marks cards* and certificate (if applicable)	Mandatory
8	Post graduate mark cards* and certificate (if applicable)	Mandatory
9	NSR registration number or ITPIN number or web registration number	Mandatory
10	Passport**	Optional
11	Driving License	Optional
12	Passport/Driving License/PAN Card/Voters ID	Mandatory
13	Aadhar Card***	Mandatory

\*Failure to produce the document on the date of joining will entail suitable action by the Organization including withdrawal of employment offer & termination of employment. Originals of the above documents that you have submitted will be returned to you post verification. Under situations where the employee works for a client which needs the employee to furnish details on his past employments, the same will need to be provided.

\*\*The Company reserves the right to initiate background verification (BGV) for all employees.

\*\*\*Certain statutory regulations relating to employment processes (including but not limited to enrolment to Employee's Provident Fund Scheme) mandate the employer to produce Aadhar card details of its employees. For this purpose, all employees are required to produce their Aadhar card details to the Company prior to or at the time of joining the Company.

#### **4. Background Verification**

The Company may, in its sole discretion conduct background checks, prior to or after your date of joining the Company, including but not limited to, for the purpose of validating your identity, your suitability to the concerned employment, the address provided by you, the education details provided by you, the details of your prior work experience (if any) and criminal checks. You expressly consent to, the Company conducting such background checks. In this connection, you are required to furnish the documents as mentioned in the section titled as 'Submission of Documents' in this Offer Letter and the Company reserves the right to seek further documents in addition to the documents listed in the said section to substantiate the details you have provided to the Company.

If the Company is not satisfied with the outcome of the background checks and/or any concerns are raised in a background check, attributable to, false information or mis-statement or misrepresentations or omission of facts in the details provided by you, 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.

#### **5. National Skills Registry**

The Company has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service & quality and in order to do this, we have maintained a strong focus on compliance. NASSCOM, the premier industry Organization has conceived the "National Skills Registry" that promises more effective information security standards. It aims to register employees working in our industry on a web enabled database and uniquely identify each industry person based on bio-metrics. You are required to complete your web registration with National Skills Registry before you join the Company. You will also have to produce the proof of registration when you join the Company. Failure to produce the proof of registration as acceptable to the Company on the date of joining may entail in the withdrawal of this Letter of offer and no rights shall arise/ be enforceable by you under this Letter of offer. The cost of your registration with National Skills Registry and the subsequent verification of your database by Nasscom's empaneled background checkers will have to be borne by you. For more information on national skills registry, please visit [www.nationalskillsregistry.com](http://www.nationalskillsregistry.com).

#### **6. Relocation benefits**

As per the Company's policies you will be entitled to relocation benefits at the time of joining the Company. The Company will reimburse the relocation expenses incurred by you on actuals, provided you submit to the Company the receipts/invoices evidencing those expenses. The relocation benefits will be recovered from you, in case you choose to leave your employment within 180 days of your joining the Company.

#### **7. Transfer/Secondment**

Please refer to the 1 page of this Offer of employment for your location of posting. However, you can be transferred/seconded to any of the Company's units/departments or affiliate entities/partners situated anywhere in India or abroad. The terms and conditions relating to transfer/secondment shall be as stated in the relevant documents executed at the time of such secondment/transfer.

## **8. Probation Period**

You will be on probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. Probation can be extended for a further period at the sole discretion of the Company.

Please note that as per the Company's policies, all confirmations take place only on the 1st working day of a month. If the date of joining of an employee falls between the 1st and 15th day (both days inclusive) of a month, then the employee would be confirmed effective the 1st day of the 7th month from his/her date of joining subject to fulfillment of all criteria related to confirmation. If the date of joining of an employee falls between the 16th and the last day (both days inclusive) of a month, then the employee would be confirmed on the 1st day of the 8 month subject to fulfillment of all criteria related to confirmation.

During your probationary period, the Company can dispense with your services without ascribing any reasons on giving you 30 calendar day's prior notice or basic and dearness allowance and basket of allowances in lieu of such notice. Similarly, it will be permissible for you to resign from our services subject to a calendar month's prior notice of your intention to do so, however, the Company may, at its discretion, dispense with such notice and ask you to pay basic and dearness allowance and basket of allowances in lieu of notice. It is expressly understood and agreed between us that neither party will have cause for complaint if the other party wishes to take advantage of this right of termination.

If you are considered satisfactory in all aspects, your employment will be confirmed on the expiry of your probationary period.

## **9. Notice Period**

As an employee of the Company, you will be required to give either (a) 30 calendar days' notice or (b) one month's salary in lieu thereof, in case you decide to leave our services. Please note that acceptance of payment in lieu of notice period and the issue of the relieving order is at the Company's discretion. Similarly, the Company can terminate your services by giving 30 calendar days' notice or salary in lieu thereof, at the Company's sole discretion.

Notwithstanding the above, in the event of your violation of the Code of Conduct and the Disciplinary policy of the Company, the Company can terminate your services by giving you up to 30 calendar days' notice or payment of salary in lieu thereof.

"Salary" for the purposes of this section will be basic and dearness allowance and basket of allowances.

## **10. Training Period and Process**

Upon joining the Company, you may be required to undergo training programs-as stipulated by the organization. Upon successful completion of a training program, which includes scoring the minimum stipulated grades or passing the assessment and certification process as mandated for the process and the client, you may be assigned to a process team at Organization's sole discretion. Upon failure to complete requisite assessments and certifications, the Company is free to take suitable action as it deems fit which can include termination of your employment.

## 11. Organizational Rules

You will familiarize with and adhere to the Organization's Rules and Regulations in force and as modified by the Organization from time to time. You shall execute such agreements/bonds as required by the Organization. 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 requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

## 12. Personal taxation

Your salary and the perquisites are subject to income tax as per Indian Tax Laws and all personal taxation will have to be deducted at source as per the laws applicable from time to time and the Company does not accept any responsibility for its accuracy.

## 13. Termination of employment

Your services with the Company may be terminated by either party upon giving a written notice of 30 calendar days notice or salary in lieu of such notice.

The Company may also terminate your services, should you be absent from work or incapacitated from properly performing your duties owing to ill health or accident for a period of 30 days, by giving you 15 days' notice in writing of its intention to do so. Further the Company reserves the right to terminate the service for your failure to pass the Company's-requisite assessments and certifications as applicable.

You are liable to be summarily dismissed should you be guilty of breach of this appointment, insobriety, addiction to drugs, dishonesty, disobedience, neglect of duty or any other misconduct under the Company's service rules which is detrimental to the business or interests of the Company.

## 14. Other Terms & Conditions

a) You agree not to undertake employment, whether full-time or part-time, as the Director/Partner/member/employee of any other company/entity engaged in any form of business activity without the consent of the Company. 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 sole discretion of the Company.

b) All or any of the privilege and benefits extended can be altered or withdrawn by the Company at any time.

c) You will be governed by the schemes relating to personal accident, medical insurance and transport facilities in accordance with company regulations, as changed from time to time.

d) You will be governed by the rules and regulations of the company as applicable to your category of employees, which may change from time to time.





**APPENDIX 1**

<b>COMPENSATION DETAILS</b>	
<b>Name</b>	<b>Ms. Ranjini S</b>
<b>Role Designation</b>	<b>Process Executive</b>
<b>Job Level</b>	<b>2B</b>
<b>Date of Joining</b>	<b>16-November-2021</b>
<b>Location of Posting</b>	<b>BANGALORE, KARNATAKA, India</b>
<b>Fixed Components</b>	<b>Amount in INR per month</b>
Basic	13,371
Fixed Dearness Allowance (FDA)	1,100
Basket of Allowances (BOA)*	
Sub Total 1	14,471
<b>Statutory Components</b>	
Company Contribution to Provident Fund	1,737
Gratuity	696
Bonus	2,894
Sub Total 2	5,327
<b>Gross Salary per month - Sub Total 1+2</b>	<b>19,798</b>
<b>Total Annual CTC</b>	<b>237,576</b>

Over and above the gross salary mentioned above you will be eligible to the following allowances provided you satisfy the conditions as laid down in Clause 1 of this letter

<b>Voice Allowance (paid monthly on allocation to a voice process)</b>	<b>Rs 2,500</b>
<b>Shift Allowance (paid monthly if you are working in night shift)</b>	<b>As applicable</b>

\*Basket of Allowances (BOA) comprises of HRA, LTA, Medical, Children's Education and Conveyance to be split according to an individual's tax plan.

ESI (Employee's State Insurance) may also be applicable to individual employees as per statutory regulations. If ESI is applicable, employee will contribute 1.75% of salary as ESI contribution while the Company will contribute 4.75% of salary as ESI contribution. Salary for the purpose of ESI calculation includes Subtotal 1 and Bonus.

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, 1972 including but not limited to the minimum service periods set forth therein

<p>Offered by:</p> <p>11-11-2021</p> <hr/> <p>Sign your name Umashankar N</p> <hr/> <p>Print your name 926577      HRD</p> <hr/> <p>Emp No.      Dept. Name</p>	<p>Candidate:</p> <p>Date: _____, 20____</p> <hr/> <p>Sign your name Ranjini S</p> <hr/> <p>Print your name</p> <hr/>	<p>SAP data provided by:</p> <p>Date: _____, 20____</p> <hr/> <p>Sign your name</p> <hr/> <p>Print your name</p> <hr/> <p>Emp No.      Dept. Name</p>	<p>SAP data updated by:</p> <p>Date: _____, 20____</p> <hr/> <p>Sign your name</p> <hr/> <p>Print your name</p> <hr/> <p>Emp No.      Dept. Name</p>
---	---	---	--

## APPENDIX 2

### Deductions\*

Deduction	Description	Month of Deduction	Approximate Amount
Mysore Accommodation	Accommodation provided in Mysore during the training period will be charged	13th /14th month from joining	Up to Rs. 133/day*
Transport* (based on location)	The transport rates depend on the distance travelled	Monthly	Rs. 250* - Rs. 1085*

\*The amounts mentioned above are indicative and may vary based on location of posting.

