



# DAYANANDA SAGAR COLLEGE OF ARTS SCIENCE & COMMERCE

## Affiliated to Bangalore University

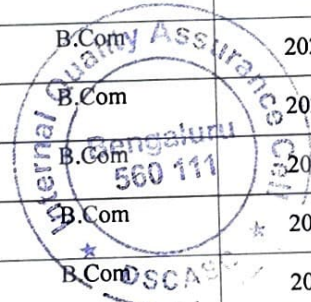


Shavige Malleshwara Hills, Kumaraswamy Layout, Bangalore, Karnataka, India, Pin Code : 560111  
 Phone : +91 8042161762 / 26661104 Fax: 26660789,  
 Website : <https://dscasc.edu.in/>

### 5.2.1. Percentage of placement of outgoing students and students progressing to higher education during the academic year 2022-23

#### SUPPLEMENTARY DETAILS OF STUDENTS PLACED IN THE ACADEMIC YEAR 2022-23

Sl.No.	Name of the student who has been placed	Programme graduated from	Year of graduation	Name of the employer with contact details	Pay package in lakhs
1	MONISHA C, 9341471635, monisha2232@gmail.com	B.Com	2023	ABB, Sudarshan, 7993006100, sudharshan.mummaneni@in.abb.com	3.5
2	MANASA H N, 9141294115, manasareddy8130@gmail.com	B.Com	2023	ANZ, Krithika, 8904703355, Krithika.D.R@anz.com	4.5
3	DHANUSH D, 9538626152, sdinesh0601@gmail.com	B.Com	2023	Colive, Nilesh, 8056397303, Nileshmohan@propex.ai	2.4
4	KHATIJA KHAN, 9886000137, khatijak10@gmail.com	B.Com	2023	Colive, Nilesh, 8056397303, Nileshmohan@propex.ai	2.4
5	ABDUR REHMAN, 8892415872, rr4397615@gmail.com	B.Com	2023	EXL, Cherian Patrick, 9844470660, Cheeran.Patrick@exlservice.com	3
6	GANIRA, 7204069358, ganiralungaho@gmail.com	B.Com	2023	Gallagher, Thejaswini, 8553368321, thejaswini_gowda@ajg.com	3
7	RAGAVIN C, 8762249169, ragavincgowda12@gmail.com	B.Com	2023	EY, Asha, 7829185936, Asha.Rani@gds.ey.com	3.65
8	ROHAN KUMAR J, 7892089875, rohankumar2742002@gmail.com	B.Com	2023	Gallagher, Thejaswini, 8553368321, thejaswini_gowda@ajg.com	2.6
9	JAYANTH A, 9986579190, luckyjayanth444@gmail.com	B.Com	2023	Indusind Bank, Abhishek, 9844969892, Byju.Abhishek@indusind.com	2.5
10	SAMRUDHI S B, 9686828620, sbsamrudhi29@gmail.com	B.Com	2023	Intellipaat, Shalini, 9686361245, shalini.ks@intellipaat.com	7.25
11	RAHUL KUMAR V, 8095913118, rahulchinnu812003@gmail.com	B.Com	2023	KGIS, Deepak, 8122527207, deepak.cn@kgis.co	2.6
12	BHARATH K, 7259727919, bharathkvirat1718@gmail.com	B.Com	2023	SLN Infra, Disha, 7090441113, hr@prproperties.in	3



13	PRAJWAL R, 7411028415, prajwalravishankar1212@gmail.com	B.Com	2023	SNC Company, Ayappan Kutty, 7947115129	2.4
14	KARTHIK M, 9980755275, karthikkarthik60496@gmail.com	B.Com	2023	Sneha Entreprsise, Vijay Bellary, 08026760026, vishwanathan@sneha-enterprises.com	2
15	M PAVITHRA, 9353630119, preethumanjunath52@gmail.com	B.Com	2023	Square Yards, Shums, 9503434234, shums.munshi@squareyards.co.in	3
16	LATHASHREE M, 9591047698, sudhamohan224@gmail.com	B.Com	2023	Mozo Hunt, Gaurav, 9650402889, internshipmozohunt@gmail.com	4.2
17	DHANUSH P, 7348890984, dhanushp315@gmail.com	BBA	2023	Dynamic Solutions, Muhammad Shahroz, 92255 05617, muhammad.shahroz@dynamicssolutions.com	3.6
18	SUPRIYA SINGH, 7908850251, Supriyasingh3000@gmail.com	BBA	2023	UpGrad, Kritika, 9820340986, kritikap@packt.com	7.5
19	TEJASHWINI M, 6363588728, tejumanjunath09@gmail.com	BBA	2023	Jenika Ventures, 9999570772, info@jenikaventures.com	2.64

*[Signature]*  
**IQAC- COORDINATOR**  
**IQAC Co-ordinator**  
 Dayananda Sagar College of Arts,  
 Science & Commerce  
 Kumara any Layout, Bengaluru - 560 111



*[Signature]*  
**PRINCIPAL**  
**Principal**  
 Dayananda Sagar College of Arts,  
 Science and Commerce  
 K.S. Layout, Bangalore - 560 078



Date: 30-Nov-23

**Monisha C**  
Mobile: 9341471635

Dear **Monisha**,

We thank you for your career interest in ABB. It was a pleasure interacting with you during the selection process and we are pleased to offer you a position with us as **Intercompany Analyst at Grade 17** in **FIOS** of ABB Global Business Services and Contracting India Private Limited. You will report to **Purushotham R** assigned by ABB as your supervisor.

Your location of Induction/Joining and posting will be in **ABB Global Business Services and Contracting India Private Limited, 6th & 7th Floor, Brigade Magnum, Amruthahalli Village, Kodigehalli Post, Yelahanka Hobli Bangalore-560092.**

Your total cost to company is **INR 3,50,000/-** per annum, please find the compensation breakup sheet and General Terms and Conditions of employment attached with this letter.

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

You are requested to join us on **04-Dec-23** at your location of posting mentioned above, for undergoing the Induction Program and to complete your joining formalities. Your Appointment with ABB will commence from the date of your reporting and after completion of your Joining process.

This offer is valid subject to your joining us on or before **04-Dec-23**, post which, we will have to regretfully assume that you are not accepting our offer and pursuing other options. In such a case the offer will be considered automatically withdrawn.

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

Thanking you.

Yours faithfully,

For **ABB Global Business Services and Contracting India Private Limited**,

**SD/-**

**Tks Nair**

Head - Payroll & Employee Benefits

**SD/-**

**Rukhsar Julekha**

Manager Talent Acquisition & Talent Advancement –  
India, Bangladesh & Sri Lanka

**MONISHA C, 02/11/2023**

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



## GENERAL TERMS AND CONDITIONS OF SERVICE FOR MANAGEMENT CADRE

### 1. REMUNERATION

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

#### Flexible Pay

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

#### Retirals

- A) You will be covered as a member under the Employees Provident Fund Scheme and remain a contributor and member of the fund during your employment with us, subject to the rules of the provident fund scheme as are in force for the present or as may be amended from time to time.
- B) You will become a member of the Employees' Pension Scheme as applicable, in accordance with the statutory requirements.
- C) You will be eligible for Gratuity as per The Payment of Gratuity Act.

#### Performance Bonus

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

#### Other Social Security Schemes

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

**Please note that your compensation and its details are confidential.** We request you to ensure that you maintain all such information, including your Terms of Employment and Compensation package as “**Strictly Confidential**”. You shall not use or divulge or disclose any such information except as may be required under obligation of law or as may be required by the Company and in the course of your employment.

SD/-

**Tks Nair**

Head - Payroll & Employee Benefits

SD/-

**Rukhsar Julekha**

Manager Talent Acquisition & Talent Advancement –  
India, Bangladesh & Sri Lanka

I accept the Offer and Terms and Conditions: ..... **MONISHA C, 02/12/2023**.....(NAME, SIGNATURE & DATE)



## 2. RELOCATION EXPENSES

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

## 3. PLACE OF WORK

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

## 4. HOURS OF WORK AND PAID HOLIDAYS

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

## 5. LEAVE

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

## 6. SUPERANNUATION

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

## 7. NOTICE OF TERMINATION

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

**SD/-**

**Tks Nair**

Head - Payroll & Employee Benefits

**SD/-**

**Rukhsar Julekha**

Manager Talent Acquisition & Talent Advancement –  
India, Bangladesh & Sri Lanka

I accept the Offer and Terms and Conditions: ..... **MONISHA C, 02/12/2023** ..... (NAME, SIGNATURE & DATE)



## 8. INTELLECTUAL PROPERTY RIGHTS

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

## 9. CONFIDENTIALITY

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

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

## 10. GENERAL

- A) You will be responsible for the safe keeping and return in good condition and order of all our/company's property such as tools, equipment's, instruments, books, etc., which may be in your custody, use, care or charge. We shall have the right to deduct the money value of all such things from your dues and take such action as we deem proper in the event of your failure to account for such property to our satisfaction.
- B) You will safeguard, protect and preserve all data/literature/information developed or acquired by the Company in visual, audio-visual, magnetic, written or any other form, which is to be construed as the intellectual property of the Company and will ensure that such information will not be communicated, divulged, parted with or removed from the precincts of the Company by any means whatsoever.

**SD/-**  
**Tks Nair**  
Head - Payroll & Employee Benefits

**SD/-**  
**Rukhsar Julekha**  
Manager Talent Acquisition & Talent Advancement –  
India, Bangladesh & Sri Lanka

I accept the Offer and Terms and Conditions: ..... **MONISHA C, 02/12/2023** ..... (NAME, SIGNATURE & DATE)



- C) You will keep us informed of any change in your residential address or civil status.
- D) You will abide by the standing orders and/or other staff rules and regulations applicable to you which are in force as on date and as amended from time to time or that may be framed in future.
- E) You shall abide by the Company's Code of Conduct and Business Ethics and to that effect you would provide an undertaking, or such declaration / acknowledgement as would ensure strict compliance thereof on your part.
- F) Your appointment shall be subject to Company rules and regulations in force now and as amended from time to time and those that may come into force from time to time.
- G) You will not, without prior written permission carry out any business or enter into contract with any one or carry out any part-time work or work in any capacity, or be employed by any other firm, company or person. You will devote your whole time and attention to your duties to promote the interests of our organization and will not utilize or divulge to any person or persons any of our trade secrets or affairs. You will not divulge or part with any drawings, quotations, specifications, manufacturing information, etc.
- H) Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by post to you at your address in India or as per the email ID provided by you and available in the company records

**SD/-**  
**Tks Nair**  
Head - Payroll & Employee Benefits

**SD/-**  
**Rukhsar Julekha**  
Manager Talent Acquisition & Talent Advancement –  
India, Bangladesh & Sri Lanka

I accept the Offer and Terms and Conditions: .....**MONISHA C, 02/12/2023**.....(NAME, SIGNATURE & DATE)

\*\*\*\*

**Confidential**



ANZ Support Services India Pvt Ltd  
"Eucalyptus", Manyata Embassy Business Park - SEZ, Outer  
Ring Road, Nagavara & Rachenahalli Village  
K R Puram Hobli  
Bengaluru 560 045

31 October, 2023

Manasa H N  
#16, 2<sup>nd</sup> Cross, Chunchugatta Near  
Govt. School, KK Post,  
Bangalore - 560062

Dear Manasa H N,

On behalf of ANZ, I am pleased to offer you the position of Banking Ops Analyst, Servicing, IND BLR, Grp 6.3 with ANZ Support Services India Pvt Ltd (**ANZ**).

This letter provides you with the information you need to accept this offer and the things you will need to do prior to your commencement with ANZ. You will find enclosed a copy of your employment agreement.

**Accepting ANZ's offer of employment and next steps**

As part of our e-Execution process, you will be asked if you accept the offer and the terms of employment in the employment agreement (including the cover letter and Schedules). We must receive your e-Executed employment agreement electronically within five calendar days from the date of this letter, otherwise this offer may be withdrawn.

Please also bring the following original documents with you for verification on your first day of work:

- India Passport copy is first preference. If you don't have a passport, kindly share Voters Id or Birth certificate or Ration Card.
- PAN and Aadhaar is mandatory
- Copies of all documents relating to your skills, experience and education qualifications, as required by ANZ
- For Non-India citizen/Foreign hires: copies of all visas you have to enable you to work in India.
- One passport size photo
- UAN & Aadhaar link is mandatory & share a copy of the screenshot with your Onboarding team Please

also arrange to:

1. Open a bank account

All ANZ employees are required to have their salary credited to an ANZ bank account, where such a facility is available. If your location does not currently have such a facility, ANZ will assist you in opening a bank account with a preferred bank as determined by ANZ at the relevant time.



2. Provide consent to undergo pre-employment screening

To comply with its legal and regulatory obligations and in accordance with ANZ policy, ANZ may require you to consent to undergo a police record check or other background checks before you commence employment with ANZ.

ANZ may engage the services of an external provider (First Advantage) to conduct these checks. This external provider may contact you prior to your commencement with ANZ to obtain your consent. When you receive this email, log into their website (via personal computer or mobile phone) and complete the online form.

**Please note:** It is a condition of ANZ's offer that you will not be able to commence employment on the proposed date contained in your employment agreement if the above steps for your background checks have not been completed prior to the date. In those circumstances, ANZ may withdraw its offer or change your commencement date.

If you have further questions please contact your line manager or recruitment consultant to talk about any aspects of this offer.

I look forward to welcoming you as part of the team and wish you every success in your new role.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Rita Newman', written in a cursive style.

Rita Newman

**Tribe Lead, Joiners & Movers**



ANZ Support Services India Pvt Ltd  
"Eucalyptus", Manyata Embassy Business Park - SEZ, Outer  
Ring Road, Nagavara & Rachenahalli Village  
K R Puram Hobli  
Bengaluru 560 04

31 October, 2023

Manasa H N,  
#16, 2<sup>nd</sup> Cross, Chunchugatta Near  
Govt. School, KK Post,  
Bangalore - 560062

Dear Manasa H N,

On behalf of ANZ, I am pleased to offer you the position of Banking Ops Analyst, Servicing, IND BLR, Grp 6.3 with ANZ Support Services India Pvt Ltd (ANZ).

This letter sets out the terms of your employment, and constitutes your employment agreement with ANZ. If you accept this offer, this agreement will become your only employment agreement with ANZ and will replace all previous employment agreements and understandings between you and ANZ.