\*\*The above amounts are subject to change.

\*The first deduction mentioned above will be made in the 13th /14th month from joining. In case you leave the company before that, this amount will be deducted from your Full & Final Settlement.

### APPENDIX 3

<b>Shift Definition</b>			
In Time	Total Hours	Out Time	Shift
<b>Shift 2 - From 2:30 PM to 5:29 PM</b>			
2:30 PM	9:15	11:45 PM	2
3:00 PM	9:15	12:15 AM	2
3:30 PM	9:15	12:45 AM	2
4:00 PM	9:15	1:15 AM	2
4:30 PM	9:15	1:45 AM	2
5:00 PM	9:15	2:15 AM	2
<b>Shift 3 - From 5:30 PM - 2:29 AM</b>			
5:30 PM	9:15	2:45 AM	3
6:00 PM	9:15	3:15 AM	3
6:30 PM	9:15	3:45 AM	3
7:00 PM	9:15	4:15 AM	3
7:30 PM	9:15	4:45 AM	3
8:00 PM	9:15	5:15 AM	3
8:30 PM	9:15	5:45 AM	3
9:00 PM	9:15	6:15 AM	3
9:30 PM	9:15	6:45 AM	3
10:00 PM	9:15	7:15 AM	3
10:30 PM	9:15	7:45 AM	3
11:00 PM	9:15	8:15 AM	3
11:30 PM	9:15	8:45 AM	3
12:00 AM	9:15	9:15 AM	3
12:30 AM	9:15	9:45 AM	3
1:00 AM	9:15	10:15 AM	3
1:30 AM	9:15	10:45 AM	3
2:00 AM	9:15	11:15 AM	3
<b>Shift 4 - From 2:30 AM - 5:30 AM</b>			
2:30 AM	9:15	11:45 AM	4
3:00 AM	9:15	12:15 PM	4
3:30 AM	9:15	12:45 PM	4
4:00 AM	9:15	1:15 PM	4
4:30 AM	9:15	1:45 PM	4
5:00 AM	9:15	2:15 PM	4
5:30 AM	9:15	2:45 PM	4
<b>Shift 1 - After 5:31 AM (anytime swipe after 5:31)</b>			
6:00 AM	9:15	3:15 PM	1
6:29 AM	9:15	3:44 PM	1
<b>Shift 1-After 12:30 PM- 2:30 PM</b>			
12:30 PM	9:15	9:45 PM	1
1:00 PM	9:15	10:15 PM	1
1:30 PM	9:15	10:45 PM	1
2:00 PM	9:15	11:15 PM	1
2:00 PM - 2:29 PM			1
<b>Shift 0-After 6:30 AM (any time after 6:30 AM)</b>			
6:30 AM	9:15	3:45 PM	0
7:00 AM	9:15	4:15 PM	0
7:30 AM	9:15	4:45 PM	0
8:00 AM	9:15	5:15 PM	0
8:30 AM	9:15	5:45 PM	0
9:00 AM	9:15	6:15 PM	0
9:30 AM	9:15	6:45 PM	0
10:00 AM	9:15	7:15 PM	0
10:30 AM	9:15	7:45 PM	0
11:00 AM	9:15	8:15 PM	0
11:30 AM	9:15	8:45 PM	0
12:00 PM	9:15	9:15 PM	0
12:29 PM	9:15	9:44 PM	0

## **Shift Allowance Payout Scenarios**

(Optional: Shift Allowance cycle is from 1st - 30th /31st of the previous month)

### **Shift 0:**

Refer appendix above for timings, this shift is not eligible for any allowance.

### **Shift 1:**

Refer appendix above for timings, this is eligible for an allowance of 600/- per month.

### **Shift 2:**

Refer appendix above for timings, this is eligible for an allowance of 1,500/- per month.

### **Shift 3:**

Refer appendix above for timings, this is eligible for an allowance of 2,000/- per month.

### **Shift 4:**

Refer appendix above for timings, this is eligible for an allowance of 2,300/- per month



**APPENDIX 4**

**ADDENDUM TO EMPLOYMENT LETTER**

I, \_\_\_\_\_ do hereby acknowledge and confirm the following:

(1) I am accepting employment with Infosys BPM Limited ("Infosys BPM"), with the employee number \_\_\_\_\_ effective from \_\_\_\_\_. Now, as per the presents below, I agree to the terms herein, and acknowledge that this is a material condition of my employment with Infosys BPM.

(2) I may be required, on behalf of Infosys BPM, to provide services to, or solicit business from, various clients of Infosys BPM (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 BPM for any reason, I will not:

a. accept any offer of employment from any Customer, where I had worked in an official capacity with that customer in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM;

b. accept any offer of employment from a Named Competitor of Infosys BPM, 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 BPM.

For the purposes of this Addendum, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:

- i. Tech Mahindra Limited
- ii. Genpact Limited
- iii. WNS Limited
- iv. Tata Consultancy Services Limited
- v. Accenture Limited
- vi. International Business Machine Corporation
- vii. Cognizant Technology Solutions
- viii. Wipro Ltd
- ix. HCL Limited

Place:

Employee Signature:

Date:

Employee Name:

Employee Number:

Acknowledged by Infosys BPM Limited:



16<sup>th</sup> August 2021

Sub: Offer of employment by Pin Click

Dear **Rathnesh tiwari**,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”, *with effect from 20<sup>th</sup> August 2021.*

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the PPO is confirmed **4.8 LPA** is applicable and attached here with Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



The details of your annual earnings are as **Annexure A**.

**ANNEXURE – A**

**COMPENSATION & BENEFITS STATEMENT – PIN CLICK**

	<b>Name</b>	Rathnesh tiwari	
	<b>Designation</b>	Associate Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	20 <sup>th</sup> August 2021.	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	<b>Sub-Total I / Gross Pay</b>	<b>20,891</b>	<b>2,50,692</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	792	9,504
<b>A-B</b>	<b>Net Salary</b>	<b>19,899</b>	<b>2,38,788</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	792	9,504
	Gratuity	317	3,804
	<b>Sub Total II</b>	<b>1,109</b>	<b>13,308</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>22,000</b>	<b>2,64,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> *Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <p>* The Offer/ Salary Is Subjective to Completion of Training</p> <p>*Two-wheeler is mandatory with valid driving license</p> <p>15 days of training period unpaid.</p> <ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			



The details of your annual earnings are as **Annexure B.**

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Rathnesh tiwari</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>20<sup>th</sup> August 2021.</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	<b>Sub-Total I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>Sub Total II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> *Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <p>* The Offer/ Salary Is Subjective to Completion of Training</p> <p>*Two-wheeler is mandatory with valid driving license</p> <p>15 days of training period unpaid.</p> <ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

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

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra  
Co Founder



**Letter of Intent**

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

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

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

Mr. Koushik N .  
Plot no 34,  
18th cross poorna prajna layout, near bus depo 33, uttrahalli,  
Bangalore east-560061  
India

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear Koushik N,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

- |                           |                               |
|---------------------------|-------------------------------|
| a) Role                   | : Process Executive           |
| b) Role designation       | : Process Executive           |
| c) Job Level              | : 2B                          |
| d) Date of Joining        | : 16-November-2021            |
| e) Location of posting    | : BANGALORE, KARNATAKA, India |
| f) Gross salary per month | : Rs 19798/-                  |

Please refer to the Appendices to this letter for details of your CTC and other allowances.

**1. Voice and Shift Allowances**

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

a) Voice Allowance - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.

b) Shift Allowance - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

All allowances are payable as per the policies of the Company, which are subject to change from time to time



## 2. Joining Bonus

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.

## 3. Submission of documents

You are required to submit originals and two photocopies of the following documents on the date of joining the Company. In case of any discrepancy found in the documents/details furnished, the company reserves the right to revoke the offer letter/terminate your employment without any prior notice or notice period.

Sl. No.	Document	Details
1	10th standard marks card*	Mandatory
2	12th Standard marks card*	Mandatory
3	Marks cards for all the years of graduation, degree, diploma certificate*	Mandatory
4	Relieving Letter from all organizations worked*	Mandatory
5	Passport size photographs*	6 (mandatory)
6	Diploma marks cards* and certificate(if applicable)	6 (mandatory)
7	Professional Qualification marks cards* and certificate (if applicable)	Mandatory
8	Post graduate mark cards* and certificate (if applicable)	Mandatory
9	NSR registration number or ITPIN number or web registration number	Mandatory
10	Passport**	Optional
11	Driving License	Optional
12	Passport/Driving License/PAN Card/Voters ID	Mandatory
13	Aadhar Card***	Mandatory

\*Failure to produce the document on the date of joining will entail suitable action by the Organization including withdrawal of employment offer & termination of employment. Originals of the above documents that you have submitted will be returned to you post verification. Under situations where the employee works for a client which needs the employee to furnish details on his past employments, the same will need to be provided.

\*\*The Company reserves the right to initiate background verification (BGV) for all employees.

\*\*\*Certain statutory regulations relating to employment processes (including but not limited to enrolment to Employee's Provident Fund Scheme) mandate the employer to produce Aadhar card details of its employees. For this purpose, all employees are required to produce their Aadhar card details to the Company prior to or at the time of joining the Company.

#### **4. Background Verification**

The Company may, in its sole discretion conduct background checks, prior to or after your date of joining the Company, including but not limited to, for the purpose of validating your identity, your suitability to the concerned employment, the address provided by you, the education details provided by you, the details of your prior work experience (if any) and criminal checks. You expressly consent to, the Company conducting such background checks. In this connection, you are required to furnish the documents as mentioned in the section titled as 'Submission of Documents' in this Offer Letter and the Company reserves the right to seek further documents in addition to the documents listed in the said section to substantiate the details you have provided to the Company.

If the Company is not satisfied with the outcome of the background checks and/or any concerns are raised in a background check, attributable to, false information or mis-statement or misrepresentations or omission of facts in the details provided by you, 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.