#### **1. Position details**

The details of your position with ANZ including your reporting arrangements, work location and the date you will start work in this position are set out in Schedule 1.

You agree to diligently perform the duties and responsibilities that ANZ assigns to you. ANZ may vary these duties and responsibilities at any time.

#### **2. Pay and rewards**

Information about your pay and rewards are contained in Schedule 2.

#### **3. Hours of work**

The number of hours that you agree to work and details of other work arrangements are set out in Schedule 1.

#### **4. Policies, procedures, rules and codes**

Information about the way we work at ANZ is contained in our policies, procedures, rules and codes. You are required to comply with these policies, procedures, rules and codes and it is important that you read and familiarise yourself with them. Our policies are available on the intranet.

These policies, procedures, rules and codes do not form part of your employment agreement and may be varied by ANZ

from time to time at ANZ's discretion.

## **5. Code of conduct and ethics**

ANZ has developed guiding principles and ethical standards which apply to you as an employee of ANZ. These are set out in the Code of Conduct and Ethics and the supporting policy framework. You must act in accordance with these principles and standards at all times.

## **6. Leave**

Your leave entitlements, including annual leave, sick and parental leave are contained in ANZ's policies. ANZ is committed to ensuring that its leave policies comply with at least the minimum legal requirements.

## **7. Ending employment with ANZ**

Schedule 3 sets out the different ways that your employment with ANZ may come to an end and the entitlements and obligations that will apply.

## **8. Conflict of Interest**

Some activities or interests may conflict with your obligations to ANZ. These activities and interests include:

- (a) any outside business interest including non-ANZ work (paid or unpaid), business ventures, directorships, partnerships or a direct or indirect financial interest which has the potential to be in conflict with your employment, the interests of ANZ or ANZ's partners, customers or suppliers; or
  - (b) engaging in any activity that might compete directly or indirectly with ANZ Group (in this employment agreement, ANZ Group means ANZ and any related body corporate as defined in the Corporations Act 2001, any joint ventures or partnerships in which ANZ is a participant or any body corporate in which ANZ or a related body corporate of ANZ is a strategic investor or has a strategic equity interest) or might pose a conflict of interest with your employment; or
  - (c) having or gaining an interest including a direct or indirect financial interest (for example, ownership of shares or ownership or investment in an outside business), which might pose a conflict of interest with your employment.
- You must not do anything that may conflict with your obligations to ANZ, no matter how minor they may seem to be, unless you have the prior written approval of ANZ.

You must also disclose any potential conflict of interest to ANZ before you start work and as soon as possible, at any time one arises, during your employment.

## **9. Confidential information**

As a leading and trusted financial institution it is essential that ANZ guarantees the privacy, confidentiality and integrity of its information.

Confidential information is any information about ANZ Group, its customers or its affairs which you obtain after signing your contract of employment or during your employment, unless the information is already available to the public other than as a result of a breach of this clause. Some specific examples of confidential information include information about:

- Customers, including, their names, contact details, financial information and the dealings they have with ANZ Group or the products and services we have supplied to them;
- ANZ's processes, procedures and systems;
- Working documents such as research, strategies, papers, proposals, presentations and financial information.

You must keep secure, and must not disclose or use confidential information except where required as part of your role, or with your line manager's written agreement.

These obligations continue after your employment with ANZ ends.

## **10. Intellectual property**

In the course of your employment you may develop concepts or materials which give rise to intellectual property rights. You agree:

- that ANZ will own all of these intellectual property rights;
- where applicable, to assign to ANZ any of these intellectual property rights (including any future rights) on a worldwide basis;
- to irrevocably waive any moral rights that you may hold in any materials concepts or ideas you create during your employment with ANZ; and
- to execute any further documents that are required by ANZ to give effect to these obligations.

## **11. Monitoring of ANZ systems**

As a leading global financial institution ANZ has obligations to monitor and report fraud and other irregular activities to regulatory authorities. All ANZ systems and equipment, including employee ANZ bank accounts, are monitored for purposes including the detection and prevention of fraudulent activity. Your communications and access are not private and monitoring may take place for work-related, security or other investigatory purposes. For security purposes ANZ may record such telephone conversations as it may consider appropriate and may access recorded information in the case of a security or other investigation. You should be aware that any private discussions made on these lines may be intercepted and your personal privacy is not guaranteed.

## **12. Repayment of monies**

You acknowledge that, both during your employment and after your employment ends, you have an obligation to repay any employment related amounts you owe to ANZ.

You agree that for all employment related amounts:

- upon request, you will repay any monies mistakenly paid to you by ANZ;
- upon request, you will repay all amounts you owe to ANZ (for example, personal expenses incurred on an ANZ provided credit card or mobile telephone, or amounts owing for ANZ funded study assistance); and
- subject to law, ANZ is authorised to withhold unpaid amounts from monies otherwise owed to you upon termination of employment.

## **13. Pre-employment screening & ongoing screening**

In accordance with its legal and regulatory obligations, and in accordance with ANZ policy, you may be required to

undergo a police record check prior to commencing work with ANZ, or at other times during your employment.

You may also be required to undergo other checks (e.g. bankruptcy checks, sanctions screening, reference checks, etc). ANZ may engage the services of an external provider to conduct these checks.

Your initial and ongoing employment is conditional on ANZ being satisfied that the results of:

- a police record check are compatible with the inherent requirements of your position; and
- any other required background or other checks are to the satisfaction of ANZ (keeping in mind your position and ANZ's role as a financial institution)

ANZ may use any information you provide to conduct reference checks and any other background checks.

Your employment is also conditional upon you holding all necessary visas and meeting all immigration requirements necessary for you to work in India in this position.

If, in the opinion of ANZ, any of your background checks, reference checks or visas are not satisfactory, ANZ may choose not to commence your employment, or where you have already started, to end your employment immediately, with no liability to pay compensation to you.

#### **14. Variations to this employment agreement**

You and ANZ may agree to vary this employment agreement in writing.

In addition, to meet business needs, ANZ may change your position, position title, reporting arrangements, duties and location on giving you reasonable notice. ANZ may also change the various components of your TEC as described in Schedule 2.

Changes to the terms and conditions of your employment will not constitute a termination of your employment, and will not entitle you to any benefits under the ending employment provisions of this employment agreement.

If any changes are made to the terms of your employment, all other terms of this employment agreement will continue to apply to your employment.

#### **15. National (Australian) Privacy Principles and India Privacy Legislation**

In addition to the terms and conditions contained in this employment agreement, the following shall also be applicable:

- (a) the National (Australian) Privacy Principles form part of this letter and apply to your employment. You must diligently comply with those principles in performing your duties for ANZ.
- (b) India Privacy Laws: The Government of India has notified The Reasonable security practices and procedures and sensitive personal data or information Rules (Privacy Laws).

Privacy Laws provide various obligations on organisations in India. To facilitate your employment, or to comply with statutory or regulatory requirements, ANZ Support Services India Pvt Ltd will collect sensitive personal data or information about you and your dependants from time to time. This includes, without limitation, information relevant to your

employment or your dependants' information such as password, physical, physiological or mental health conditions, medical records, or financial information such as your bank account details.

ANZ Support Services India Pvt Ltd may also be required to collect, transfer, or disclose such information to other ANZ entities (including ANZ Banking Group Limited) and/or to third parties where it is necessary to facilitate your employment. This may include medical practitioners, rehabilitation providers, insurers or other experts, agents and consultants to assist ANZ in relation to your employment.

By accepting this you provide your consent to ANZ Support Services India Pvt Ltd and other entities as above to collect, store, share and use the sensitive personal data or information about you or your dependants.

#### **16. Compliance with applicable laws**

You must strictly comply with all applicable laws including any rules, regulations and guidelines issued by the Reserve Bank of India or the Securities and Exchange Board of India, with regards to customer information, confidentiality, securities trading, etc.

#### **17. Governing law and jurisdiction**

This employment agreement will be governed by, and construed in accordance with, the laws of India.

#### **18. Severability**

If any part of this employment agreement is found to be illegal or unenforceable by any court of law or any competent governmental or other authority, the remaining parts of the agreement will be severable and enforceable in accordance with their terms, so long as they do not fail their essential purpose. You and ANZ agree to negotiate in good faith to replace any such illegal or unenforceable part with suitable substitute provisions which will maintain as far as possible the purposes and the effect of this offer.

#### **19. True and correct information**

You declare that all information provided by you is true and correct. If any information you have provided is false or misleading in any particular then ANZ shall be at liberty to terminate your employment without notice at its absolute discretion. By accepting this offer, you confirm that you have not been placed on a bond or convicted of any criminal offence.

#### **20. Employment agreement confidentiality**

It is a condition of your employment that you keep the terms of this employment agreement confidential. If you have any questions in relation to these matters you may raise them with your line manager or your recruitment consultant.

#### **21. Consent to Electronic Transmission of Information**

You agree to receive, for your consideration, this employment agreement electronically by accessing the ANZ Careers Portal using your unique user name and password (using single sign on to access SuccessFactors Careers Portal via PeopleHub if you are an existing ANZ employee).

Should you agree to accept the terms and conditions in this employment agreement, you consent to do so by way of e- Execution. This will require you to:

- log into your candidate profile and select your application for the role;
- review the identified letter of offer;
- select the accept option on your online application to confirm that you have read, you have understood and you agree to the terms and conditions in this employment agreement;
- type your first name and surname in the space provided to confirm your identity;
- type date of acceptance; and
- then click on "Submit".

When you meet your Onboarding Specialist, you will also need to sign this employment agreement by way of your handwritten signature.

Yours sincerely



Rita Newman

**Tribe Lead, Joiners & Movers**

***Schedule 1 - Details of position and working arrangements***

**Position title**

Banking Ops Analyst, Servicing, IND BLR, Grp 6.3

**Classification**

6.3

**Reporting arrangements**

Binita Goswami

**Place of work**

Manyata Embassy Business Park, Outer Ring Road, Near Nagavara, Bengaluru - 560045

**Commencement date**

20 November, 2023

**Agreed hours of work**

You agree to work 170 hours per four week cycle and any reasonable additional hours you may need to work to

effectively perform your role. Your remuneration includes compensation for all hours that you are required to work.

You may be eligible to receive paid overtime or other allowances/payments where you work hours outside of those hours specified above. These allowances/payments will be paid in accordance with ANZ policy.

### **Rostered hours of work**

The days and times you will be required to work these hours and any changes will be advised to you by ANZ.

You may be required to work any shift timing that is required of you by ANZ, including the night shift. Shift times may be subject to change with or without notice. You agree that you will be bound to work shifts as required by ANZ.

### **Suspension**

ANZ may suspend you from performing your duties at ANZ's absolute discretion. An example of where this may occur is if you are subject to an investigation relating to potential breaches of the ANZ Code of Conduct (or other ANZ policies, procedures, rules or codes) or if you are subject to an investigation by a regulator.

Generally, you will be suspended with pay. Subject to the laws of your Country, ANZ may consider it necessary to suspend you from performing your duties without pay.



## Schedule 2 - Pay and rewards

### Remuneration Rs. (p.a)

Basic Salary

· 225,000.00

HRA

· 90,000.00

Provident Fund (ANZ's Company Contribution)\*

· 27,000.00

Flexible Component

· 108,000.00

ESI Contribution \*\*

· NA

Total Employment Cost (TEC)

· 450,000.00

Your TEC is based on the full-time hours. If you are employed part-time, your TEC and any relevant components will be pro-rated based on your part-time hours of work.

You agree that an incremental employer payments/contributions that ANZ may have to incur/remit in order to meet or adapt to regulatory requirements, amendments or changes in interpretation of law, or business needs or due to the subsequent coverage under any social security or other benefit statute, will be adjusted from other existing components in the TEC above, provided always that your overall TEC will remain the same

### Note:

\*Provident fund: Both you and ANZ will make provident fund contributions required by law. You agree that ANZ may deduct your contribution from your salary and remit it to the Provident Fund on your behalf.

\*\*Employee state insurance (ESI): If you are covered under ESI, both you and ANZ will make ESI contributions as required by law.

In addition to the amounts outlined above, you may receive a statutory bonus and/or Service Weightage Allowance if eligible and as mandated by applicable law.

### Payment of salary

All ANZ employees are required to have their salary credited to an ANZ bank account, where such a facility is available. If

your location does not currently have such a facility, ANZ will credit your salary to your nominated bank account which is required to be a bank account opened with an ANZ-preferred bank as determined by ANZ at the relevant time.

## **Gratuity**

You will be eligible for gratuity on completion of 4 years of continuous service if you meet the eligibility criteria provided in applicable Indian laws and ANZ policy. Any gratuity will be paid upon termination of employment with ANZ.

## **Downward Adjustment (including Clawback where applicable)**

Any variable remuneration awarded to you at anytime (including cash and equity, and whether that remuneration has been deferred or not) is subject to downward adjustment under applicable law, regulatory standards and guidance, the provisions of the ANZ BGL Performance & Remuneration Policy as amended in ANZ's sole discretion, and any separate conditions of grant issued to you. It is important that you read and familiarize yourself with the ANZ BGL Performance and Remuneration Policy. ANZ's policies are available via ANZ's intranet and can be viewed upon commencement.

For the avoidance of doubt, variable remuneration awarded to you will (without limitation) be subject to ANZ's discretions:

- to downward adjust (including to nil) variable remuneration by making in-year adjustments, or applying malus<sup>1</sup> or clawback<sup>2</sup>;
- to freeze and/or further defer variable remuneration; and/or
- if you occupy a role or position prescribed to which clawback applies (regarding which, you will have received or have access to a "Consequences – Clawback" attachment from ANZ policy) to require you to pay back some or all of the variable remuneration in the clawback period specified at the time of award (and in all cases will not be less than the period required under applicable law), after it has been paid or vested, up to the amount or value of the benefit accruing, allocated or provided to you by reason of a grant and vesting of the remuneration. You agree to comply with any Clawback Notice given to you, and cooperate with any request by ANZ for relevant information, whether or not you remain employed by ANZ at the time.

1. "Malus" means an adjustment to reduce the value of all or part of deferred variable remuneration before it has been paid or vested.

2. "Clawback" means the recovery of an amount corresponding to some or all variable remuneration that has been paid or vested

It is a condition of eligibility to be considered for any award of variable remuneration that you agree that any award is subject to ANZ's discretions as set out above. Any additional conditions of grant applicable to an award will be separately issued to you.

### ***Schedule 3 - Details on termination of employment***

#### **Probationary period**

A probationary period of 3 months will apply from the commencement date. You or ANZ may terminate your employment during the probationary period with two weeks' written notice.

#### **Resignation**

You may resign from ANZ by giving 2 months written notice (or a shorter period if agreed with ANZ).

#### **Termination on notice**

ANZ may end your employment by giving you 2 months written notice.

You will not be entitled to the notice in this clause if your employment ends:

- (a) during your probation period; or
- (b) for a reason that results in termination without notice.

#### **Payment in lieu of notice**

ANZ may at its sole discretion choose to pay you in lieu of some or all of the notice periods (relating to resignation and termination on notice) set out above.

Any payment in lieu of notice will be calculated on the basis of your TEC (minus the provident fund component).

#### **Duties during notice period**

During a notice period, ANZ may require that you not perform your duties or attend at the workplace or that you perform different duties. You agree to stop communicating with any ANZ Group customers, suppliers, employees and contractors if asked to do so by ANZ. However, you remain an employee of ANZ and bound by the terms of this employment agreement until the end of the notice period.

#### **Termination without notice**

ANZ may end your employment without notice (or payment in lieu) if, in the opinion of ANZ, you engage in unacceptable behaviour that constitutes serious misconduct (including fraud, theft or dishonesty), or if you engage in other conduct that is a serious neglect of duty, or conduct tending to bring yourself, ANZ and/or any of its related corporations into disrepute, or serious breach of any of the terms of this employment agreement or is a material breach of any company policy.

#### **Non-solicitation**

During your employment with ANZ and for 6 months after your employment with ANZ ends you must not (either alone, with or through others) solicit, interfere with or attempt to entice away from ANZ Group:

- any employee of ANZ Group; or
- any customer or client of ANZ Group or any person who was in the habit of dealing with ANZ,

with whom you have had direct or indirect contact or dealings, or knowledge of, during the 12 months before your employment with ANZ ended.

You acknowledge that the restriction is both reasonable and necessary in order to protect the legitimate business interests of ANZ.

Your obligations relating to confidential information continue to operate following the end of this non solicitation period.

### **Return of property**

You will be responsible for the safekeeping of all ANZ property which may be in your use, custody or charge. At any time if requested by ANZ, or when your employment ends, you must return all ANZ Group property to ANZ. You must also return any notes or records (electronic, hard copy or otherwise) made during the course of your employment which contain any information that is confidential to ANZ Group.

### **Notice requirements**

Notice of termination provided by you or ANZ must be in writing.

Where notice is provided to you by ANZ, notice must be either delivered to you personally or delivered by registered post or courier to you at your home address last known to ANZ.

Where it is not practicable to deliver the notice as above, ANZ may serve you such notice electronically.

Where you are providing notice to ANZ, such notice must be in writing and must be either delivered in person or by registered post or courier to your line manager (or acting line manager).

Where it is not practicable to deliver the notice as above, you may serve such notice on your line manager or acting line manager electronically.

**Date:** 08-08-2023

**Name:** Dhanush D

**Email:** [Dhanush525@gmail.com](mailto:Dhanush525@gmail.com)

**Phone No:** 9538626152

**OFFER FOR – Relationship Manager (Intern)**

Following your application and subsequent interview, we are pleased to inform you that you have been considered for **RM(Intern)** in this company for 6 months, as per the terms and conditions listed out in Annexure-1 to this offer letter. Your training will start with effect from **12/09/2023**. You are required to report to the person in charge, **(Nilesh HR) (Phone No.8056397303)** for orientation on this day at 10am.

Kindly bring your Aadhar & PAN card with you to complete your joining formalities.

We wish that you will work to your level best to improve the efficiency and performance of this company. Congratulations and best wishes.

Yours faithfully



Subhrajit Mukharjee

(Head Talent Management)

Authorized signatory

**Colife Advisory Pvt. Ltd.**

INTERN'S DECLARATION

I accept the above terms and conditions

Name..... Sign.....Date.....

## Annexure-1

### Growth Acceleration Program

1. This program is for 6 months.
2. This program will be conducted in person, with stipend of Rs. 10,000 per month, at our corporate office.
3. Incentive up to Rs. 80,000/- per month can be earned based on performance, under the incentive scheme announced from time to time.
4. Company reserves the right to extend or terminate internship any time without any notice.
5. On confirmation, in case your services are terminated, you will have to serve one month' notice.
6. On successful completion of the Internship Program, performance appraisal and completion of your Post Graduation, you will be eligible for a full-time opportunity with the Company. The below mentioned package, are the sole discretion of the Company and the terms and conditions are laid down by the Company from time to time.

**Total compensation** –: Rs. 12,00,000 per annum (Rs. 1,00,000 Per Month) with a fixed component of Rs.2,40,000 PA (Rs. 20,000 PM) and Variable component (Incentive) Upto Rs.9,60,000 PA (Rs. 80,000 PM) based on your performance.

#### INTERN'S DECLARATION

I accept the above terms and conditions

Name..... Sign.....Date.....

**Date:** 08-08-2023

**Name:** Khatija khan

**Email:** [Khatija.khan9@gmail.com](mailto:Khatija.khan9@gmail.com)

**Phone No:** 9886000137

**OFFER FOR – Relationship Manager (Intern)**

Following your application and subsequent interview, we are pleased to inform you that you have been considered for **RM(Intern)** in this company for 6 months, as per the terms and conditions listed out in Annexure-1 to this offer letter. Your training will start with effect from **12/09/2023**. You are required to report to the person in charge, **(Nilesh HR) (Phone No.8056397303)** for orientation on this day at 10am.

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Yours faithfully



Subhrajit Mukharjee

(Head Talent Management)

Authorized signatory

**Colife Advisory Pvt. Ltd.**

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**Total compensation** –: Rs. 12,00,000 per annum (Rs. 1,00,000 Per Month) with a fixed component of Rs.2,40,000 PA (Rs. 20,000 PM) and Variable component (Incentive) Upto Rs.9,60,000 PA (Rs. 80,000 PM) based on your performance.

#### INTERN'S DECLARATION

I accept the above terms and conditions

Name..... Sign.....Date.....



**PRIVATE AND CONFIDENTIAL**

Date: January 23, 2024

**Mr. Abdur Rehman**

No 61/3

Ranoji Rao Road Near Crescent School

Basavanagudi-560004

**FIXED TERM TEMPORARY EMPLOYMENT AGREEMENT**

Dear **Abdur**,

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

**1 FIXED TERM TEMPORARY EMPLOYMENT**

1.1 (a) You are being engaged with effect from **2/1/2024** specifically against Legal contract work /project which is likely to be completed in **4 Months**. Your fixed term temporary employment **2/1/2024** , unless terminated in accordance with clause 9, is co-terminus with the aforesaid work/project and, as such, the same shall lapse and come to an automatic end on the completion of the aforesaid work / project whether before expiry of **4 Months** or after. This fixed term temporary employment agreement and your fixed term temporary engagement / employment shall automatically end as aforesaid without any notice or compensation to you from the Company and therefore, no compensation, notice salary or retrenchment compensation shall be payable to you by the Company. It is clearly understood and agreed by you that this fixed term temporary appointment shall not vest any right in you to claim permanent /regular employment with the Company at any point of time and you will neither have any right nor a lien on the job held by you.

(b) Notwithstanding anything contrary contained here-in, please note that during the first **4 Months** of your fixed term temporary appointment you would be on trial. If the Management during the aforesaid trial period finds your performance to be unsatisfactory, your fixed term temporary appointment would be liable to be terminated by giving in writing fourteen days' notice or paying salary / wages in lieu of such notice or salary / wages for such period by which the notice period falls short of.

(c) During your fixed term temporary appointment, you shall be a full time employee of the Company. You shall, therefore, devote the whole of your time and energy exclusively to the business and affairs of the Company. You shall not engage yourself, directly or indirectly, in any other employment or in any business or serve whether as principal, agent, partner, director or employee or in any other capacity whatsoever, either full time or part time, in any business whatsoever other than that of the Management / Company. Any engagement by you as aforesaid shall be construed as dual employment and you shall be liable to face strict disciplinary action

**Outsourcepartners International Private Limited**

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CIN: U74110KA2003PTC031647

for the same, which may go up to termination of your fixed term temporary employment without any compensation to you. Further, Company reserves the right to seek injunctive relief against you and to claim the damages suffered.

(d) Notwithstanding the afore-said or anything to the contrary contained in this employment agreement or in the Letter of Intent (“LOI”) and/ or notwithstanding your acceptance of the LOI or the employment offer, the Company, for any business or operational reasons whatsoever including without limitation any reason which is beyond the Company’s control, or due to any unforeseen or unavoidable business circumstances, reserves the right to defer your date of joining to a later date to suit the business requirements. The Company will use reasonable endeavour to inform you at the earliest. *(Applicable for Band A only)*

1.2 Your fixed term temporary employment with the Company is subject to:

- (i) The accuracy of the testimonials and information provided by you. The Company will get verified the personal and employment details provided by you, either internally or through any external agency engaged by the Company, and by signing this fixed term temporary employment agreement, you hereby authorize the Company for the same and to share any of your information, details, references, documents or reports with any agency, person, authority, advisors, consultants, etc. and whosoever;
- (ii) Your being free from any contractual or legal restrictions preventing you from accepting this offer or starting work on the above-mentioned date;
- (iii) On our receiving two satisfactory references; and
- (iv) Your disclosing on your own behalf and, if married, on your spouse’s behalf full details of any external directorships held and any personal business interests including partnerships, shareholdings and trusteeships; involvement in any other business ventures involving unlimited liability; personal liabilities in connection with business activities; and involvement in other positions external to the Company and acceptance by the Company of those external interests.
- (v) You represent that you have no interest or obligation that is inconsistent or in conflict with the terms contained herein. You agree to notify the Company immediately if any such interest or obligation arises. You also represent that you will not bring with you or disclose to the Company, or use in the performance of your responsibilities at the Company, any confidential information not generally available to the public of a former employer or any other party, unless you have obtained prior authorized written authorization for its possession and use.
- (vi) You also agree that, during your fixed term temporary employment with the Company, you shall abide by any confidentiality obligations you may owe to any former employer or other party. You also agree and represent that you are not bound by any valid agreement or obligation of non-competition or non-solicitation to any or former employers or other parties.
- (vii) If any information furnished by you to the Company is found to be false or inaccurate, or if you are found to have willfully suppressed any material information, the Company shall be entitled to terminate your fixed term temporary employment without notice or compensation to you. If you breach, fail to full-fill or comply with any of the above-said conditions, this offer shall stand revoked automatically without any further notice or reference to you (whether you have accepted it or not) and, if you have already commenced fixed term temporary employment with the Company, such employment will automatically terminate without giving you any claim for

compensation or damages, but without prejudice to the Company's rights and/or remedies against you.

## **2 PLACE OF POSTING**

- 2.1 Your initial place of posting shall be at **Bengaluru, Karnataka**. However, your services are transferable to any other another place either in existence now or which would come into existence henceforth. You may be transferred within India or outside India to serve the Company or any of Company affiliates. You may be transferred to any of Company's or its affiliates existing offices or locations anywhere or to any of the future offices or locations which may come into existence or may get acquired henceforth / any-time in future. **Due to business requirements or other exigencies, you may be required to work from home at the Company's sole discretion; the Company hereby reserves the absolute right to call you back to work at any of its offices, as and when required.** It is a condition to your employment that you comply with any such **requirements / instructions** of the Company **without any protest or demur**. The transfer will not deem to constitute a change in your conditions of service. The Company will not be responsible for any of your acts leading to any action against you as per the law of the country or state you have been deputed, transferred to or working from.
- 2.2 Notwithstanding the above, you may however be required to work at any other place that the Company may deem fit and as may be required from time to time. You may also be assigned, seconded, posted, deputed or transferred to any other company associated to the Company or to Affiliates whether in India or abroad/outside India.
- 2.3 Your place of work shall change in case of any relocation of the Company's offices, for which you shall not be entitled to any additional compensation.

## **3 PERFORMANCE OF DUTIES**

- 3.1 You shall be assigned with all the duties and responsibilities of the **Executive - Operations at Band A1** and such other duties on behalf of the Company, as may be reasonably assigned from time to time by the Company's management.
- 3.2 You shall, at all times, be required to carry out the duties and responsibilities assigned to you by the Company, faithfully and diligently and in compliance with the established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company. You shall not, during the term of your fixed term temporary employment, except with the prior specific written permission of the Company, engage directly or indirectly, whether part-time or full time, in any other employment, business, profession, occupation or activity, or serve whether as a principal, agent, partner, employee, director or in any other capacity whatsoever in any business or employment other than that of the Company, whether or not which will be detrimental, whether directly or indirectly, to the Company's interests. It is clarified that such written permission as mentioned herein does not create any right in your favour or obligation on the Company. It shall be on the sole and exclusive discretion of the Company to grant or not to grant such permission.
- 3.3. You shall use the office of the Company only for rendering such services for which you have been appointed temporarily.
- 3.4 You are expected to attend office, except when traveling on business, during the working hours/shifts as may be decided by the Company. The Company practices a 48-hour workweek for all staff and management employees. Actual work timings and shifts may vary from time to time based on business and customer service requirements. You agree to work in any shift (including in night shift) as may be assigned by the Company from time to time.

## **4 COMPENSATION**

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CIN: U74110KA2003PTC031647

- 4.1 As compensation for services to be rendered, you shall be paid a **Basic Salary of Rs. 15000** per month for the fixed temporary term. The salary shall be payable on monthly basis in arrears on or about the last working day of each calendar month, but in no case later than the 7th day of the succeeding calendar month. Other allowances and benefits payable shall be as detailed in Appendix 1 hereto. Your fixed cost to Company (FCTC) for the entire duration of your fixed term temporary employment shall be **Indian Rupees 300000**. Please refer attached Appendix 1 for monthly break-up of the aforesaid total FCTC.
- 4.2 The payment of all compensation shall be made in accordance with the relevant policies of the Company in effect from time to time, including normal payroll practices, and shall be subject to income tax deductions at source, as applicable. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.
- 4.3 The compensation paid to you has taken into consideration the status and responsibilities of the appointment and as such, you will not be entitled to any other payment by way of any other allowances.
- 4.4 By accepting this offer you authorize the Company to deduct from your remuneration including on termination of employment (including from salary, salary in lieu of notice, holiday pay, etc.) all debts owed by you to the Company or Affiliates or any losses caused by you or damages suffered by the Company or Affiliates or any recoveries including of any advances or of loans or fine imposed by the Company.
- 4.5 Please be specifically clarified and advised that notwithstanding your fixed term temporary employment, your monthly salary slip shall, by default, show and print annual / pro-rated annual salary package i.e. from the date of your joining till 31-March of the next year along-with, inter alia, your monthly salary. Notwithstanding anything contained in your default monthly salary slip, your FCTC shall be above said Indian Rupees **300000.00** and you, therefore, shall not be entitled to claim any amount over & above or more than aforesaid FCTC.