#### **5. National Skills Registry**

The Company has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service & quality and in order to do this, we have maintained a strong focus on compliance. NASSCOM, the premier industry Organization has conceived the "National Skills Registry" that promises more effective information security standards. It aims to register employees working in our industry on a web enabled database and uniquely identify each industry person based on bio-metrics. You are required to complete your web registration with National Skills Registry before you join the Company. You will also have to produce the proof of registration when you join the Company. Failure to produce the proof of registration as acceptable to the Company on the date of joining may entail in the withdrawal of this Letter of offer and no rights shall arise/ be enforceable by you under this Letter of offer. The cost of your registration with National Skills Registry and the subsequent verification of your database by Nasscom's empaneled background checkers will have to be borne by you. For more information on national skills registry, please visit [www.nationalskillsregistry.com](http://www.nationalskillsregistry.com).

#### **6. Relocation benefits**

As per the Company's policies you will be entitled to relocation benefits at the time of joining the Company. The Company will reimburse the relocation expenses incurred by you on actuals, provided you submit to the Company the receipts/invoices evidencing those expenses. The relocation benefits will be recovered from you, in case you choose to leave your employment within 180 days of your joining the Company.

#### **7. Transfer/Secondment**

Please refer to the 1 page of this Offer of employment for your location of posting. However, you can be transferred/seconded to any of the Company's units/departments or affiliate entities/partners situated anywhere in India or abroad. The terms and conditions relating to transfer/secondment shall be as stated in the relevant documents executed at the time of such secondment/transfer.

## **8. Probation Period**

You will be on probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. Probation can be extended for a further period at the sole discretion of the Company.

Please note that as per the Company's policies, all confirmations take place only on the 1st working day of a month. If the date of joining of an employee falls between the 1st and 15th day (both days inclusive) of a month, then the employee would be confirmed effective the 1st day of the 7th month from his/her date of joining subject to fulfillment of all criteria related to confirmation. If the date of joining of an employee falls between the 16th and the last day (both days inclusive) of a month, then the employee would be confirmed on the 1st day of the 8 month subject to fulfillment of all criteria related to confirmation.

During your probationary period, the Company can dispense with your services without ascribing any reasons on giving you 30 calendar day's prior notice or basic and dearness allowance and basket of allowances in lieu of such notice. Similarly, it will be permissible for you to resign from our services subject to a calendar month's prior notice of your intention to do so, however, the Company may, at its discretion, dispense with such notice and ask you to pay basic and dearness allowance and basket of allowances in lieu of notice. It is expressly understood and agreed between us that neither party will have cause for complaint if the other party wishes to take advantage of this right of termination.

If you are considered satisfactory in all aspects, your employment will be confirmed on the expiry of your probationary period.

## **9. Notice Period**

As an employee of the Company, you will be required to give either (a) 30 calendar days' notice or (b) one month's salary in lieu thereof, in case you decide to leave our services. Please note that acceptance of payment in lieu of notice period and the issue of the relieving order is at the Company's discretion. Similarly, the Company can terminate your services by giving 30 calendar days' notice or salary in lieu thereof, at the Company's sole discretion.

Notwithstanding the above, in the event of your violation of the Code of Conduct and the Disciplinary policy of the Company, the Company can terminate your services by giving you up to 30 calendar days' notice or payment of salary in lieu thereof.

"Salary" for the purposes of this section will be basic and dearness allowance and basket of allowances.

## **10. Training Period and Process**

Upon joining the Company, you may be required to undergo training programs-as stipulated by the organization. Upon successful completion of a training program, which includes scoring the minimum stipulated grades or passing the assessment and certification process as mandated for the process and the client, you may be assigned to a process team at Organization's sole discretion. Upon failure to complete requisite assessments and certifications, the Company is free to take suitable action as it deems fit which can include termination of your employment.

## 11. Organizational Rules

You will familiarize with and adhere to the Organization's Rules and Regulations in force and as modified by the Organization from time to time. You shall execute such agreements/bonds as required by the Organization. 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 requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

## 12. Personal taxation

Your salary and the perquisites are subject to income tax as per Indian Tax Laws and all personal taxation will have to be deducted at source as per the laws applicable from time to time and the Company does not accept any responsibility for its accuracy.

## 13. Termination of employment

Your services with the Company may be terminated by either party upon giving a written notice of 30 calendar days notice or salary in lieu of such notice.

The Company may also terminate your services, should you be absent from work or incapacitated from properly performing your duties owing to ill health or accident for a period of 30 days, by giving you 15 days' notice in writing of its intention to do so. Further the Company reserves the right to terminate the service for your failure to pass the Company's-requisite assessments and certifications as applicable.

You are liable to be summarily dismissed should you be guilty of breach of this appointment, insobriety, addiction to drugs, dishonesty, disobedience, neglect of duty or any other misconduct under the Company's service rules which is detrimental to the business or interests of the Company.

## 14. Other Terms & Conditions

a) You agree not to undertake employment, whether full-time or part-time, as the Director/Partner/member/employee of any other company/entity engaged in any form of business activity without the consent of the Company. 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 sole discretion of the Company.

b) All or any of the privilege and benefits extended can be altered or withdrawn by the Company at any time.

c) You will be governed by the schemes relating to personal accident, medical insurance and transport facilities in accordance with company regulations, as changed from time to time.

d) You will be governed by the rules and regulations of the company as applicable to your category of employees, which may change from time to time.



**APPENDIX 1**

<b>COMPENSATION DETAILS</b>	
<b>Name</b>	<b>Mr. Koushik N .</b>
<b>Role Designation</b>	<b>Process Executive</b>
<b>Job Level</b>	<b>2B</b>
<b>Date of Joining</b>	<b>16-November-2021</b>
<b>Location of Posting</b>	<b>BANGALORE, KARNATAKA, India</b>
<b>Fixed Components</b>	<b>Amount in INR per month</b>
Basic	13,371
Fixed Dearness Allowance (FDA)	1,100
Basket of Allowances (BOA)*	
Sub Total 1	14,471
<b>Statutory Components</b>	
Company Contribution to Provident Fund	1,737
Gratuity	696
Bonus	2,894
Sub Total 2	5,327
<b>Gross Salary per month - Sub Total 1+2</b>	<b>19,798</b>
<b>Total Annual CTC</b>	<b>237,576</b>

Over and above the gross salary mentioned above you will be eligible to the following allowances provided you satisfy the conditions as laid down in Clause 1 of this letter

<b>Voice Allowance (paid monthly on allocation to a voice process)</b>	<b>Rs 2,500</b>
<b>Shift Allowance (paid monthly if you are working in night shift)</b>	<b>As applicable</b>

\*Basket of Allowances (BOA) comprises of HRA, LTA, Medical, Children's Education and Conveyance to be split according to an individual's tax plan.



ESI (Employee's State Insurance) may also be applicable to individual employees as per statutory regulations. If ESI is applicable, employee will contribute 1.75% of salary as ESI contribution while the Company will contribute 4.75% of salary as ESI contribution. Salary for the purpose of ESI calculation includes Subtotal 1 and Bonus.

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, 1972 including but not limited to the minimum service periods set forth therein

<p>Offered by:</p> <p>12-11-2021</p> <hr/> <p>Sign your name Umashankar N</p> <hr/> <p>Print your name 926577      HRD</p> <hr/> <p>Emp No.      Dept. Name</p>	<p>Candidate:</p> <p>Date: _____, 20_____</p> <hr/> <p>Sign your name Koushik N .</p> <hr/> <p>Print your name</p> <hr/>	<p>SAP data provided by:</p> <p>Date: _____, 20_____</p> <hr/> <p>Sign your name</p> <hr/> <p>Print your name</p> <hr/> <p>Emp No.      Dept. Name</p>	<p>SAP data updated by:</p> <p>Date: _____, 20_____</p> <hr/> <p>Sign your name</p> <hr/> <p>Print your name</p> <hr/> <p>Emp No.      Dept. Name</p>
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## APPENDIX 2

### Deductions\*

Deduction	Description	Month of Deduction	Approximate Amount
Mysore Accommodation	Accommodation provided in Mysore during the training period will be charged	13th /14th month from joining	Up to Rs. 133/day*
Transport* (based on location)	The transport rates depend on the distance travelled	Monthly	Rs. 250* - Rs. 1085*

\*The amounts mentioned above are indicative and may vary based on location of posting.

\*\*The above amounts are subject to change.

\*The first deduction mentioned above will be made in the 13th /14th month from joining. In case you leave the company before that, this amount will be deducted from your Full & Final Settlement.

### APPENDIX 3

<b>Shift Definition</b>			
In Time	Total Hours	Out Time	Shift
<b>Shift 2 - From 2:30 PM to 5:29 PM</b>			
2:30 PM	9:15	11:45 PM	2
3:00 PM	9:15	12:15 AM	2
3:30 PM	9:15	12:45 AM	2
4:00 PM	9:15	1:15 AM	2
4:30 PM	9:15	1:45 AM	2
5:00 PM	9:15	2:15 AM	2
<b>Shift 3 - From 5:30 PM - 2:29 AM</b>			
5:30 PM	9:15	2:45 AM	3
6:00 PM	9:15	3:15 AM	3
6:30 PM	9:15	3:45 AM	3
7:00 PM	9:15	4:15 AM	3
7:30 PM	9:15	4:45 AM	3
8:00 PM	9:15	5:15 AM	3
8:30 PM	9:15	5:45 AM	3
9:00 PM	9:15	6:15 AM	3
9:30 PM	9:15	6:45 AM	3
10:00 PM	9:15	7:15 AM	3
10:30 PM	9:15	7:45 AM	3
11:00 PM	9:15	8:15 AM	3
11:30 PM	9:15	8:45 AM	3
12:00 AM	9:15	9:15 AM	3
12:30 AM	9:15	9:45 AM	3
1:00 AM	9:15	10:15 AM	3
1:30 AM	9:15	10:45 AM	3
2:00 AM	9:15	11:15 AM	3
<b>Shift 4 - From 2:30 AM - 5:30 AM</b>			
2:30 AM	9:15	11:45 AM	4
3:00 AM	9:15	12:15 PM	4
3:30 AM	9:15	12:45 PM	4
4:00 AM	9:15	1:15 PM	4
4:30 AM	9:15	1:45 PM	4
5:00 AM	9:15	2:15 PM	4
5:30 AM	9:15	2:45 PM	4
<b>Shift 1 - After 5:31 AM (anytime swipe after 5:31)</b>			
6:00 AM	9:15	3:15 PM	1
6:29 AM	9:15	3:44 PM	1
<b>Shift 1-After 12:30 PM- 2:30 PM</b>			
12:30 PM	9:15	9:45 PM	1
1:00 PM	9:15	10:15 PM	1
1:30 PM	9:15	10:45 PM	1
2:00 PM	9:15	11:15 PM	1
2:00 PM - 2:29 PM			1
<b>Shift 0-After 6:30 AM (any time after 6:30 AM)</b>			
6:30 AM	9:15	3:45 PM	0
7:00 AM	9:15	4:15 PM	0
7:30 AM	9:15	4:45 PM	0
8:00 AM	9:15	5:15 PM	0
8:30 AM	9:15	5:45 PM	0
9:00 AM	9:15	6:15 PM	0
9:30 AM	9:15	6:45 PM	0
10:00 AM	9:15	7:15 PM	0
10:30 AM	9:15	7:45 PM	0
11:00 AM	9:15	8:15 PM	0
11:30 AM	9:15	8:45 PM	0
12:00 PM	9:15	9:15 PM	0
12:29 PM	9:15	9:44 PM	0