## 5.. CONFIDENTIALITY

- 5.1 The term "Confidential Information" shall include all information, whether written or oral, that is not known by, or not generally available to, the public at large and that concerns the business, activities, employee relations, financial affairs, trade secrets, technology of the Company or otherwise relates to the Company or to Company employees, in any manner whatsoever, its customers, their clients, suppliers and other businesses or entities, with whom the Company does business, which may come to your knowledge or possession during the tenure of your employment with the Company. You shall hold such Confidential Information in trust and confidence and not disclose or divulge such Confidential Information to any other person or entity or use any such Confidential Information for your own benefit or the benefit of any other party, unless so authorized by the Company or required to be so disclosed or divulged in the course of the proper execution of your duties. You agree to sign the 'Confidentiality and Non Compete Agreement' in the form annexed to this letter.
- 5.2 You undertake not to make copies or duplicates of any Confidential Information or other sensitive property or materials of the Company, including but not limited to keys, access cards, diskettes, programs, photographs or such other proprietary information relating to the Company's business.
- 5.3 You shall keep strictly confidential, details of your salary and employment benefits within and outside the Company.
- 5.4 You agree and confirm that the terms and conditions of this Clause 5 shall survive the termination or discontinuation of your services with the Company.

## 6. INTELLECTUAL PROPERTY RIGHTS

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You shall be required to disclose promptly, completely and in writing to the Company any discovery, invention, methodology or improvements made thereto, process, software applications or products, conceived, developed or discovered by you, either individually or jointly with others, during your employment ("Inventions") and such Inventions whether or not patent applications are filed thereon shall at all time belong absolutely to and be the sole and absolute property of the Company. You agree to treat such Inventions as Company proprietary and confidential and to use such Inventions solely for the benefit of the Company. You agree to assign to the Company any and all rights, title and interest, including, but not limited to, copyrights, trade secrets and proprietary rights to the Inventions, information, materials, products and deliverables developed during the performance of services to the Company. You agree that all the work performed by you and all Inventions, information, materials, products and deliverables developed by you while in the employment of the Company shall be the exclusive property of the Company and all title and interest therein shall vest in the Company. All such Inventions, information, materials, products and deliverables shall be deemed to be "works made for hire" under the United States Copyright Laws or applicable Indian laws (or any other applicable law). If and when required by the Company, you shall at the Company's expense take out or apply for letters patent, licenses or other rights, privileges or protection, as may be directed by the Company in respect of such Inventions, so that the benefit thereof accrues to the Company. You shall execute and do all instruments, acts, deeds and other things, which may be required by the Company for assigning, licensing any Inventions made during the employment, which shall vest with the Company including the name and all benefits arising in respect thereof.

Pursuant to its exclusive proprietary rights, the Company shall have the sole and exclusive right inter alia to use, modify or adapt the Inventions, information, materials, products or deliverables developed by you during the performance of your services as an employee of the Company.

#### **7. DISCIPLINARY ACTION PROCEDURE**

Any breach of the Company's Code of Conduct, policies, etc., or any act of omission or commission constituting misconduct, or failure to attain or maintain a satisfactory work standard, by any employee will be regarded as a disciplinary or capability matter. The procedure for such misconducts, matters or offences including major misconduct shall be as set out under the Code of Conduct and/or Progressive Disciplinary Policy. If you are accused of misconduct, you shall be liable to be suspended from service pending or in contemplation of enquiry. During suspension, you shall be entitled only to a subsistence allowance at the rate described in the attached Appendix - 2, forming an integral part & parcel of this employment agreement. The rate of subsistence allowance, as described in Appendix - 2, is as per the prevailing statutory regulations and is subject to change in terms of any statutory amendment thereto. Accordingly, the rate of subsistence allowance as per prevailing regulations, applicable from time to time, shall apply. If you are found guilty of any charge of misconduct, you shall be deemed to be absent during the suspension period and not be entitled to any compensation, remuneration or other amount except the subsistence allowance paid / payable. In the enquiry, you may bring only a co-employee (who is not accused of similar charges) to represent or assist you. In no case would you be entitled to bring any outsider who is not employed with the Company, to represent or assist you at such enquiry.

## 8. CODE OF CONDUCT

You shall abide and be bound by the Company's Code of Conduct, and the Code of Conduct will form a part of this employment agreement. The Code of Conduct may be changed at any time at the discretion of the Company and the changed Code of Conduct shall thereupon bind you. You will also carry out and abide by any instruction, policy issued by the Company from time to time.

## 9. AUTOMATIC TERMINATION OF FIXED TERM TEMPORARY EMPLOYMENT

- 9.1 Your fixed term temporary employment, unless terminated in accordance with this clause 9, is co-terminus with the abovesaid work / project and, as such, the same shall lapse and come to an automatic end on the completion of the aforesaid work / project whether before expiry of **4 Months** or after. During the period of this fixed term temporary employment agreement, either the Company or you may at any time terminate this fixed term temporary employment agreement without cause by giving in writing to the other party, **30 (Thirty) day's** notice or paying to the other party salary in lieu of such notice or salary for such period by which the notice period falls short of. However, if the exigencies of work, business or client commitments so requires; or if you are handling any sensitive, critical, confidential, important or time bound assignment / project / work; or if you want to leave in the middle of work, without serving your full notice period, wherein your presence, involvement or participation is required or is deemed necessary by the Management; or if any work is pending at your end; or if Management does not find suitable replacement or substitute in your place; or if satisfactory, full and proper hand-over / knowledge transfer is not given by you to the satisfaction of the Management; or if your not serving full notice period may have adverse impact on the business, client commitments or on your team, the Company may decline to relieve you earlier than the expiry of the entire period of notice. Your exit formalities will be initiated, and your relieving and experience letters will be issued subject, inter alia, to your fulfilling the aforesaid requirements.
- 9.2 After notice of termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.
- 9.3 Upon termination of your fixed term temporary employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things (including any copies thereof) containing Confidential Information or relating to the business or proposed business of the Company or Affiliates. The Company reserves the right not to relieve you of your fixed term temporary employment in the event that all the Company's documents / property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.
- 9.4 The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in paragraph 3.1 above, or to carry out no duties, and to instruct you not to communicate with clients, employees, agents or representatives of the Company until your fixed term temporary employment has been terminated, provided that you will continue to be paid and to enjoy normal contractual benefits during any such period. You will not be entitled to engage in any other employment, work or business during the notice period.

9.5 In addition to all the rights of the Company provided for in this employment agreement and under law, the Company may terminate your fixed term temporary employment forthwith in any of the following circumstances:

- (i) Breach by you of any of the terms of this employment agreement;
- (ii) Breach of any clauses of the Company's Code of Conduct as referenced in clause 8 hereinabove;
- (iii) Unauthorized absence beyond a period of 7 (five) consecutive days;
- (iv) Inability to perform your duties beyond a period of (15) days, whether on medical grounds or on any other grounds;
- (v) Physical or mental incapacitation to perform your duties;
- (vi) Any misrepresentation by you to the Company, whether made orally or in writing and whether expressly or by conduct, and whether at the time of appointment or prior or subsequent thereto;
- (vii) Commission of any act detrimental to the interests of the Company;
- (viii) Commission of any act of moral turpitude;
- (ix) Major misconduct;
- (x) Commission of an act of insolvency;
- (xi) Conviction in any court of law for the commission of any crime; or
- (xii) Your performance is continuously measured as below expectation for a period of two months, despite due training.
- (xiii) Either refusing to appear for a drug test as per company policy or failing to clear the drug test.
- (xiv) Breach of Information Security Guidelines

Every EXL employee must be aware of their individual responsibility to maintain compliance with Information Security, Cyber Security and Data Privacy policies and undergo periodic trainings and awareness in this area. All employees must refer to Information Security & Data Privacy Policy to understand the Company's requirements with respect to the collection, storage, use, transmission and disposal of information in electronic, voice or tangible written forms. The policy also details out guidelines for laptop users, access control, Email access, password management, Blackberry and PDA usage and maintaining clean desk. All the employees of EXL are required to fully comply with the aforesaid policy.

It is mandatory for all employees of EXL across levels to complete the Information Security Training within prescribed timelines (for details refer to ISG policy guidelines)

Notwithstanding anything contained in clause 9.1, the Company reserves the right to terminate your fixed term temporary employment without giving any notice period or pay in lieu thereof if you are in breach of any of the sub-clauses of clause 9.5 hereinabove.

## **10. OTHERS**

10.1 You will be bound by the Code of Conduct of the Company and all other rules, regulations, instructions, policies and orders issued by the Company from time to time, in relation to your conduct, discipline and service conditions such as leave, medical, retirement, etc. as if these Code of Conduct, rules, regulations, instruction, policies etc. were part of this fixed term temporary employment agreement.

10.2 You shall inform the Company as soon as possible about any change in your residential address. In case of any delay or default on your part, any notice, communication, etc. send at your last known address as per Company records shall be deemed to be valid and effective

communication and same shall be binding upon you and you shall be debarred from challenging or disputing the same.

- 10.3 The provisions of this fixed term temporary employment agreement shall be construed and governed in accordance with the laws of India.

Kindly sign and return the duplicate copy of this employment agreement, as a token of your acceptance of the terms and conditions set out herein. Also, please initial each page of the letter.

Please note that by signing this fixed term temporary employment agreement, you have agreed to accept the fixed term temporary employment with the Company on the terms and conditions set out herein. Upon your signature and return to us, this offer letter will be treated as a fixed term temporary employment agreement and the terms and conditions of this fixed term temporary employment agreement shall govern your fixed term temporary employment with the Company.

This offer shall automatically stand revoked in the event of your not joining the Company on or before the date mentioned in this employment offer and fixed term temporary employment agreement.

It is a pleasure to welcome you as a member of **Outsourcepartners International Private Limited**

We are confident that your fixed term temporary employment with the Company will prove mutually beneficial & rewarding, and we look forward to having you join us.

**Yours truly,**  
**For Outsourcepartners International Private Limited**



**Ms. Parul Kataria**  
**Vice President 2 - Human Resources**

I accept the offer on, and agree & consent to and accept, the terms and conditions as described in this letter.

Agreed and accepted, and consented to, by me.

---

Mr. Abdur Rehman

Dated: 2/1/2024

Permanent Address:  
No 61/3  
Ranoji Rao Road Near Crescent School  
Basavanagudi- 560004

**Outsourcepartners International Private Limited**

Registered Office: Tower 2D, Phase I, Vikas Telecom Private Limited-SEZ, Vrindavan Tech Village, Devarabeesanahalli, Outer Ring Road, Bengaluru 560 103, Karnataka, India T: +91.80.4344.777 EXLservice.com  
CIN: U74110KA2003PTC031647



### **COMPENSATION & BENEFITS**

- You may be covered under the Employees' State Insurance Act, 1948 (ESI Act), *if applicable*. The requisite amount as per provisions of, and as prescribed in, the ESI Act towards employee's contribution would be deducted from your compensation. You shall be entitled to ESI benefits in accordance with the applicable statutory requirements.
- You shall be provided with retiral benefits of Provident Fund in accordance with the applicable statutory requirements.
- You shall be entitled to other allowances and benefits, as applicable as per Company's Policies.

### **Notes:**

- The cost to the Company for the above mentioned benefits will be limited to the amount mentioned hereinabove. If any of the above-mentioned benefits becomes chargeable to tax because of any reason whatsoever, it is hereby clarified that it would be your responsibility to pay the taxes, if any. The Company will, in no case, be responsible for the same.
- Benefits provided to you under any applicable schemes will be governed by the Company's rules and regulations framed in this regard. It is the absolute discretion of the management to decide whether any such particular benefit will be provided to you or not.

### **Allowances (as applicable)**

You may get paid following allowances as per the following specifications and annualized limits.

**\*Telephone Allowance**, which includes telephone(s) installed at your residence, up to a maximum limit as applicable per annum. This will be paid on the submission of telephone bills and evidence of your payment of the same.

**\*Vehicle Running and Maintenance Allowance**: Expenses as provided in applicable policy or as per limits prescribed under the Income Tax Act, 1961 read with Income tax Rules, 1962 as amended up-to-date towards petrol / diesel / CNG and maintenance of vehicle shall be paid up to a maximum limit as applicable per annum. This will be paid on submission of bills.

**\*\*Personal Driver Allowance**: Amount up-to-maximum limit as applicable per annum.

\*Applicable for Band B and above

\*\*Applicable for Band C and above

## CONFIDENTIALITY AND NON COMPETITION AGREEMENT

As a condition of my provision of services to or on behalf of **Outsourcepartners International Private Limited** or any of its Affiliates (hereinafter referred to "the Company"), I make the following statements with the understanding and intent that they be relied on by the Company in entering into an agreement and by the Company in extending its offer of fixed term temporary employment. I acknowledge and understand that in providing services to and on behalf of the Company, I will have access to Confidential and Proprietary Information (as defined hereunder).

I understand that the term "Confidential and Proprietary Information" shall include all information, whether written or oral, that is not known by, or not generally available to, the public at large and that concerns the business, activities, financial affairs, trade secrets, technology of the Company or otherwise relates to the Company, in any manner whatsoever, its customers, their clients, suppliers and other businesses or entities, with whom the Company does business, which may come to my knowledge or possession during the tenure of my fixed term temporary employment with the Company.

I agree that during the period in which I provide service to the Company:

- a. I will use my best efforts and exercise the utmost diligence in keeping confidential, all Confidential and Proprietary Information, including but not limited to innovations, processes, methodologies, software, applications or products, business and strategic plans and initiatives, financial information and similar information made available by a client or the Company concerning any client of the Company or by the Company itself which I may learn, acquire or get possession of, during the course of or by virtue of my provision of services to the Company. I will use such materials and information relating to Confidential and Proprietary Information solely for the benefit of the Company and its clients and will not use such information for any other entities or persons. At the conclusion of my relationship with the Company I will return any material relating to Confidential and Proprietary Information and any copies thereof.
- b. I agree not to keep at any time on my person or in my possession, except in the necessary performance of my duties, any material relating to Confidential and Proprietary Information acquired by me, whether produced by me or by employees or agents of the Company or any client. I agree to safeguard all such Confidential and Proprietary Information materials while they are in my possession, and to surrender them and all copies, which have been made of them to the Company upon termination of my relationship with the Company.
- c. I will at all times exercise discretion in discussing with others the affairs of clients, avoiding unnecessary identification of names, places, and other specifics, and I will take reasonable precautions to make sure that such discussions cannot be overheard, and electronic communications cannot be intercepted either by client's employees or outside persons.