## **Shift Allowance Payout Scenarios**

(Optional: Shift Allowance cycle is from 1st - 30th /31st of the previous month)

### **Shift 0:**

Refer appendix above for timings, this shift is not eligible for any allowance.

### **Shift 1:**

Refer appendix above for timings, this is eligible for an allowance of 600/- per month.

### **Shift 2:**

Refer appendix above for timings, this is eligible for an allowance of 1,500/- per month.

### **Shift 3:**

Refer appendix above for timings, this is eligible for an allowance of 2,000/- per month.

### **Shift 4:**

Refer appendix above for timings, this is eligible for an allowance of 2,300/- per month

**APPENDIX 4**

**ADDENDUM TO EMPLOYMENT LETTER**

I, \_\_\_\_\_ do hereby acknowledge and confirm the following:

(1) I am accepting employment with Infosys BPM Limited ("Infosys BPM"), with the employee number \_\_\_\_\_ effective from \_\_\_\_\_. Now, as per the presents below, I agree to the terms herein, and acknowledge that this is a material condition of my employment with Infosys BPM.

(2) I may be required, on behalf of Infosys BPM, to provide services to, or solicit business from, various clients of Infosys BPM (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 BPM for any reason, I will not:

a. accept any offer of employment from any Customer, where I had worked in an official capacity with that customer in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM;

b. accept any offer of employment from a Named Competitor of Infosys BPM, 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 BPM.

For the purposes of this Addendum, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:

- i. Tech Mahindra Limited
- ii. Genpact Limited
- iii. WNS Limited
- iv. Tata Consultancy Services Limited
- v. Accenture Limited
- vi. International Business Machine Corporation
- vii. Cognizant Technology Solutions
- viii. Wipro Ltd
- ix. HCL Limited

Place:

Employee Signature:

Date:

Employee Name:

Employee Number:

Acknowledged by Infosys BPM Limited:





August 29, 2021

Offer No: SG19946  
Ms. Shalini Priya  
Bangalore

Dear Shalini Priya,

Sub: Offer Letter

Further to the interviews you have had with us, we are pleased to offer you a position as "Analyst" in Société Générale Global Solution Centre Private Limited ("Company" or "SG GSC"), Bangalore.

Your annual basic salary will be Rs.137,500/- (One Lakh Thirty Seven Thousand Five Hundred Only). In addition, you will be entitled to other benefits as per the Company's compensation policy as detailed under this employment agreement ("Agreement").

This offer of employment is contingent upon successful completion of your background check. The background verification would take approximately a minimum of four (4) weeks from the day all documents asked by SG GSC team are submitted. Your prospective date of joining the Company, post successful completion of the background check, has been calculated as September 13, 2021, therefore you should plan to report for duty on September 13, 2021, at 9:30 am. However, please note that the actual date of joining will be confirmed to you by your respective recruiter through a separate mail, and your failure to join on the date confirmed will render this offer of employment withdrawn.

Please arrange to produce the following documents for our records at the time of joining: (In case you do not have any of the below document, please discuss this with your recruiter).

1. Relieving letter or Resignation acceptance with last working date and employee code (Hardcopy or email) is mandatory
2. Service certificates and last three (3) months salary slips from your current employer
3. 10 Passport Photographs

Kindly send your e-mail acceptance of our offer for our records.

Looking forward to a long and fruitful association with you.

Yours faithfully,  
For **Societe Generale Global Solution Centre Pvt Ltd,**



Mohit Sharma  
**Head - Talent Acquisition**

D-SR/C-SJ



## EMPLOYMENT TERMS AND CONDITIONS

Shalini Priya

**1. Date of Joining:**

1.1 September 13, 2021

**2. Appointment**

2.1 As on September 13, 2021 the Company is hereby appointing you as "Analyst" in our Company, subject to you successfully completing your probation as provided in clause 4 below.

**3. Remuneration**

3.1 Your Gross salary will be Rs. 22,917/- per month of which your basic salary will be Rs.11,458/- per month. You will be entitled to all benefits as may be applicable to you in accordance with the Company's policies. The enclosed Annexure: Salary Entitlement indicates the compensation and benefits that you will enjoy. These allowances and benefits would be subject to amendments from time to time based on Company policy in this regard. Your remuneration shall be paid for each month in accordance with the Company policy except when notice for resignation or termination has been served to or by the Company.

**4. Probation**

4.1 You will be on probation for a period of six (6) months from the date of joining and will be issued a letter of confirmation on successful completion of your probation. However, in the event the Company desires to extend your probation period, you will continue to be on probation till your services are confirmed in writing by the Company. During your probation period, if the Company is not satisfied with your performance, the Company reserves the right to terminate your services in accordance with Clause 5 below.

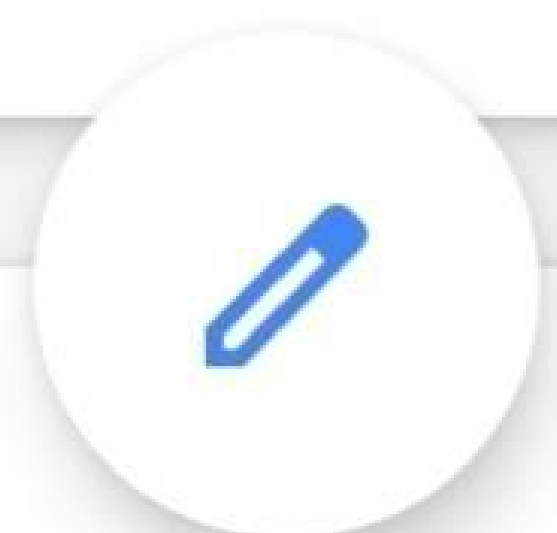
4.2 In case of no confirmation letter is issued to you by the Company, either prior to or upon the lapse of the probation period, your employment with the Company shall be deemed to be terminated upon the lapse of the probation period without further notice or in the alternate, at the sole discretion of the Company.

**5. Termination**

5.1 **During Probation:** Either the Company or you may at any time, during the probation period terminate your employment by giving a written notice of one (1) month or salary in lieu thereof.

5.2 **Post Confirmation:** Either you or the Company may terminate your employment by issuing a written notice of two (2) months salary in lieu thereof. The company reserves the right to recover the amount in lieu of notice short served by you. Any such amount recoverable from you, will be inclusive of GST or any other tax/levies levied by the government. It is clarified and agreed by you that the Company shall have the sole right and discretion to accept or reject your request to pay in lieu of serving notice and insist you to work for the notice period.

*[Handwritten signature]*



- 5.3 **Termination for Breach or Misconduct:** The Company shall also have the right to terminate your employment forthwith without notice or liability for compensation or damages upon the occurrence of any of the following events:
- (a) Upon or before the expiry of the probationary period in the event of the Company not being satisfied with your performance in the Company;
  - (b) 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, on carrying out your background verification.
  - (c) If you are guilty of any grave misconduct or willful neglect in the discharge of your duties hereunder or;
  - (d) If you are convicted of any criminal offence other than an offence which in the reasonable opinion of the representatives of the Company that does not affect your position as employee of the Company;
  - (e) If the Company is restricted from continuing to employ you by reason of any other legal incapability;
  - (f) if you remain absent for a period of eight (8) or more consecutive days without the prior approval of your Manager or intimation and failing to answer (i.e give a satisfactory explanation for the unauthorized leave) any written communication issued by the Company in this regard;
  - (g) If you commit a breach of your obligations including but not limited to the provisions stated in clauses 11 (Conduct & Compliance), 12 (Non-disclosure of Information), and 15 (Non-Solicitation) or any other terms of this Agreement.

## 6. Effect of Termination

- 6.1 Your entitlement to salary, allowances, variable pay or other benefits ceases on termination and all rights towards unpaid variable pay for the year in which termination occurs shall be forfeited.
- 6.2 Termination of your employment by the Company will automatically result in the termination of your employment with and/or secondment to any subsidiary or associated company and any directorship or office (including for avoidance of doubt any member of the Group) which you may hold with any such company without giving you the right to claim any damages, compensation or termination payments or benefits of any kind from any such company, all rights on termination being as set out herein and enforceable only against the Company.
- 6.3 In the event of any absence from work without permission, while serving the notice period, your notice period shall be extended by number of days equal to the number of days during which you remained absent from work in order to ensure proper transition of your work as per the instruction of your Manager.
- 6.4 If you have undertaken any training, either on specific request by the Company or on your own behest, within three (3) months prior to your date of resignation which is paid for or sponsored by the Company (including any routine vocational training visits to any of the countries company or any member or associated companies of Société Générale ("Group" business)) then you hereby agree to repay to the Company all such costs that were





6.5 It is clarified and agreed by you that you shall be bound to complete all the pending projects during the notice period and handover charge to your reporting manager. Handing over charge shall include completion of all pending work (except otherwise exempted by the Company), returning all the Company assets, such as ID cards issued to you, passwords to your computer, User ID's, work products/scripts/documents and Company materials etc., in your possession in person. Failure on your part to handover as provided under the terms of your appointment shall entitle the Company to withhold your full and final settlement, relieving letter, and any other certificates that may be requested by you. The Company also reserves the right to seek appropriate legal recourse, including but not limited to claiming damages.