- d. I will not make any private use of Confidential and Proprietary Information that may come to my attention because of my employment with the Company, nor will I pass such Confidential and Proprietary Information on to anyone else. I understand the term "use" includes, but is not limited to, anyone's purchase or sale of securities influenced by such Confidential and Proprietary Information, access to which is directly or indirectly due to my relationship with the Company.
- e. I agree to disclose and assign promptly, completely and in writing to the Company any inventions, whether or not patentable, and including but not limited to, any innovations on processes, methodologies, software applications or products which I discover, conceive and/or develop, either individually or jointly with others, during the term of my relationship with the Company ("Inventions"). I understand that all inventions which I do hereby assign are and shall become the exclusive property of the Company, whether or not patent applications are filed thereon, and I agree to treat such inventions as Company proprietary and confidential information and to use such solely for the benefit of the Company. I hereby assign to the Company any and all rights, title and interest, including, but not limited to, copyrights, trade secrets and proprietary rights to the information, materials, products and deliverables developed during the performance of services to the Company. All work I perform and all information, materials, products and deliverables developed by me in acting as an employee of the Company shall be the exclusive property of the Company and all title and interest therein shall vest in the Company. All such information, materials, products and deliverables shall be deemed to be "works made for hire" under the United States Copyright Laws or any other applicable of competent jurisdiction. Pursuant to its exclusive proprietary rights, the Company shall have the sole and exclusive right inter alia to use, modify or adapt the information, materials, products or deliverables that I developed during the performance of services as an employee of the Company. I agree to provide all necessary assistance required to perfect such assignment of rights defined in this provision.
- f. I will not for a period of two year after the termination of this agreement, whether voluntarily or involuntarily (a) directly or indirectly solicit to provide or provide, without the prior written consent of the Company, any professional services such as those provided by the Company for anyone who is a client of the Company anytime during the twelve months prior to my leaving the Company and / or for whom I provided any service as an employee of the Company or (b) directly or indirectly, without the prior written consent of the Company, solicit for employment with myself or any company or entity with which I am associated, any employee of the Company or otherwise disrupt, impair, damage, or interfere with the Company's relationship with its employees. The non-compete provisions of this paragraph will not apply to a client of the Company for whom I performed services or with whom I had significant professional contact prior to joining the Company and which written list of clients I have disclosed to the Company prior to my joining.
- g. If I am directed by any governmental agency or judicial forum or asked to testify concerning any matter learned in the course of services provided to or on behalf of the Company, I will immediately notify the Company before making any disclosures.
- h. I further agree that in the event of termination of this agreement, or my employment with the Company, whether of my own volition or otherwise, for a period of two (2) year thereafter, I shall not directly or indirectly, provide any services to or take up employment with any of the existing customers or customers' clients of the Company.

- i. That in the event I am found to be in breach of this agreement, or my employment agreement with the Company, I shall be liable to pay to the Company a sum equivalent to the remuneration / compensation received by me, from the Company, in the last three months immediately preceding the termination. This will in no way effect the other rights which the Company may have against me, especially the right to obtain injunctive relief and damages against me. Without prejudice to aforesaid, I shall also be liable to indemnify the Company for all the losses, costs, expenses, damages, liabilities, demands and/or claims suffered, sustained, incurred or paid by the Company or threatened against the Company.

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**Mr. Abdur Rehman**

## Appendix 1

Name : Mr. Abdur Rehman  
 DOJ : February 1, 2024  
 Designation: Executive - Operations  
 Band : A1

Mali	Monthly Compensation (INR)	Annual Compensation (INR)
Basic	15,000	180,000
Basket of Allowances	8,200	98,400
Provident Fund	1,800	21,600
<b>Total Fixed Compensation (A)</b>	<b>25,000</b>	<b>300,000</b>
You are required to give the BOA options in the Prescribed format		
*In case the Basic + DA is more than Rs. 15000, PF is optional and you have to give your option for the same. Coverage is mandatory for those who are already covered under PF Scheme.		
Other benefits provided by Company (Non-Monetary) : 1. Transport : INR 30000 (Band A to C) and 120000 (Band D & Above), 2. Accident Insurance and Mediclaim Premium : INR 7200		
Performance bonus will be as per the EXL bonus policy, and would be paid based on company's / individual's performance		

## **Appendix - 2**

The below rate of subsistence allowance is as per the prevailing statutory regulations and is subject to change in terms of any statutory amendment thereto. Accordingly, the rate of subsistence allowance as per prevailing regulations, applicable from time to time, shall apply.

**Rate of subsistence allowance:** Reference para 7 of the employment agreement –

If you are suspended, and enquiry is initiated, in

### **A. Noida [Gautam Budh Nagar] (State of Uttar Pradesh) or Gurugram [Formerly: Gurgaon] (State of Haryana) locations:**

Subsistence allowance shall be at the rate of 50% (fifty per cent) of your average monthly salary over a period of three months immediately preceding your suspension. **Provided that**, you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

### **A. Pune or Mumbai (State of Maharashtra) location:**

- I. For the first ninety days of the suspension period, subsistence allowance to be paid per month shall be equal to one half of basic salary and other compensatory allowances to which you would have been entitled if you were on leave with wages.
- II. If the enquiry gets prolonged and you continue to be under suspension for a period exceeding ninety days, the subsistence allowance to be paid per month for a further period of ninety days shall be equal to three-fourths of basic salary and other compensatory allowances.

iii. If the enquiry is not completed within a period of one hundred and eighty days, you shall be paid basic salary and other compensatory allowances in full as subsistence allowance to be paid per month until such time as the enquiry is finally concluded:

**Provided that**, where the findings of the enquiry officer show that such enquiry is prolonged beyond a period of ninety days, or as the case may be, beyond one hundred and eighty days, for reasons directly attributable to you, the subsistence allowance to be paid per month shall for the period exceeding ninety days or, as the case may be, for one hundred and eighty days, be reduced to one-half of basic salary and other compensatory allowances:

**Provided further that**, you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

### **C. Bengaluru (State of Karnataka) location:**

- i. Subsistence allowance shall be an amount equal to fifty per cent of the salary which you were drawing immediately before your suspension, for the first ninety days reckoned from the date of such suspension
- ii. If the period of suspension exceeds ninety days, but does not exceed one hundred and eighty days, you shall be entitled to receive, after the said period of ninety days, a subsistence allowance equal to seventy five per cent of your salary which you were drawing immediately before your suspension.
- iii. If the period of suspension exceeds one hundred and eighty days, you shall be entitled to receive, after the said period of one hundred and eighty days, a subsistence allowance equal to ninety per cent of your salary which you were drawing immediately before your suspension.

**Provided that** where the enquiry is prolonged beyond the period of ninety days for reasons directly attributable to you, the subsistence allowance, shall, for the period exceeding ninety days shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension:

**Provided further that** you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

**C. Kochi (State of Kerala) location:**

- i. Subsistence allowance shall be an amount equal to fifty per cent of your salary which you were drawing immediately before such suspension
- i. If the period of suspension exceeds ninety days, the amount of subsistence allowance shall be increased after the expiry of ninety days to seventy-five percent of your salary which you were drawing immediately before such suspension:

**Provided that** where the enquiry is prolonged beyond the period of ninety days for reasons directly attributable to you, the subsistence allowance, for the period exceeding ninety days, shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension:

**Provided further that** you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

**D. Jaipur (State of Rajasthan) location:**

- I. Subsistence allowance, for the first ninety days of suspension, shall be an amount equal to fifty per cent of your salary which you were drawing immediately before such suspension;
- II. If the period of suspension exceeds ninety days, the amount of subsistence allowance shall be increased after the expiry of ninety days to seventy-five percent of your salary which you were drawing immediately before such suspension:

**Provided that** where the enquiry is prolonged beyond the period of ninety days for reasons directly attributable to you, the subsistence allowance, for the period exceeding ninety days, shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension:

**Provided further that** you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

**E. Hyderabad (State of Telangana) location:**

- i. Subsistence allowance, for the first six months of suspension, shall be an amount equal to fifty per cent of your wages/salary which you were drawing immediately before such suspension;
- ii. If the period of suspension exceeds six months but not one year, the amount of subsistence allowance shall be increased after the expiry of six months to seventy-five percent of your wages/salary which you were drawing immediately before such suspension:
- iii. If the period of suspension exceeds one year, the amount of subsistence allowance shall be increased after the expiry of one year to one hundred percent of your wages/salary which you were drawing immediately before such suspension:

**Provided that** where the enquiry is prolonged beyond the period of six months for reasons directly attributable to you, the subsistence allowance, for the period exceeding six months, shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension:

**Provided further that** you shall not be entitled to receive any subsistence Allowance if you accept any other employment, during the period of your suspension.

**F. Chennai (State of Tamil Nadu) location:**

Subsistence allowance shall be an amount equal to fifty per cent of the wages/salary which you were drawing immediately before your suspension, for the first ninety days reckoned from the date of such suspension;

If the period of suspension exceeds ninety days, the amount of subsistence allowance shall be increased after the expiry of ninety days to seventy-five percent of your wages/salary which you were drawing immediately before such suspension:

**Provided that** where the enquiry is prolonged beyond the period of ninety days for reasons directly attributable to you, the subsistence allowance, for the period exceeding ninety days, shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension.

**Provided further that** you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

---

**Mr. Abdur Rehman**



**Private & Confidential**

**Date:08-Mar-2024**

**Mr. / Ms. Ganira Lungaho,  
Bangalore Karnataka**

**Appointment Letter**

**Dear Ganira ,**

We have pleasure in appointing you as **Process Associate**, in our organization. While you will be initially based at our **Bangalore Office**, the Company reserves the right to transfer your services or place you in any other capacity or location that it may decide from time to time.

**1.Date of Joining**

Your appointment is effective from the Date of Joining (DOJ), which shall be as early as possible as but not later than **DOJ (11-Mar-2024)**. In case your DOJ is after the payroll cut off date, as determined by the Organization, the payment of salary & other applicable one-time payments (if any) will be made in the subsequent month's payroll.

**2.Salary**

Your gross compensation will be **Rs.2,61,138/- (Rupees Two Lakhs Sixty one Thousand One Hundred and Thirty-Eight only)** per annum, on a **cost to company (CTC)** basis. The breakdown of the CTC will be as specified under various line items as set out in Annexure I. Statutory deductions such as Income Tax, Profession Tax, and Employee Provident Fund would be deducted in line with the prescriptions of the respective Acts. Your compensation is strictly confidential and may not be shared with anyone.

**3.Performance Based Incentive**

Your incentive is calculated at **4%** of your fixed emoluments, i.e.**Rs.9,423/- (Rupees Nine Thousand Four Hundred and Twenty-Three only)** per annum, which is a part of your total emoluments as mentioned in **Annexure-I**. This component is linked to your Performance and shall be governed by the Company rules and policy, you are eligible to earn up to 200% of your Performance Incentive. Your incentive payout will happen **Quarterly**.

**Gallagher Service Center LLP**

Regd. Office: 401 A,B,C,D,E,F and G, Delta #2, Gigaspace IT Park, Vimannagar, Pune - 411 014, Maharashtra (INDIA) Tel. : +91 20 6625 1700

Brigade Magnum, 1st Floor (Wing-A) & 2nd Floor, International Airport Road, Amruthahalli, Kodigehalli Gate, Hebbal, Bengaluru - 560 092, (INDIA) Tel No.: +91 80 4034 3434 / 6191 6000

LLPIN: AAI- 5010 - ('Registered with Limited Liability')

(Formerly known as Gallagher Operations Support Services Private Limited (CIN: U72900PN2006PTC128475) up to February 07, 2017)

#### **4. Salary Review**

Your salary will be reviewed as per company policy subsequent to successful completion of probation. Your increment in the grade is discretionary and will be subject to and on the basis of effective performance and results during the year.

#### **5. Leave**

You will be entitled to leave as per the rules as made applicable to your cadre from time to time. In the first three months from the Date of Joining, you are not eligible for any leave. Violation of leave policy can lead to termination as per Company Policy.

#### **6. Retirement**

The retirement age is 58 years.

#### **7. Probation & Confirmation:**

You will be on probation **for 6 months** from the date of commencement of your services. The Company may at its discretion, extend such probationary period subject to your performance. During the Probation Period, your services are terminable by **15 days'** notice by either party. On completion of six months, it will be an automatic movement to permanent roles, unless otherwise notified. On confirmation, your employment will be subject to termination on **30 days'** notice by either party.

#### **8. Other Work**

Your position is a **Full time employment** with the Company and you shall devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part-time or otherwise) or work in an advisory capacity or be interested directly or indirectly (except as share-holder or debenture holder) in any other trade or business during the employment with the Company, without permission in writing from a Director of the Company.

#### **9. Working Hours**

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

#### **10. Responsibilities**

You will always need to be aware of the responsibilities and duties attached to your position and conduct yourself accordingly. Your work in the Company will be subject to the rules and regulations of the Organization as promulgated and modified from time to time in relation to conduct, discipline and other conditions of service.

#### **11. Travel**

You will be required to undertake travel on the Company's work and your travel expenses will be reimbursed as per the travel policy and rules applicable to your level.

## **12. Confidential Information**

12.1 “Confidential information” shall mean and include, but not be limited to the Company’s product schematics, drawings, software (object code & source code), data, database, product plans, designs, protocols, prices, finances, marketing plans, business opportunities, personnel related information, sales and customer information, business policies, practices and strategies, information received from other entities which the Company is obligated to keep confidential, and research and development results which have not been :

- previously published or disclosed to the general public;
- previously available without restrictions; and
- which information the company desires to protect against unrestricted disclosure or use.