## 7. Suspension from Duties

7.1 The Company shall have the right to suspend you on any day or part thereof because of your refusal or failure to perform your full range of duties or for misconduct; any such suspension shall be effective from the time the notice of suspension is given to you.

## 8. Posting

8.1 You will be posted at Bangalore. You may however be required to work at any place of business which the Company has, or may later acquire. However, you may be required to travel for the Company's business at the discretion of the Company and the Company, at its discretion, may require you to furnish a bond. Preparedness to travel on Company work either in India or abroad is a prerequisite for appointment in the Company. This will include possession of a valid passport or consent to apply for a passport immediately on joining the Company.

8.2 Further, during your course of employment you may be assigned any other duties or transferred to any other place as the Company in its discretion may from time to time require or direct.

## 9. Duties & Responsibilities

9.1 You shall during the stipulated hours of work, diligently perform all duties (including participation in any training program prescribed by the Company) which the Company or any authorized employee may, verbally or in writing, request, order, entrust you to perform. You shall at all times comply with all the rules, regulations and instructions laid down or given by the Company for the guidance of its employees and relevant to the employment and/or appointment held by you.

9.2 Further, you shall be responsible for the safekeeping and returning in good condition and order, all Company's property, which may be in your use, custody or charge.

9.3 Any change in your personal information including residential address, marital status and educational qualification should be notified to the Company in writing/tool within fifteen (15) days from the start of such change. Any notice required to be given to you shall be deemed to have been duly and properly given if provided in accordance with Clause 14 (*Notice*) of this Agreement.





9.4 You represent that your performance of the terms of this Agreement and as an employee of the Company does not and shall not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by you in confidence or in trust prior to your employment by the Company, and you shall not disclose to the Company, or induce the Company to use, any confidential or proprietary information or material belonging to any of your previous employers or others. You represent and warrant that you have returned all property and confidential information belonging to all prior employers, if any. You have not entered into, and you agree not to enter into, any agreement either written or oral in conflict herewith or in conflict with your employment with the Company (including but not limited to a non-competition agreement with any third party relating to the current, proposed or future business of the Company).

#### 10. Shifts and Weekly Off

10.1 The Company is engaged in activities of providing services 24/7. Hence, you may be required to work in shifts which includes night shift. The change in your shift plan will be officially notified to you.

10.2 You are entitled to 2 days weekly off as per the current Company policy, which is subject to change from time to time.

#### 11. Conduct & Compliance

11.1 **Conduct:** It is expected of you to display and demonstrate honesty and exemplary conduct at all times. It is important to be a vigilant guardian of our values and ethics, and to safeguard the reputation of the Societe Generale Group. You are therefore expected to familiarize yourself with and fully respect the Code of Conduct and other policies & procedures of the Company made available to you at the Company's intranet. The Company shall direct you to pay and make good the loss suffered by any fellow employee, any customer of the Company or any other third party due to unacceptable acts committed by you, whether dishonestly, knowingly, unknowingly, inadvertently or fraudulently. Further, you shall be solely responsible and liable for any damage caused by you towards the property of the Company. The Company in such instances shall recover such sum it considers appropriate towards the loss suffered.

11.2 **Conflict of Interest:** You shall confine yourself from any situation that would create a clash between your self-interest and professional or public interest. You are required to maintain professional relationship with all vendors, clients, partners and other personnel during the course of employment. It is expected of you to notify to "Compliance / HRBP", if you encounter any conflicting situations or positions during the course of your employment.

11.2.1 **Outside Employment & Directorship:** You shall devote the whole of your time and attention and abilities to carrying out your duties under this employment. You shall declare, in writing, any outside directorships you may hold at the date of your employment. You shall not be permitted to take up outside employment for remuneration or further outside directorships without the prior written approval of your immediate line Manager, the Business Head and a notification to Compliance team. If, during the term of your employment, you undertake such outside employment without prior approval, you shall be liable to immediate dismissal.



- 11.2.2 **Acceptance of Gifts / Commission, etc.**, You shall neither accept or offer any present, commission or any sort of gratification in cash or kind from any person, party or firm or company having dealt with the Company and if you are offered any, you should immediately report the same to the Compliance and your immediate line Manager.
- 11.2.3 **Personal Account Dealing:** You shall ensure that any personal transactions in securities on the stock markets, shall be carried in accordance with the Staff Personal Account dealing Procedure Code that is made available to you in the Company intranet. Any breach of this clause constitutes gross misconduct and is grounds for immediate dismissal.

## 12. Non-Disclosure of Information

- 12.1 You shall not, at any time hereafter, without the written consent of the Company, divulge, disclose or utilize Confidential Information of the Company, which you may have access to or you come across during your course of employment. You shall not use or utilize Confidential Information of the Company for any purpose other than the Company's business. You shall be bound by further confidentiality obligations and other obligations as per the policy.
- 12.2 **"Confidential Information"** shall mean all proprietary information of the Company including but not limited to commercial, technical and artistic information relating to the Company, business, operation, maintenance and promoting of its own services, programming techniques, experimental work, customers, clients and vendors of the Company, financial information, marketing plans, business plans, project plans, information relating to, operating income, customer lists, price calculation models, software, hardware, source code, object code and other forms of binary files, technology, methods, documentation, designs and materials and general trade secrets of the Company and Intellectual Property of the Company, as well as any other information labeled "Confidential" by the Company or accessible to or provided to you or developed by you solely or jointly with other employees or consultants of the Company pursuant to the performance of your obligations as an employee of the Company, whether protected under law or not. The Confidential Information and obligations thereto shall apply irrespective of the form in or the media on which such information is displayed or contained. Information relating to the customers, suppliers and agents of the Company shall be deemed to be Confidential Information of the Company.
- 12.3 You shall indemnify and keep indemnified the Company for all damages, losses, claims, liabilities, costs or expenses that the Company incurs or may incur as a result of any violation by you of the above terms and conditions.
- 12.4 Notwithstanding anything contained above, as damages may not be a sufficient remedy for any breach under this Agreement, the Company is entitled to seek specific performance or injunctive relief (as appropriate) as a remedy for any breach or threatened breach, in addition to any other remedies at law or in equity.





**13. Intellectual Property Rights**

- 13.1 You hereby acknowledge and agree that any copyrightable works prepared by you within the scope of your employment are "works for hire" under the Indian Copyright Act, 1957 and under international copyright laws and that the Company shall be considered the owner of such copyrightable works. You agree that all Inventions and Intellectual property and other rights related thereto that (a) are developed using equipment, supplies, facilities or trade secrets of the Company, (b) result from work performed by you for the Company, or (c) relate to the Company's business or current or anticipated research and development, shall be the sole and exclusive property of the Company and are hereby irrevocably assigned by you to the Company.
- 13.2 You hereby agree to promptly disclose in confidence to the Company all inventions, improvements, designs, original works of authorship, formulas, processes, compositions of matter, computer software programs, databases, mask works and trade secrets ("**Inventions**") and Intellectual Property that you make or conceive or first reduce to practice or create, either alone or jointly with others, during the period of your employment, whether or not in the course of your employment, and whether or not such Inventions are patentable, copyrightable or protectable as trade secrets.
- 13.3 "**Intellectual Property**" includes but is not limited to ideas, concepts, creations, discoveries, inventions, improvements, know how, trade secrets; trademarks, service marks, designs, utility models, tools, devices, models, methods, procedures, processes, systems, principles, algorithms, works of authorship, flowcharts, drawings, books, papers, models, sketches, formulas, teaching techniques, electronic codes, proprietary techniques, research projects, and other confidential and proprietary information, computer programming code, databases, software programs including their source code; data, documents, instruction manuals, records, memoranda, notes, user guides; in either printed or machine-readable form, the whether or not copyrightable or patentable, or any written or verbal instructions or comments.
- 13.4 You hereby assign to the Company the entire copyright and all performance rights and all other rights in and to the works performed by you for the full period of copyright including all renewals, revivals, reversions and extensions existing under the laws in force in any part of the world to hold the same to the Company, its successors, assignees and licensees absolutely for the full period that such rights are capable of subsisting throughout the world.
- 13.5 In addition to the foregoing assignment of Inventions and Intellectual Property to the Company, you hereby irrevocably transfer and assign to the Company all Intellectual Property Rights. Intellectual Property Rights include (i) all rights, title, and interest under any statute or under common law including patent rights; copyrights including moral rights; and any similar rights in respect of Intellectual Property, anywhere in the world, whether negotiable or not; (ii) any licenses, permissions and grants in connection therewith; (iii) applications for any of the foregoing and the right to apply for them in any part of the world; (iv) right to obtain and hold appropriate registrations in Intellectual Property and, (v) all extensions and renewals thereof (vi) Causes of action in the past, present or future, related thereto including the rights to damages and profits, due or accrued, arising out of past, present or future infringements or violations thereof and the right to sue for and recover the same.
- 13.6 You hereby represent and warrant that you will not use or integrate any third party materials or data that are not validly licensed to the Company unless previously authorized by my reporting Manager in the Company.





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

**14. Notice**

14.1 Any notice to be given under this Agreement shall be sufficient:

- (a) when given by the Company – if it is given in writing by an authorized employee, such notice shall be deemed to be properly served by either delivering it to you personally or by posting the same by Registered Post to your last known or usual place of residence notified by you to the Company.
- (b) when given by you – if it is in writing signed by you and delivered to the Manager or acting Manager in charge of the office or to an authorized officer or delivered or sent by Registered Post (addressed to the company) to an authorized employee to whom you are responsible.