12.2 Confidential information” will however, not include information that:

- is or enters the public domain through no fault of yours;
- is known and has been reduced into tangible form by you prior to the time of disclosure;
- is independently developed by you without access to or use of the proprietary information;
- is generally made available to you by the Company without restriction on disclosure; or
- is disclosed by you with the Company’s written consent

12.3 You will not at any time, without the written consent of a Director, make copies or disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs, administration, software or project being carried out, whether the same may be confined to you or become known to you in the course of your service or otherwise

12.4 By accepting the present terms of appointment, you are acknowledging that the Company is the proprietor of the confidential information as detailed in paragraph 12.1.

12.5 By accepting the present terms of appointment, you are further acknowledging that the “Confidential information” as aforesaid, is being exposed to you in trust and that the same would only be used by you for and in the interest of the Company and particularly in order to further the purposes of your employment with the Company. The aforesaid “Confidential Information” will not be used or disclosed by you, during the course of your employment with the Company, for the benefit of any other entity or person, without the written consent of the Board of Directors of the Company.

12.6 You will not, after the termination of your employment with the Company, use the “Confidential Information” as aforesaid, either personally or during the course of employment with your future employers.

12.7 You acknowledge that the restrictions imposed under the present terms of employment are reasonable and are necessary in order to protect the Company’s legitimate interests and that the violation by you of these restrictions would cause damage to the Company entitling it to, inter alia, injunctive relief.

### **13. Intellectual Property Rights**

- 13.1 "Intellectual Property Rights" shall mean all intellectual property (whether registered or not registered) created, developed or acquired by the Company in respect of its products, including but not limited to copyrights, trademarks, designs, trade secrets, confidential information and patents.
- 13.2 You acknowledge the ownership of the Company in respect of all Intellectual Property associated with its products and undertake that you will not, either during or after the termination of your employment with the Company, infringe, cause to infringe or abet the infringement of these rights.
- 13.3 The ownership of any Intellectual Property that you may create or develop for the Company, during the course of your employment, will vest in the Company, for all territories in the world and for their entire term of protection, your remuneration being adequate consideration

### **14. Protection of Interest**

If you conceive any new or advanced methods of improving processes, systems or software in relation to the operation of the Company, such developments will be fully communicated to the Company and will be and remain the sole right/property of the Company.

### **15. Past Records**

If any declaration given or information furnished to the Company prove to be false or if you are to have willfully suppressed any material information or if you violate any of the terms and conditions of appointment, in such case, you will be liable to be removed from services without any notice.

### **16. Termination Notice**

On successful completion of the service agreement /Probation your employment is terminable by One months **(30 days)** notice on either side or either Party is not bound to give any reason thereof. Your release/relieving will be subject to you serving **the one months'** notice period and satisfactory handing over of your duties, responsibilities, company documents, company assets, etc. to the company

### **17. After Termination**

On termination of employment you will immediately deliver-up to the Company all its properties including correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, floppy diskettes, magnetic media, effects or records, etc. and shall not make copies or retain any of these items.

## **18. Abandonment**

You shall be punctual and regular in your attendance. If you remain absent for 2 consecutive days or over-stay beyond sanctioned leave by 2 or more consecutive days, you shall be deemed to have voluntarily separated / abandoned from the services of the Company and lose right on the job.”

## **19. Conditional Offer**

This is a conditional offer subject to successful completion of Background verification. You'll be intimated once these formalities are completed.

## **20. Consent for Sharing of Data**

Subject to applicable law, you, by signing this agreement, give your consent to the holding and processing of Personal data provided by you to GSC for all purposes relating to your employment including, but not limited to:

- Administering and maintaining personnel records
- Paying and reviewing salary and other remuneration and benefits.
- Providing and administering benefits (including if relevant, pension and medical insurance)
- Undertaking performance appraisals and reviews.
- Maintaining sickness and other absence records.
- Taking decisions as to your fitness for work
- Providing references and information to future employers, and if necessary, governmental and quasi- governmental bodies for social security and other purposes, HM Revenue & Customs and Contributions.
- Agency providing information to future purchasers of the Company or of the business in which you work; and
- Transferring information concerning you to a country or territory outside your country of residence

## **21. Obligations after Employment**

On termination of your employment you agree that you will not, either directly or indirectly for a period of 12- months following your last day of employment on your own behalf or on behalf of another person.

- Seek, canvas, solicitor accept from any person who was Client or Potential Client of the GSC, or any Associated Company, any financial services or insurance business of the type offered by the Company, or any Associated Company.
- Seek to persuade any Client or Potential Client of GSC, or of any Associated Company, not to conduct or renew any financial services or insurance business with GSC, or any Associated Company, or to terminate such business.
- You agree that the compensation payable under this agreement is sufficient consideration for this clause, and the time and character limitations are reason able and will not impair your ability to earn a living.

‘Associated Company’ means any member of the Gallagher Service Center LLP and Arthur J. Gallagher & Co. group of companies and includes any individual, corporation, partnership, limited liability company, association, trust or other entity that directly or indirectly controls, or is controlled by GSC or Arthur J. Gallagher & Co.

‘Client’ means any person to whom you have sold any financial or insurance services or products on behalf of GSC or any Associated Company, or who you knew was provided with such services or products, at any time during the 12 months before your effective date of termination (or whilst you were employed if less than 12 months).

‘Potential Client’ means any person with whom you had contact at any times in the period of 12 months immediately preceding the termination of your employment, who has communicated an interest to the GSC or any Associated Company in purchasing.

## **22. Non-Compete**

You covenant and agree that, in the course of your employment with GSC, you would have access to confidential information of GSC and the Group Company and its clients, proprietary contents, privileged information and technical knowhow, which information if known to people or entities outside GSC and the Group Company (including but not limited to competitive businesses) may cause irreparable damages and losses to GSC and the Group Company. You hereby agree that during the term of your employment with GSC and for twelve (12) months after the termination thereof, regardless of the reason for the employment termination, you will not, directly or indirectly, anywhere in India or abroad, on behalf of any Competitive Business, perform any services or duties which are substantially similar to your services or duties with GSC. The direct competitors of the Company that you shall not perform duties with, are:

- Willis Towers Watson
- AON
- Marsh

In the event of you joining any company having similar lines of business as GSC or the Group Company or direct competitors, to perform any services or duties which are substantially similar to your employment with GSC, you irrevocably agree that GSC and the Group Company shall be entitled to equitable and monetary relief. You hereby without any condition irrevocably agree to pay a sum as specified by GSC towards liquidated damages to GSC and the Group Company. This is over and above any other dues payable by you to GSC.

“Competitive Business” means any person, company or entity which competes or proposes to compete with GSC or the Group Company.

## **23. Non Solicitation**

You are covenant and agree that during the course of your employment with GSC and for twelve (12) months after the termination thereof, regardless of the reason for the employment termination, you will not, directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee of GSC, with whom you had personal contact or supervised while performing your Job Duties, to terminate their employment relationship with GSC or otherwise act contrary to the interests of GSC

**24. Jurisdiction**

This agreement shall be governed by and construed in accordance with the laws of the Republic of India and subject to exclusive jurisdiction of the courts in Pune and no other courts shall have the jurisdiction to entertain and try any matters relating to or arising from and out of the provisions of this letter.

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

Yours faithfully,  
For Gallagher Service Center LLP



**Azeem Asgher**  
**Senior Business Leader - Human Resource**

I agree to accept employment on the terms and conditions mentioned in the above letter of appointment.

**Candidate's Name and Signature.**

**Place & Date.**

### Annexure I

Salary Annexure	
<b>Designation</b>	Process Associate
<b>Total Emoluments</b>	245000
<b>Performance Based Incentive</b>	4%
<b>Emoluments(A)</b>	<b>Per Annum</b>
Basic	191000
Statutory Pay	16044
Special Allowance	6933
Employer's Contribution to Provident Fund	21600
<b>Fixed Emolument</b>	<b>235577</b>
Performance Based Incentive	9423
<b>Emoluments Total (A)</b>	<b>245000</b>
<b>Benefits B</b>	
Employer's contribution to ESI	6955
Gratuity	9183
<b>Benefits Total (B)</b>	<b>16138</b>
<b>Cost To Company (CTC):</b>	<b>Total (A+B)</b>
	<b>261138</b>
<b>Gross (excluding PBI)</b>	<b>17831</b>
<b>Employee's contribution to ESI ( monthly)</b>	<b>134</b>
<b>Net( Excluding Professional Tax &amp; Income Tax)</b>	<b>15897</b>

\*\* PBI Calculation is indicative and purely based on the Employee performance. PBI is paid **quarterly**.

In additional to above compensation:

- You will have the potential to earn overtime amount of Rs.1500/- (approx.) per month.
- You can earn incentive of Rs.4,000/- upon clearing international domain certification.

This appointment letter is subject to clearance of Background verification checks.

**Agreed and Accepted**

**Candidate's Name & Signature**



### Annexure II

Components	Description
<b>Statutory Pay</b>	Paid in advance on monthly basis as per Payment of Bonus Act. Amount is subject to change basis statutory amendments applicable for the state.
<b>House Rent Allowance</b>	Paid monthly and is subject to tax exemption on submission of relevant documents as per Income Tax rule at the end of Financial Year
<b>Employer Contribution to PF</b>	Company's contribution to Provident Fund - 12% of Basic Salary capped at Rs.21600 per annum. Amount is credited to employee's PF account directly.
<b>Special Allowance</b>	Special allowance is a taxable allowance. This is subject to review and may change or be adjusted against other components of Total Emoluments at company's discretion
<b>Performance Based Incentive</b>	* Paid quarterly up to 200% of the amount indicated above and is linked to your quarterly performance rating.
<b>Total Emoluments</b>	* Sum of fixed Emoluments & Performance based Incentive. Salary increments are done on this component and not total CTC which includes benefits.
<b>Employer Gratuity</b>	*As per Payment of gratuity Act - Eligible for payout on completion of 5 years at the time of separation
<b>ESI Employer contribution</b>	*As per Employees State Insurance Act -Contribution by employer to facilitate medical benefits. Is currently at 3.25% of monthly earnings
<b>Mediclaime insurance</b>	Applicable Only if you don't fall under ESI bracket. Premium for Insurance coverage as indicated below : <b>Medical insurance</b> cover of Rs. 3 Lakhs <b>Accident Cover</b> 2 times annual CTC. <b>Term life coverage</b> up to 3 times annual CTC(in case of demise)
<b>Night Shift Allowance</b>	*Amount is paid for the days worked in nightshift as per policy. Allowance is subject to change as per managements discretion

\*Salary components are subject to changes as per Management Discretion

**Agreed and Accepted**

**Candidate's Name & Signature**

### ANNEXURE III

#### DECLARATION CUM UNDERTAKING

I, Mr. /Ms. **Ganira Lungaho** have been issued the Offer Letter by Gallagher Service Centre LLP (hereinafter referred to as "Company") for the position of **Process Associate**. As a part of my employment with, the Company, I'm given to understand that I will be issued a HP make laptop along with the other joining formalities.

The laptop issued to me by the Company with the below mentioned understanding:

- The laptop issued is solely for official purpose.
- I shall be fully accountable for the theft, loss or damage to the Company property and materials and shall be liable to replace or pay equivalent amount to the Company in the event of the same. The Company retains the right to deduct the amount from my salary in case of theft, loss or damage to the property.
- I shall not disclose the system password to anyone.
- I shall not leave my laptop unattended. I would be personally responsible for its misuse of any nature when I am away.
- I shall not share Company's proprietary/ confidential information with anyone.
- I shall not misuse the Internet access facility granted to me.
- I shall not do personal work on the office computer / system.
- I shall take print out of mails and/or documents only when absolutely necessary.
- I shall always try and ensure not to download any type of software from any source at any time whatsoever. If required for any official purpose at any time, approval from IT department will be taken in writing to make sure such software are scanned properly before use, and such software will be downloaded legally and with IT department's consensus.
- I shall not use personal systems / laptops unless expressly allowed in writing by IT department.

I. I understand that:

- The Company's IT and other assets provided to me shall always remain the property of the Company and not of any individual.
- The In-house developed software and data is the Company's exclusive property and shall not be used for any external purpose under any circumstances.
- The Company reserves its right to amend, modify, rescind, delete, supplement or add to the provisions of the said declaration cum undertaking as it deems appropriate from time to time in its sole and absolute discretion.
- It shall be my responsibility and obligation to return the laptop and all the Company provided materials and properties to the Company's [specific department or personnel if any] upon termination of my employment with the Company.

II. I fully agree and accept that it is my personal responsibility to adhere to the Company's IT. Policy and any amendment / modification thereof and to comply with all of the provisions stated therein in true letter and spirit. I understand and am accountable for any consequence or any misuse of the Company's system. I further undertake to abide by the IT policy guidelines as a condition of my employment and my continuing employment in the Company.



IV. I acknowledge that the confidential information and inventions is/are valuable, special and unique and that in the event of breach of any terms/obligations/conditions of this declaration cum undertaking will result in irreparable harm/injury to the Company and therefore, I agree that, in the event of breach or threatened breach of any terms/obligations/conditions of this declaration cum undertaking by me, the Company shall be entitled to a temporary, preliminary and/or permanent injunctive relief in addition to and not in lieu of any other legal or equitable relief including monetary damages; and without prejudice to foregoing I agree to indemnify and keep indemnified, without demur, the Company from and against any and all losses, liabilities, claims, expense, damages, costs (including but not limited to advocate fees, litigation cost), which the Company may suffer/incur as a result of breach of any terms/obligations/conditions of this declaration cum undertaking and/or the offer letter by me.

V. I accept and agree that this declaration cum undertaking is a part of my employment agreement with the Company or offer letter issued by the Company to me and shall be read and understood in conjunction with the same.

**Agreed and Accepted**

**Candidate's Name & Signature**



EY Global Delivery Services India LLP  
3rd Floor, Tower 'C',  
RMZ Infinity, Old Madras Road,  
Benniganahalli, K.R. Puram,  
Bangalore - 560016  
Karnataka , India

Tel: +91 080 6681 3000  
Fax: +91 080 6681 3334  
ey.com

**03 April, 2024**

**Ms Ragavi N C  
#55/28, 7th Cross 7th Main, Sriramnagar,  
Ittamadu, Near Presidency Public School,  
Bengaluru,  
Karnataka - 560085**

**Contact No: 8762249169  
Email: ragavincgowda12@gmail.com**

Dear **Ragavi N**,

**Subject: Appointment in the position of  
Tax Analyst**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in **"EY Global Delivery Services India LLP"** (the "Firm") subject to the following terms and conditions:

**1. POSITION:**

You will be appointed in the position of **Tax Analyst** in TAX in the Firm. Your Rank will be **44**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Bangalore** office.