**15. Non-Solicitation**

15.1 During your employment with the Company and for a period of six (6) months thereafter you shall not solicit any employee of the Company to leave their employment in order to join the organization you will be employed with immediately post your resignation with SG GSC or any other entity that is affiliated to the organization you will be employed with. You shall also not directly or indirectly on behalf of your employer post your resignation from SG GSC solicit or entice any customers or potential customers away from the Company.

**16. Authenticity of Information, Documents and References**

16.1 You declare that:

- (a) the information contained in your bio-data is true and correct and it is hereby agreed that if the information provided is false or misleading then the Company shall be at liberty to terminate your employment with or without notice and with or without payment of salary in lieu of notice in the Company's absolute discretion.
- (b) You have no criminal record nor have any criminal or civil actions been initiated against you, at any time, which you have not disclosed to the Company and you have declared to the Company any technical breaches of any security laws or regulations
- (c) Further, you shall submit to us a relieving letter from your present employer before your appointment takes effect. You must produce a true copy of your original degree certificate & marks card, along with the original testimonials in respect of your experience. Failure to do so without good reason will nullify your appointment. The Company reserves the right to make appropriate enquiries about you to the referees given by you or any other person deemed fit.





**17. Fitness**

- 17.1 You shall promptly disclose to the Company the nature of any serious medical illness or disease which you may have contracted which is likely to endanger the health or safety of any other employee or client of the Company.

**18. Use of SG Internal Tools and Applications**

- 18.1 Post your appointment with the Company, you shall have access to SG internal tools and applications ("**SG Tool**") and the following shall be observed:
- (a) That the SG Tool shall be used for official purposes only. You shall not be entitled to use this facility for unofficial purposes. If you do so, you shall do so at your own risk and consequences follow.
  - (b) Since all correspondences, information, conversations pertain to official purposes, all such correspondences, information, conversations shall be recorded, screened and if need be investigated. Please note this also applies to instances where you may be unauthorizedly using the SG Tools for unofficial purposes.
  - (c) You are prohibited from disclosing and sharing internal topics that are confidential and sensitive to the Company on social media. You shall be personally liable and responsible for all contents published online whether privately or professionally. All contents published by you shall be internally monitored and retrieved for the purpose of any investigation. Please note, this shall not be considered an invasion of your privacy.

**19. Retirement**

- 19.1 You will retire from the services of the Company on the last day in the month in which you attain your 60th birth anniversary.

**20. Governing Law**

- 20.1 Your employment shall be governed by and construed in accordance with the laws of India and the courts of Bangalore shall have the jurisdiction, to the exclusion of any other Courts that may have jurisdiction, to decide any dispute arising from or in connection with your employment with the Company or any of the terms and conditions of your employment with the Company.

**21. Company's Policies and Guidelines**

- 21.1 During employment you are subject to rules and regulations and policies of the Company, as made applicable by the Company and revised at the Company's discretion from time to time, irrespective of whether such details are individually notified to you. You are requested to keep yourself up-to-date with such information from the Company intranet/company manual. You shall be liable to face action from the Company if you are found in violation of the same.



**22. Processing of Personal Information**

22.1 The Company processes your personal data as may be necessary for the proper administration of the employment relationship, both during and after your employment. This will principally (but may not exclusively) relate to personnel, administrative, payroll, performance management and appraisal matters. They will be disclosed, for that purpose, to your hierarchy, as well as, if necessary, to specially authorized service providers in the limit necessary for the performance of the tasks which they are entrusted with.

22.2 Administrative data may be disclosed to:

- (a) The entities of the Société Générale Group entrusted with the administrative management of your employee file,
- (b) To the Group entities aimed at in your mobility demands,
- (c) To the Group headquarters in France for HR steering management purposes and management of careers.
- (d) To third parties and entities outside the group, provided one or any of the businesses of the Group undergo a structural change that would result in a merger, acquisition, spinoff etc.,

22.3 Processing operations may also require the transfer of your personal data to the headquarters of Société Générale Group situated in France or to other entities of the Group specially appointed for hosting purposes and pooling of computer means. You have the right to access your personal data and, in case data are incorrect or out of date, modify, correct and delete your personal data. You may, on legitimate grounds, object to the processing of your personal data.

22.4 Acceptance of this appointment letter shall be treated as your consent for SG GSC to process your personal data as may be specified herein above and no specific consent is required to be obtained from you personally to process your personal data on the occurrence of any of the events specified above.

Yours faithfully,

For **Societe Generale Global Solution Centre Pvt Ltd,**



Mohit Sharma  
**Head - Talent Acquisition**

I accept the above terms and conditions on my own free will and agree to be bound by the above-mentioned terms and conditions.

Signature  
Candidate Name: Shalini Priya

Date: September 13, 2021

**Annexure: Salary Entitlement - 2021**
**Name : Shalini Priya**
**Role Title : Analyst**

S. No.	Salary Components	Amount in INR Per Annum
1	Basic	137,500
2	Cash Allowances House Rent Allowance (max 40% of Basic Salary for Non Metro & max 50% of Basic Salary for Metro) Telephone Reimbursement (max 36000/- per annum) Leave Travel Assistance (max 75000/- per annum) Food Coupons (max 26400/- per annum) Upskilling Allowance (max 15000/- per annum) Children Education Allowances (max 2400/- per annum) Balance of allowances will be paid as Taxable Allowance	137,500
<b>Gross Salary</b>		<b>275,000</b>
3	Employer's Provident Fund	21,600
4	Gratuity	6,614
<b>Gross Salary + Retirals</b>		<b>303,214</b>
5	Potential Variable Pay *	68,750
<b>Potential Cost to Company</b>		<b>371,964</b>

**Note:**

- a.
- All reimbursements will be governed by the Income Tax laws in place and as may be amended from time to time
  - Statutory benefits such as Provident Fund and Gratuity etc., will be paid as per the applicable regulations
  - Any other allowance payable shall be as per the company policy.
  - Retirals are employer's provident fund contribution and gratuity

b. **Variable Pay \***

Your entitlement to Variable Pay is subject to your individual and Group's performance for the year. The Variable Pay may vary from INR 0 to INR 68,750/-. Should you join us between October 01st and December 31st of the year, your entitlement to variable pay will commence from the beginning of the subsequent calendar year. Disbursement of variable pay, which is at the absolute discretion of the company, is along with the payroll for the month of March, in the following year.

Variable Pay will be payable only if:

- (1) you are actively employed with SG GSC India or a SG subsidiary on the payment date
- (2) you have not given a notice of termination on or prior to the payment date, and
- (3) you have not been notified on or before the payment date that your employment shall be terminated for cause.

c. **Benefits**

i. (You would be entitled to avail the below mentioned benefits, which is governed by the prevailing company policies)

Detail	Maximum Coverage Amount
a. Work Enablement: Reimbursement towards standalone broadband, Parking and Transport expense.	28,800

ii. Insurance Benefit for Health and Personal Accident Cover - applicable as per company policy.

Detail	Maximum Coverage Amount
a. Group Medical Insurance (coverage for self, spouse, child and parents). Top-up Medical coverage can be availed with options 1 lakh, 2 lakhs, 3 lakhs, 5 lakhs, 10 lakhs & 15 lakhs (Family Floater) at a subsidized rate, premium to be borne by the employee.	500,000
b. Group Personal Accident (Coverage for self only)	1,000,000
c. Group Term Life Insurance (Coverage for self only)	Minimum 25 lakhs or 3.5 times Gross Salary with a cap of 2.5 Crores

You hereby acknowledge that this offer is subject to a background verification to be conducted by the company. On background verification, if any information provided by you is found to be false, the company at its discretion may terminate your services with immediate effect.

**Accepted**





**Re: Offer of Employment with Jumbotail Technologies Private Limited.**

**Dear Srushti,**

On behalf of Jumbotail, I am pleased to offer you the position of **Business Operations Executive**, subject to the terms and conditions set forth below. Your start date shall be no later than **20 December 2021**. You will receive an annual base salary of **Rs 3,00,000 (Rupees Three Lakh Only)**, which will be paid monthly. You are eligible for a Performance Linked Bonus plan. Your target Performance Linked Bonus is 10% of your base salary, paid annually. The actual bonus amount could be larger or smaller than your target specified, based on your performance, as assessed during the annual performance review cycle. Whether a bonus will be awarded in a particular bonus period, and in what amount, is within Jumbotail's sole discretion. Both your base salary and the components of your bonus are subject to periodic review. The detailed breakup of your compensation is attached in Annexure I.

As a regular full-time employee you will be eligible for various benefits offered to similarly-situated Jumbotail employees in accordance with the terms of Jumbotail's policies and benefit plans. Among other things, these benefits currently include medical insurance, and provident fund plans. The eligibility requirements and other information regarding these benefits are set forth in more detailed documents that are available from Jumbotail. Jumbotail may, from time to time in its sole discretion, modify or eliminate its policies and the benefits offered to employees.

Compensation or benefits paid to you shall be subject to all applicable taxes, and the Company may withhold from any amounts payable under this Agreement such taxes as shall be required to be withheld pursuant to any applicable law or regulation. We encourage you to consult a tax professional for information regarding all current tax reporting requirements related to the compensation and benefits discussed above.

You are being offered employment at Jumbotail based on your personal skills and experience, and not due to your knowledge of any confidential, proprietary or trade secret information of a prior or current employer. Should you accept this offer, we do not want you to make use of or disclose any such information or to retain or disclose any materials from a prior or current employer. Likewise, as an employee of Jumbotail, it is likely that you will become knowledgeable about confidential, trade secret and/or proprietary information related to the operations, products and services of Jumbotail and its clients. You acknowledge and agree that any intellectual property arising out of or in connection with your employment at Jumbotail, shall be the proprietary property of the Company and all right, title, and interest in the intellectual property arising out of or in connection with your employment at Jumbotail shall vest in the Company.