**2. DUTIES AND CODE OF CONDUCT:**

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
- c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.

**3. WORKING HOURS:**

Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, 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 Firm 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 Firm to accommodate such staggered shifts.

#### **4. DATE OF JOINING:**

As per our discussion your date of joining will be **15 April, 2024**

Your Work location will be RMZ Infinity, Tower C, Old Madras Road, Benniganahalli, K.R. Puram, Bangalore - 560016.

You will be invited to attend a 2-day **in-person** orientation program at the aforesaid work location of your's, on your date of joining. Additional details pertaining to the orientation session shall be shared with you shortly.

#### **5. PROBATION:**

You shall be on probation for a period of six months from the date of joining the Firm. Your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance.

During the six months probationary period for matters related to discipline or performance, the Firm reserves the right to take action in accordance to the policy of the Firm.

Please note that a confirmation letter/notification will not be issued to you upon completion of the six month probationary period.

#### **6. ANNUAL FIXED COMPENSATION:**

You shall be paid an annual fixed compensation of **INR 3,65,000/-** per annum. The annual fixed compensation will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source. The annual fixed compensation will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Firm's policy maintaining the strictest confidentiality of your compensation information and not disclose such information to any other person within the Firm.

#### **7. TRANSFERABILITY:**

Your initial place of posting will be Bangalore. The Firm reserves the right to transfer you to any other location in India and/or to any other entity affiliated or associated with the Firm.

#### **8. CONFIDENTIALITY:**

- a. **Compensation:** You shall at all times keep the details of your compensation and employment benefits at the Firm strictly confidential, and shall not disclose such details to any other person within the Firm.
- b. **Use of Firm's name:** You shall use the Firm name, logos, trademarks or other identifiers strictly in the manner permitted by the Firm's policies, or for the purposes of provision of Services delegated to you to the extent required. Upon termination of your employment with the Firm, you shall not use the Firm's name, logo, trademark or other identifier in any manner other than what is already a matter of public knowledge, provided however you will not be in breach of this clause if you make reference to the Firm's name solely to describe your former association with the Firm subject to the confidentiality obligations which the Firm might have undertaken in relation to any of its clients/customers/users, vendors or other Firm's



- c. **Information:** You shall always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Firm which may be known to you or confided in you by the Firm its representatives, authorized personnel, vendors, sub-contractors, clients/customers/users etc. and by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Firm . For the purposes of this clause 'Confidential Information' means information about the Firm's business and that of its clients/customers/users, subcontractors, business partners or agents which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Firm, its client/customer/user lists, employment policies, personnel, and information about the Firm's products, services, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, sales pitches, fees quotes, tender information, key personnel, customer contacts, thought leadership papers, and all papers, resumes, records and other documents containing such Confidential Information, whether such information was disclosed to or accessed by you prior to or after the date hereof. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever.
- d. At no time will you remove any Confidential Information from the Firm's offices without the permission of your reporting manager and/or an authorized officer of the Firm save and except for the purposes of performing the duties assigned to you in your capacity as an employee of the Firm and for no other purpose or use. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential or proprietary material, which is the property of the Firm or of its clients/customers/users, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- e. You acknowledge and agree that disclosure of any portion of the Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Firm which will not be adequately compensable in monetary damages, that the Firm will have no adequate remedy at law therefor, and that the Firm may, in addition to all other remedies available to it at law or in equity, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Firm against, or on account of, any breach by you of the provisions contained herein, and you agree to reimburse the reasonable legal fees and other costs incurred by the Firm in enforcing the provisions of this contract of employment. In addition the Firm will be within its rights to (i) advertise for public knowledge / notice (ii) notify to your prospective employer or (iii) regulatory body, any impropriety or breach of confidentiality obligations hereunder as a result of your actions, at its absolute discretion.
- f. Upon termination of your employment or otherwise upon the Firm's request, you will immediately return and surrender to the Firm , all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies, discs, any knowledge databases entrusted to you, and any other data, information or material containing or reflecting Confidential Information in the course of your employment and shall not retain any copy thereof in any form whatsoever. If the Firm requests, you shall also confirm in writing to the Firm that you have complied with this clause. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.
- g. Your duty to safeguard and not disclose, share or publish Confidential Information will survive the expiration or termination of this contract of employment and/or your employment with the Firm.

## 9. INTELLECTUAL PROPERTY:

In consideration of this Contract of employment and of the salary agreed to be paid in consideration hereof, you agree:



- a. The Firm shall own (as its exclusive property, free from any obligations towards you) all intellectual property developed or conceived by you solely or jointly with others during the period of your employment, (1) that are along the lines of the businesses, work or investigations of the Firm to which your employment relates or as to which you may receive information due to your employment, or (2) that result from or are suggested by any work which you may do for the Firm or (3) that are otherwise made through the use of Firm's time, facilities or materials;
- b. Not to disclose or utilize in your work with the Firm , any confidential information of others (including any prior employers) or any inventions or innovations of otherwise without express permission; and
- c. To execute all necessary papers and otherwise provide proper assistance (at the Firm's expense), during and subsequent to your employment, to enable the Firm to obtain for itself or its nominees all patents, copyrights, or other legal protection for such intellectual property in any and all countries.

#### **10. LEAVE:**

You will be entitled to a total leave of 30 days for each completed year of service, in accordance with the leave rules of the Firm. The Firm 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.

#### **11. PROVIDENT FUND AND GRATUITY PLANS:**

You will participate in the Firm's Provident Fund, and Gratuity Plans as may be applicable in the Firm as per the Payment of Gratuity Act, 1972.

#### **12. RETIREMENT:**

As per the Firm' extant policy, retirement age of the employee is 60 years. The Firm 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.

#### **13. NOTICE PERIOD; TERMINATION:**

- a. During the probation or extended probation period, either the Firm or you may terminate your contract of employment by giving one month's written notice or one month's salary which is based on annual fixed compensation, in lieu of notice, to the other party, subject to the release date being approved by the Firm. The Firm reserves the right to terminate your employment by giving you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period.
- b. After confirmation of your service at the Firm, the contract of employment is terminable by either the Firm or by you, by giving two months' notice in writing to the other, without assigning any reasons thereof. The Firm reserves the right to pay or recover from you, two month's salary which is based on annual fixed compensation, in lieu of the notice period, subject to the release date being approved by the Firm.
- c. If termination is initiated by you, the Firm may, at its discretion, relieve you from a date it may deem fit, at any time before expiration of the notice period. The Firm will agree to the release date and salary payment in lieu of notice period. During the notice period, however, you shall cooperate with the Firm in ensuring smooth and proper hand-over of your responsibilities, failing which the Firm shall be authorized to withhold/forfeit your dues.
- d. The Firm 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 offense 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 Firm's policy and local laws) or (iii) other act that threatens or likely to damage Firm's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Firm's policies.

- e. The Firm also expects that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your employment with the Firm , as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

#### **14. PAST RECORD:**

If any information or declaration given by you to the Firm proves to be false or if you are found to have willfully suppressed any material information, including but not limited to any information about your educational qualification, professional certification, you will be liable to be discharged from the services of the Firm, without any notice or salary.

#### **15. RULES AND REGULATIONS:**

You shall abide by the Rules and Regulations of the Firm in effect from time to time or as the Firm may communicate from time to time.

#### **16. DUAL EMPLOYMENT:**

You will be in the exclusive employment of the Firm. During your employment with the Firm, you will devote your whole time, attention and skill to your ability for its business and you shall not, except with the written permission of the Firm, engage directly or indirectly in any other business, profession, occupation or other commercial activity, whether as a principal, agent, contractor, consultant or otherwise, whether full-time or part-time.

#### **17. PERSONAL DATA:**

During the course of your employment with the Firm, you may provide the Firm with confidential data or information that can be linked to you personally, or otherwise personally identifies you, including without limitation your financial information, emails, addresses, telephone numbers, shareholdings, physical, physiological and mental health information, and medical records and history (your "Personal Data"). You acknowledge that the Firm may collect, use, transfer, store or otherwise process ("Process") such Personal Data as required per the Firm's policies, to facilitate the conduct of the Firm's business, to conduct background checks, check conflicts or maintain independence, finance and accounting purposes or for quality and risk management purposes. The Firm will Process your Personal Data in accordance with applicable law and professional obligations and shall ensure that any service provider who Processes Personal Data on our behalf adheres to such requirements.

You hereby consent to the processing of your Personal Data in the manner described above, whether by the Firm or any service provider on the Firm's behalf.

#### **18. EMPLOYMENT VERIFICATION :**

Your qualifications and employment will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Firm, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc. You are required to give your consent, by signing the background verification declaration in such a manner as may





be required by the Firm. In the event that you fail to submit the documents sought by the Firm within the stipulated timeline or if any information provided by you to the Firm proves to be false or if you are found to have willfully withheld any information, the Firm reserves the right to revoke and/ or terminate this contract of employment, without any notice or compensation.

#### **19. SUBMISSION OF DOCUMENTS:**

You will be expected to mandatorily submit relevant documents as stated in Annexure A at the time or prior to joining the Firm. The list of relevant documents will be intimated to you. In the event that you do not submit the relevant documents within the stipulated time period, the Firm reserves the right to revoke and/ or terminate this contract of employment without any notice or compensation.

#### **20. MISCELLANEOUS:**

- a. The following annexures form an integral part of this agreement.
  - a) Annexure A - List of documents to be submitted
  - b) Annexure B - Illustrative compensation break-up
- b. Previous employment: You represent and warrant to the Firm that you are under no contractual, fiduciary, professional or other obligation or commitment that prevents you from entering into this contract of employment, or is otherwise inconsistent with your obligations under this contract of employment. If you were previously employed with another organisation, you represent and warrant to us that you have returned all property and confidential information belonging to any prior employer/organization and do not have any outstanding issues/unfulfilled employment obligation pending with your previous employer/organization having legal ramifications/consequences for you or for the Firm.
- c. Additional Documents: In addition you may also be required to execute additional documents, declarations and/or deeds as (i) per the Firm's policy as may apply to your/your nature of services as well as (ii) per any requirement of law of the jurisdiction were you might be required to work as a part of your employment with us, depending upon your job requirements and/or (iii) per the requirement of any professional, industry or other regulatory body and/or (iv) to meet any specific client/customer/user request and/or (v) per the Firm's exclusive discretion.
- d. Supersedes previous contract of employment: This contract of employment supersedes and replaces any existing agreement between the Firm and you relating generally to the same subject matter. It may not be modified or terminated, in whole or part, except in writing signed by an authorized representative of the Firm. This contract of employment shall include all written deeds, documents, declarations, bonds and undertakings signed by you pursuant to and arising out of this document. Discharge of your undertakings in this contract of employment shall be an obligation of your executors, administrators, or other legal representatives or assigns.
- e. Severability: If any provision contained in this contract of employment is held to be invalid or unenforceable under applicable law, the remaining provisions of this contract of employment shall be construed as if such provision did not exist, and the unenforceability or invalidity of such provision shall not be held to render any other provision of this contract of employment unenforceable or invalid.
- f. Privity of Contract: The terms of this contract of employment may only be enforced by a party to this contract of employment.
- g. Governing law and dispute resolution: This contract of employment, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this contract of employment the decision of the management of the Firm shall be final and binding.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this contract of employment and submitting the same to us for the Firm's records.



Yours faithfully,  
for **EY Global Delivery Services India LLP**

Signed By: Nishant Leekha  
Reason: Offer Letter  
Location: Gurugram  
Date:04/03/2024 17:14:58

**Authorized Signatory**

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed: *Ragavi N.C* Date: 4/3/2024

Name: Ragavi N C



## Annexure A

Dear **Ragavi N,**

Please refer to the discussion that you had with us. Please note that you have to submit the following documents on the date of joining (it is mandatory to carry all documents & information listed below).

SN	Documents to be submitted on the Date of Joining	Tick Y/N
1	4 passport size photographs in formals with a white background	
2	Three printed copies of the following documents: <ul style="list-style-type: none"> <li>Your Pan Card - Mandatory</li> <li>Aadhaar Card - Mandatory</li> <li>Your passport, voters ID, ration card, driving license or ESIC card</li> </ul>	
3	Single printed copies of all semester and year mark sheets, degree and provisional certificates for: <ul style="list-style-type: none"> <li>►Graduation/Post-graduation</li> </ul> Note: If you are awaiting results, please submit all previous semester mark sheets, along with a copy of your last semester results	
4	Professional qualification certificates* *For CA qualified - Please carry your articleship completion certificate and membership certificate, along with mark sheets	
5	For Enrolled Agent/CPA qualified/ ATT Certification - Please carry your completion certificate along with the license/certification number details	
6	Experience certificate or relieving letter from last 2 employers as applicable. Your resignation acceptance letter will also be accepted by us. However, the relieving letter should be submitted to us within 30 days of joining.	
7	PF declaration form	
8	Bank details - Account number along with the IFSC code	
9	Last drawn payslip from your previous employer	
10	Your blood group	
11	Name, address (preferably residence address) and telephone number of two references, excluding relatives. If you have prior work experience, one reference has to be from the last organization or employer.	

### Notes:

You will receive an email from EY Feedback with a link to complete your documentation formalities. We recommend to complete your documentation 5 days prior to your date of joining. The next steps in your onboarding process will be initiated only after we receive your acknowledgement of the documents submission.

You will be invited to attend a 2-day **in-person** orientation program at the aforesaid work location of your's, on 15 April, 2024. You should have taken both doses of the COVID-19 vaccine. Please carry your COVID-19 vaccination certificate (Soft/Hard copy).