You will not, directly or indirectly, jointly or severally, or together with any other person, without the prior written consent of the Company:

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**Jumbotail Technologies Pvt. Ltd.**

CIN: U72200KA2015PTC083865

Registered Office: Eastland Citadel, 6th Floor,

No.102, Hosur Road, Madiwala Check post,

Bangalore 560 029, Karnataka

Email: [mission@jumbotail.com](mailto:mission@jumbotail.com) | Tel: +919902931533 | Website: [www.jumbotail.com](http://www.jumbotail.com)





- A. Compete: During the Employment Period and for a period of 24 (twenty four) months thereafter, incorporate, promote, join, engage, enter into or associate yourself, in any capacity whatsoever or be interested in or concerned in any manner with a competing business, in whatever form and wherever organized, to that of the business of the Company and / or any of its subsidiaries and / or any of the affiliates as now or hereafter may be carried on (or agree to or enter into or participate in any negotiations or discussions to do all or any of the foregoing)
- B. Solicit Business: During your employment with Jumbotail, and for a period of 24 (twenty four) months thereafter, attempt in any manner to solicit from any client/customer, except on behalf of the Company, business of the type carried on by the Company at any time or to persuade any person, firm or entity which is a client/customer of the Company to cease doing business or to reduce the amount of business which any such client/customer has customarily done or might propose doing with the Company whether or not the relationship between the Company and such client/customer was originally established in whole or in part through you or your efforts.
- C. Solicit Personnel: During the Employment Period and for a period of 24 (twenty four) months thereafter, you shall not employ, or attempt to employ, or assist anyone else to employ any person who is in the employment of the Company, or was in the employment of the Company at any time during the preceding twenty four (24) months.

To protect the interests of both Jumbotail and its clients, all employees are required to read and sign the Employment Agreement, as a condition of employment with Jumbotail. This Agreement, which provides for arbitration of all disputes arising out of your employment, will be provided for your review; you will be required to sign it on your first day of employment, or such other date as may be acceptable to Jumbotail

Please understand that this letter does not constitute a contract of employment for any specific period of time. Jumbotail may terminate your employment by giving you not less than 30 days' prior notice in writing, or your basic salary in lieu thereof. You may resign from the employment by giving Jumbotail no less than 30 days' prior notice. Jumbotail reserves the right to terminate your employment summarily without any notice period or salary in lieu thereof, if it has reasonable grounds to believe that you are guilty of misconduct or negligence, or have committed any fundamental breach of the Employment Agreement, or caused any loss to the Company.

Your signature at the end of this letter confirms that no promises or agreements that are contrary to this offer letter have been committed to you during any of your pre-employment discussions with Jumbotail, and that the Employment Agreement that you will be required to review and sign on the first day of your employment or such other date as may be acceptable to Jumbotail, contains our complete agreement regarding the terms and conditions of your employment with Jumbotail.

---

**Jumbotail Technologies Pvt. Ltd.**

CIN: U72200KA2015PTC083865

Registered Office: Eastland Citadel, 6th Floor,  
No.102, Hosur Road, Madiwala Check post,  
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Email: [mission@jumbotail.com](mailto:mission@jumbotail.com) | Tel: +919902931533 | Website: [www.jumbotail.com](http://www.jumbotail.com)

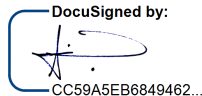


We look forward to an early acceptance of this offer. This offer will remain open for Seven business days following your receipt of this letter. The Company reserves the right to conduct background investigations and/or reference checks. This offer and your employment are contingent upon satisfactory results from your background check and reference check.

To indicate your acceptance of Jumbotail's offer, please sign and date the enclosed original and return it to us.

Srushti, we are excited to have you onboard. We look forward to working with you.

### Authorized Signatory



Ashish Jhina

Jumbotail Technologies Private Limited

13 December 2021

I accept the above offer, and undertake to abide by the terms and conditions set forth in the offer letter

A handwritten signature in black ink that reads "Srushti B S Gowda".

Srushti B S Gowda

Date: 13-12-2021

---

**Jumbotail Technologies Pvt. Ltd.**

CIN: U72200KA2015PTC083865

Registered Office: Eastland Citadel, 6th Floor,

No.102, Hosur Road, Madiwala Check post,

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Email: [mission@jumbotail.com](mailto:mission@jumbotail.com) | Tel: +919902931533 | Website: [www.jumbotail.com](http://www.jumbotail.com)

**Annexure I : Detailed Breakup of Compensation & Benefits: Srushti B S Gowda**

<b>Base Salary (Fixed Cash)</b>	<b>INR per annum</b>
Basic Pay	₹1,35,000.00
House Rent Allowance	₹54,000.00
Conveyance Allowance	₹19,200.00
Medical Allowance	₹15,000.00
Special Allowance	₹76,800.00
<b>Total Base Pay (Fixed Cash)</b>	<b>₹3,00,000.00</b>
<b>Variable Pay</b>	
Performance Linked Bonus (Target 10% of Base Pay)	₹30,000.00
<b>Total Variable Pay</b>	<b>₹30,000.00</b>
<b>Grand Total</b>	<b>₹3,30,000.00</b>

**Other Benefits & Perquisites:**

- Medical insurance, and mobile expenses reimbursement as per company policies applicable from time to time for similarly situated employees.
- Employer contribution of PF (capped at 12% of max basic salary ₹15000/pm or employee contribution, whichever is minimum)

**Terms & Conditions:-**

- Target Performance Linked Bonus is 10% of base salary, paid annually.
- The actual bonus amount could be larger or smaller than your target specified, based on employee performance, as assessed during the annual performance review cycle.
- Whether a bonus will be awarded in a particular bonus period, and in what amount, is within Jumbotail's sole discretion.
- Both base salary and the components of your bonus are subject to periodic review.
- All the above benefits & perquisites are subject to the detailed rules and regulations of the Company, as may be applicable from time to time.
- Any tax liability arising out of these allowances / perquisites / reimbursements, will be to the employees own account.
- The above remuneration package shall be applicable till further notification.

---

**Jumbotail Technologies Pvt. Ltd.**

CIN: U72200KA2015PTC083865

Registered Office: Eastland Citadel, 6th Floor,

No.102, Hosur Road, Madiwala Check post,

Bangalore 560 029, Karnataka

Email: mission@jumbotail.com | Tel: +919902931533 | Website: www.jumbotail.com

Branch Office: Bengaluru  
Climber Knowledge and Careers Pvt. Ltd,  
Third Floor, Classic Arena Hosur Rd,  
AECS Layout- A Block, Singasandra,  
Bengaluru, Karnataka- 560068  
CIN: U93000MH2016PTC273870

support@mycaptain.in  
1800 121 676767



Dear Surabhi N,

**Subject** : Appointment in the position of **Business Development Executive**

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in Climber Knowledge and Careers Pvt. Ltd. subject to the following terms and conditions. You will be based out of **Bangalore**.

#### AGREEMENT CUM APPOINTMENT LETTER

THIS AGREEMENT is made on 21st June 2021 between Climber Knowledge and Careers Pvt Ltd, a company registered under the Companies Act, 2013 (hereinafter called the “company”) of the one part and Surabhi N (Hereinafter called the “Employee”) of the other part. WHEREAS The company is desirous of appointing Surabhi N as its Business Development Executive and the Employee has agreed to the terms and conditions outlined here below.

NOW THIS AGREEMENT WITNESSES as follows:

1. Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective department as detailed in Annexure-1.
2. The Employee shall perform such duties and exercise such powers, that may from time to time be assigned to or vested in him by the company.
3. The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office devote his whole time, attention and abilities to the business of the company.
4. The Employee shall obey the orders from time to time of the Board of Directors of the company and in all respects conform to and comply with the directions given and regulations made by the Board. He shall well and faithfully serve the company to the best of his abilities and shall make his utmost endeavours to promote the interests of the company.

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5. The company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The company can terminate your contract any time if you-
- Commit any material or persistent breach of any of the provisions contained.
  - Be guilty of any default, misconduct or neglect in the discharge of your duties affecting the business of the company.

#### 6.WORKING HOURS:

Your standard working hours will be 11:30 AM to 8:30 PM, Monday through Saturday. In view of your position in the Company, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Company may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

#### 7.DATE OF JOINING:

As per our discussion you will report to the Company on **the joining date will be shortly communicated by the company as an Business Development Executive - Trainee**

#### 8.TRAINING PERIOD:

You shall be on Training Period for 3 months, from the date of joining the Company. The company reserves the right to terminate the tenure of the job upon performance or behavioural grounds.

During the training/probationary period for matters related to discipline or performance, the Company reserves the right to take action in accordance with the policy of the company. The salary during the months of probation will solely be dependent on performance. Upon hitting your targets you shall be receiving a stipend of up-to **Rs 18,000 plus incentives**.

#### 9.LEAVE:

You will be entitled to a total leave of **12 sick leaves** in a year where not more than one day of leave can be redeemed per month and **12 paid leaves** in a year which can be redeemed based on your performance

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and time period with the company. All **National Holidays** will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

#### **10. NOTICE PERIOD and TERMINATION:**

- During the Training/Probation Period the Company reserves the right to terminate your employment and *may* give you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period.
- In case the termination is initiated by you for pre-closure of contract, you shall serve a notice period of 3 months. Serve for a period of 1 month without pay, also compensate the company equivalent to the last drawn three month's salary which is based on annual fixed compensation, in lieu of breaking the service bond contract.
- After confirmation of your service at the Company, the contract of employment is terminable by the Company. If the termination is initiated by you, The Company reserves the right to recover from you, an amount equivalent to three month's salary which is based on annual fixed compensation, in lieu of breaking the service bond contract, subject to the release date being approved by the Company.
- If termination is initiated by you, it shall be treated as breach of contract and the Company may, at its discretion, relieve you from a date it may deem fit. The Company will agree to the release date in lieu of notice period. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorised to withhold/forfeit your dues and recover from you a penalty up-to the equivalent of 3 month's salary. The company also reserves the right to legally prosecute the employee in the case of breach of contract.
- The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offence involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Company's policy and local laws) or (iii) other act that threatens or likely to damage Company's reputation or (iv) any misconduct or



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- breach of terms and conditions outlined in this contract of employment including the Company's policies. (v) any activity leading to loss of business
- The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

## **11.BASKET OF ALLOWANCES(BOA)**

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Telephonic Allowance.

You have the flexibility of changing the amounts under each of the above-mentioned heads, within your BOA, according to your preferences and income tax plan.

## **12.NON-DISCLOSURE AGREEMENT**

During your employment, you may have access to trade secrets or confidential business information belonging to the Company (including, but not limited to “source code”, “graphical assets”, “source repositories”, “technical documentation”, “development binaries”, “company internet accounts”, etc.). By accepting this offer, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company, all of its property, equipment, and documents, including but not limited to electronically stored information. You agree to hereby indefinitely assign ownership of any intellectual property rights and copyrights to the Company for any and all work that is done as part of your employment with the Company.

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### 13. NON COMPETE AND NON SOLICITATION

The Employee undertakes, agrees and covenants with the Company that for a period of 18 (nine) months from the termination/ expiry of this contract, as the case may be (“Non-Compete Period”), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology. The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause. The Employee is not allowed to sit for the interview/ selection process at any other firm/company/organisation during the bond period.

### 14.EARNINGS

During Internship which spans for a period of 3 months, mentioned in clause 9. month will be paid with monthly and quarterly incentives (Please note – In case during the internship period the candidate decides to quit, our organization will not be liable to pay the above-mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents .)

Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive **G3** (refer Annexure).

Basis the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure.

- Business Development Executive G 1: Gets a salary of INR 4 - 4.5 Lakhs PA.
- Business Development Executive G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
- Business Development Executive G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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We hope you have a great learning experience with us and grow in the process of this role.

Thank you.

**Anush Ramachandran**  
**Operations Manager**  
**Climber Knowledge and Careers Pvt Ltd**

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

**Signed:**

**Date:**

**Name:**

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### Annexure 1

<b>Operations Executive G3</b>		
<b>Components</b>	<b>Per month (INR)</b>	<b>Annual (INR)</b>
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000

<b>Operations Executive G2</b>		
<b>Components</b>	<b>Per month (INR)</b>	<b>Annual (INR)</b>
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

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<b>Operations Executive G1</b>		
<b>Components</b>	<b>Per month (INR)</b>	<b>Annual (INR)</b>
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
Cost to Company (CTC)		4.50,000



16<sup>th</sup> August 2021

Sub: Offer of employment by Pin Click

Dear **Syed Faiz Pasha**,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”, *with effect from 20<sup>th</sup> August 2021.*

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the PPO is confirmed **4.8 LPA** is applicable and attached here with Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.





The details of your annual earnings are as **Annexure A**.

**ANNEXURE – A**

**COMPENSATION & BENEFITS STATEMENT – PIN CLICK**

	<b>Name</b>	<b>Syed Faiz Pasha</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>20<sup>th</sup> August 2021.</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	<b>Sub-Total I / Gross Pay</b>	<b>20,891</b>	<b>2,50,692</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	792	9,504
<b>A-B</b>	<b>Net Salary</b>	<b>19,899</b>	<b>2,38,788</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	792	9,504
	Gratuity	317	3,804
	<b>Sub Total II</b>	<b>1,109</b>	<b>13,308</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>22,000</b>	<b>2,64,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> *Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <p>* The Offer/ Salary Is Subjective to Completion of Training</p> <p>*Two-wheeler is mandatory with valid driving license</p> <p>15 days of training period unpaid.</p> <ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			



The details of your annual earnings are as **Annexure B.**

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Syed Faiz Pasha</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>20<sup>th</sup> August 2021.</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	<b>Sub-Total I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>Sub Total II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> *Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <p>* The Offer/ Salary Is Subjective to Completion of Training</p> <p>*Two-wheeler is mandatory with valid driving license</p> <p>15 days of training period unpaid.</p> <ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

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

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra  
Co Founder



### Letter of Intent

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

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

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_



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## Verzeo Offer Letter- Umme Husna

1 message

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<hrgreetings@verzeo.com>  
To: tasmiyashaiq88@gmail.com

Tue, 9 Nov 2021 at 6:22 pm

Dear Umme Husna,

Greetings from Verzeo!

We trust that you are doing great amidst the unprecedented times!  
Congratulations on being selected as a part of team Verzeo!  
We are pleased to offer you the position of Business Development Trainee.

Kindly find the attachment regarding the same.

We request you to send the signed copy of the offer letter and other transcripts mentioned in the annexure of the offer letter at the earliest.

We hope to hear from you soon.

Please feel free to contact us in case of any queries, we shall be happy to assist you!

Kindly fill the below form for accepting or for a call back for more details.

<https://forms.gle/ojEqNX6HNEeqQgsYA>

Note: Kindly fill the form above and send the signed offer letter to the Mail ID as mentioned in the offer letter



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## Offer of Internship with Yunity Community LLP

3 messages

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**Yunity Community** <community@yunity.in>  
To: tasmiyashaiq88@gmail.com

Thu, 25 Feb 2021 at 2:10 pm

Dear **Umme Husna**,

It gives us immense pleasure to announce that you have been selected for the Growth Ambassador Program at Yunity Community LLP

Yunity Community LLP (the "Company"), is pleased to offer you internship with the Company on the terms described below:-

**Position:** You shall be a Growth Ambassador Intern with the company in the team of Yunity, and report to your team leader. By accepting this offer, you confirm with the Company that you are under no contractual or other legal obligations that would prohibit you from performing your duties with the Company.

**Date of Joining:** Date of commencement of your employment with the Company is **25-Feb-2021**.

**Duration:** The duration of your internship shall be 30 days.

**Job Roles:** You will be getting a very minimal fixed revenue target of generating revenue through adding community members and by selling courses along with simultaneously working on the departmental tasks mentioned below in order to get an additional specialization certificate.

- 1.Human Resource
- 2.Business Development Marketing
- 3.Operations
- 4.Social Media Marketing

**Compensation:** You will be getting a chance to unlock upto 7 certificates and LOR, also you will be incentivised based on every sale you make. You can earn upto INR 5000/- on completion of your basic monthly target.

**Employment Relationship:** Employment with the Company is for a minimum of 1 month from your date of joining. The services may be terminated within 15 Days by the company in case of any mis happening or nonperformance. Although your job duties, title, compensation, and benefits, as well as the Company's personnel policies and procedures, may change from time to time. If you have an Intern plan to leave Yunity Community LLP without any prior notice, the company is bound to forfeit all your standing Certificates/Letter and incentives etc.

**Working Hours:** You need to work just for 2 hours a day and need to stay In touch with your respective team leaders throughout the day.

**NOTE:** This offer letter will be considered as null and void if not presented with a "Letter of termination" ( which can be issued by the company only within 15 days) or "Letter of Completion" (which you will receive on

the 30th day).

--

**Regards,**  
**Human Resources**  
**Younity.in**  
**Mobile (+91) 7428700905**  
[www.younity.in](http://www.younity.in)

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**Tasmiya Shaiq** <tasmiyashaiq88@gmail.com>  
Draft to: mrs.sahana-dsjbs@dayanandasagar.edu <mrs.sahana-dsjbs@dayanandasagar.edu>

Sat, 22 Jan 2022 at 12:11 pm

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

From: **Younity Community** <[community@younity.in](mailto:community@younity.in)>  
Date: Thu, 25 Feb 2021, 2:10 pm  
Subject: Offer of Internship with Younity Community LLP  
To: <[tasmiyashaiq88@gmail.com](mailto:tasmiyashaiq88@gmail.com)>

Dear **Umme Husna**,

It gives us immense pleasure to announce that you have been selected for the Growth Ambassador Program at Younity Community LLP

Younity Community LLP (the "Company"), is pleased to offer you internship with the Company on the terms described below:-

**Position:** You shall be a Growth Ambassador Intern with the company in the team of Younity, and report to your team leader. By accepting this offer, you confirm with the Company that you are under no contractual or other legal obligations that would prohibit you from performing your duties with the Company.

**Date of Joining:** Date of commencement of your employment with the Company is **25-Feb-2021**.

**Duration:** The duration of your internship shall be 30 days.

**Job Roles:** You will be getting a very minimal fixed revenue target of generating revenue through adding community members and by selling courses along with simultaneously working on the departmental tasks mentioned below in order to get an additional specialization certificate.

- 1.Human Resource
- 2.Business Development Marketing
- 3.Operations
- 4.Social Media Marketing

**Compensation:** You will be getting a chance to unlock upto 7 certificates and LOR, also you will be incentivised based on every sale you make. You can earn upto INR 5000/- on completion of your basic monthly target.



**Employment Relationship:** Employment with the Company is for a minimum of 1 month from your date of joining. The services may be terminated within 15 Days by the company in case of any mis happening or nonperformance. Although your job duties, title, compensation, and benefits, as well as the Company's personnel policies and procedures, may change from time to time. If you have an Intern plan to leave Younity Community LLP without any prior notice, the company is bound to forfeit all your standing Certificates/Letter and incentives etc.

**Working Hours:** You need to work just for 2 hours a day and need to stay In touch with your respective team leaders throughout the day.

**NOTE:** This offer letter will be considered as null and void if not presented with a "Letter of termination" (which can be issued by the company only within 15 days) or "Letter of Completion" (which you will receive on the 30th day).

--

Regards,  
Human Resources  
Younity.in  
Mobile (+91) 7428700905  
[www.younity.in](http://www.younity.in)

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**Tasmiya Shaiq** <tasmiyashaiq88@gmail.com>  
To: mrs.sahana-dsjbs@dayanandasagar.edu <mrs.sahana-dsjbs@dayanandasagar.edu>

Sat, 22 Jan 2022 at 12:13 pm

----- Forwarded message -----  
From: **Younity Community** <[community@younity.in](mailto:community@younity.in)>  
Date: Thu, 25 Feb 2021, 2:10 pm  
Subject: Offer of Internship with Younity Community LLP  
To: <[tasmiyashaiq88@gmail.com](mailto:tasmiyashaiq88@gmail.com)>

[Quoted text hidden]