## Annexure B

<b>Name</b>	<b>Ragavi N C</b>	<b>DOJ</b>	<b>15 April, 2024</b>
<b>Designation</b>	<b>Tax Analyst</b>	<b>Service Line</b>	<b>TAX</b>
<b>Rank</b>	<b>44</b>		

<b>COMPONENTS</b>	<b>Per Month ( INR )</b>	<b>Annual ( INR )</b>
Basic Salary	12,167	1,46,000
House Rent Allowance (HRA)	6,083	73,000
Other allowance including flexible components 1	6,667	80,000
Advanced Statutory Bonus	3,700	44,400
Employer's Provident Fund (PF) contribution	1,800	21,600
<b>Fixed compensation</b>	<b>30,417</b>	<b>3,65,000</b>

<b>Benefits (Estimated value)</b>		
Insurance premium 3 (Group Medical + Group Personal Accident + Group Term Life)		26,517
Gratuity 4		7,023
<b>Total of Benefits</b>		<b>33,540</b>

### Notes:

The Firm pays bonus to its employees based on various criteria including but not limited to the performance of the employees, in accordance with the provisions of the Payment of Bonus Act, 1965 ("PBA"), where applicable. Your bonus entitlement under the PBA during an accounting year comprises of advance statutory bonus ("ASB"), variable performance bonus (payable as per the Firm's policy subject to performance) and year-end statutory bonus if any to the extent payable under PBA. In the event the PBA is applicable to you, by accepting this letter you acknowledge that this constitutes an agreement between you and the Company under Section 31A of the PBA. You may review the information related to ASB at [Total Rewards portal](#) or reach out to your recruiter seeking more information

You will be eligible to participate in the GDS Variable Pay Bonus (VPB) Program, with a VPB percentage target of 5% at your rank. This target is indicative and the actual pay-out, each year, will vary based on the GDS, Service Line/Service Function and individual performance. Payment under any VPB program is subject to you being employed with the Firm as on the date of pay-out. Employees who join the Firm during the year, will be eligible for a pro-rated VPB amount, subject to meeting the guidelines of the Program. The amount is subject to income tax deduction, as per rules prescribed under the tax laws.

All the above components and benefits are as per the Firm's policies and are subject to change from time to time. Please refer to the payroll database([greytHR](#)) for a detailed breakup of your salary structure.



**Tax benefits on the premium paid and on the digital points utilized:**

- Employee premium contribution of 15% towards Group Medical Cover (GMC) will be deducted from the post-tax salary. The premium contribution is eligible for tax benefits under Section 80D of the Indian Income Tax Act, 1961, as per the defined limits.
- Among the flex options, only specific insurance health covers are eligible for tax exemption under Section 80D as applicable under the Indian Income Tax Act, 1961
- Allocation of flex points towards certain components like vital care plans offered through wellness providers, parents-in-law of employees covered in family definition, accident insurance - top-up for self or partner inclusion may be considered as taxable perquisite and will be subject to applicable tax deduction at source as per the Indian Income Tax Act/Rules

For more information on the insurance benefit offering, please refer to [Medical Insurance policy document](#) (accessible through EY network)

1. You will also be allowed to determine your flexible components that form a part of your fixed compensation. These will be defined as per policy of the Firm which may be modified from time to time. Please refer to the payroll database ([greytHR](#)) for applicable flexible components.

Particulars	Description
1.Telephone reimbursement	Defined as per Rank eligibility
2. LTA	Defined as per Rank eligibility
3. NPS	Voluntary contribution defined by employee and enabled by the organization.

**2. NPS**

The NPS program for GDS India employees falls under the Corporate model. Employees can opt to invest in NPS via payroll and get additional income tax benefits in GDS India. It is a voluntary program, and you can define your contribution and take an optimum decision for your future via systematic savings. It also offers an option for easy portability across jobs and locations in India.

For more information on NPS, please refer to [EY Benefits and You: National Pension System](#) (accessible through EY network)

EY Benefits and You program is making benefits all about you, your family, and your community. In addition to fixed compensation and variable performance bonus, the total rewards offering includes other financial and non-financial employee benefits such as employee insurance, national pension scheme, gratuity, leave programs, age-based health check-ups, bank benefits, deals and discount platform, varied recognitions, lifestyle management, health and wellness programs, employee assistance programs, doctor teleconsultations, wellness corner app and many more in making.



## Insurance benefits

Benefit Type	Benefit Value	Features
<b>Group Medical Insurance</b>	INR 4,00,000	Floater cover for self and five dependents which includes spouse/same sex partner, children and parents/parent-in-law. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal. There will be an employee contribution towards the premium. In addition to the existing INR 4,00,000 cover, employees can opt for an additional sum insured (custom-made 'top-up' health insurance benefit) at a reasonable cost to cover themselves and their dependents.
<b>Group Personal Accident Insurance</b>	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.
<b>Group Term Life insurance</b>	INR 10,95,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.

Gratuity will be paid as per provisions under the prevailing regulations.

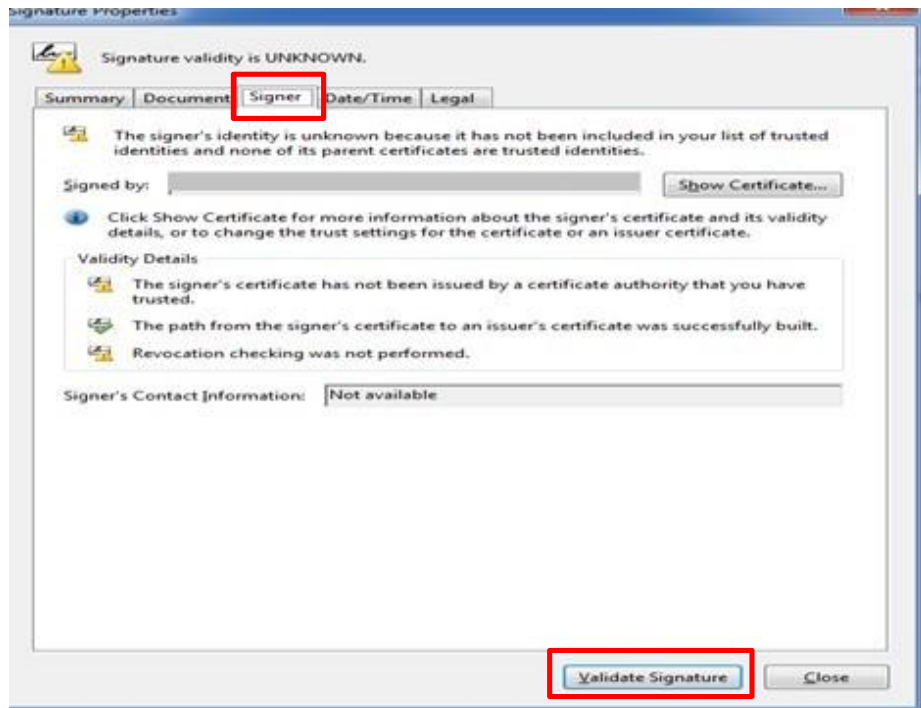


Steps to be followed for digital signature validation:-

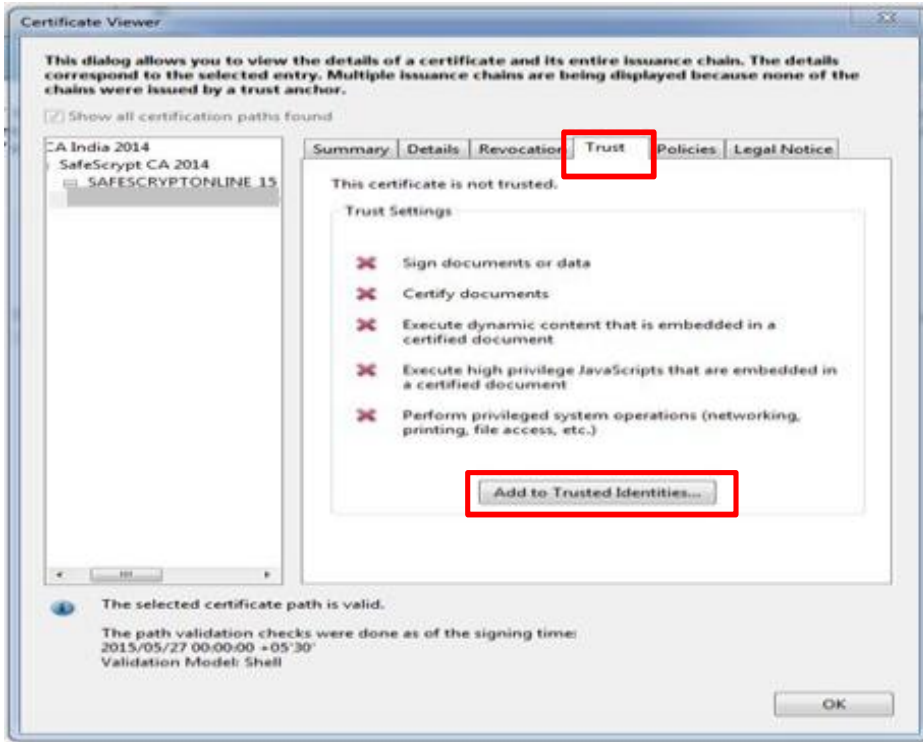
- Click on the digital signature (*which has the question mark*)
- Click on 'Signature properties'



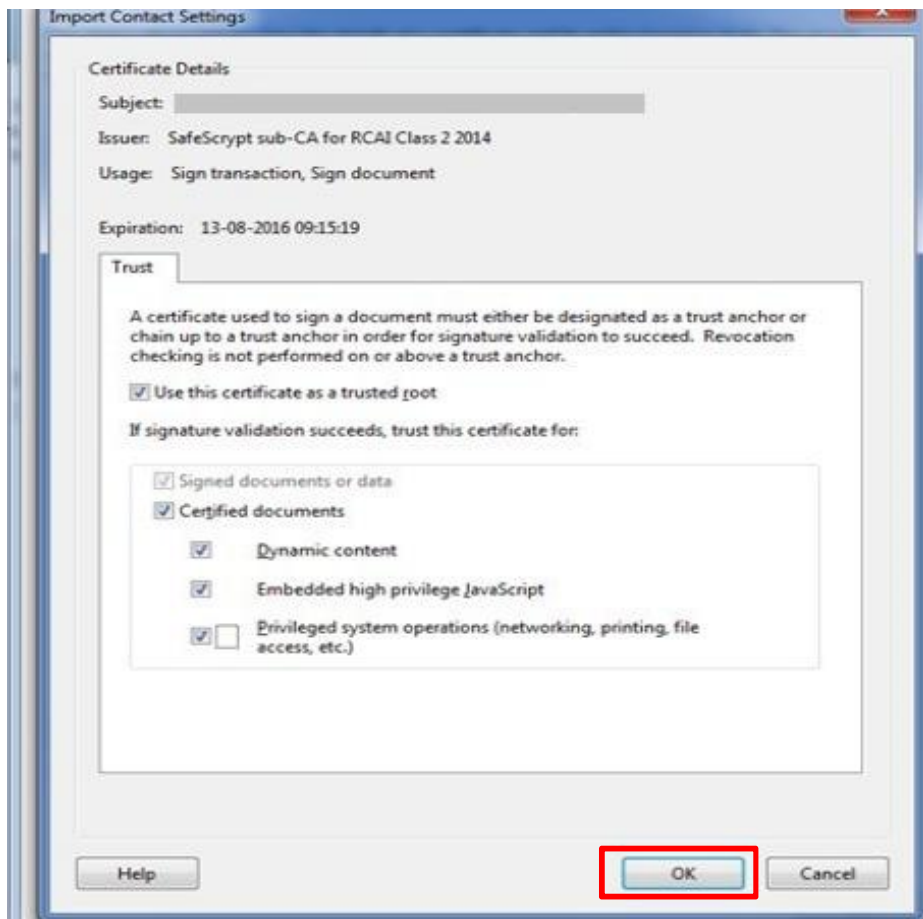
- Click on 'Signer Tab' and click on 'Validate Signature'



- Go to 'Trust' tab and click on 'Add to Trusted Identities'



- Click on 'OK' and close the file



- Digital signature once validated, a green tick will appear on your offer letter

Signature valid

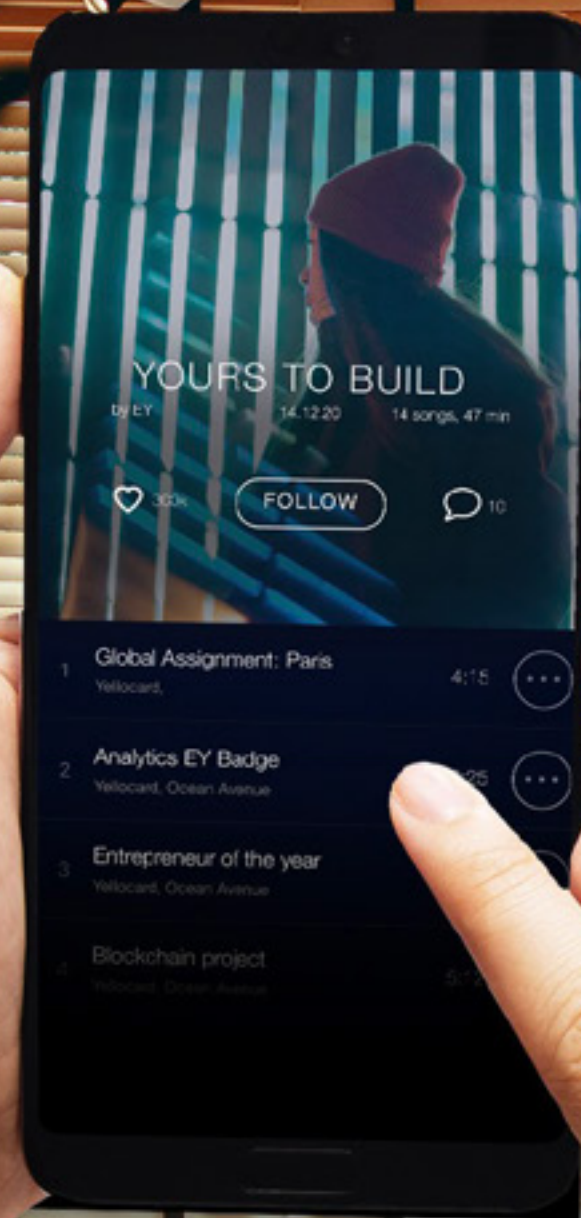
Signed by : SHANTHARAM YOUBBILISHETTY  
Date : 17-Nov-2017 16:44:23  
Location : Bangalore





# What if you could personalize your career like you do your playlists?

A career as unique as you are.  
It's yours to build.



■ ■ ■  
The better the question.  
The better the answer.  
The better the world works.

**EY**  
Building a better  
working world

# Getting started at EY



## EY overview

At EY, our purpose is building a better working world. The insights and quality services we provide help build trust and confidence in the capital markets and in economies the world over.

In a world that's changing faster than ever, our purpose acts as our "North Star", guiding more than 300,000 EY people – providing the context and meaning for the work we do every day. We help digital pioneers fight data piracy; guide governments through cash flow crises; unlock new medical treatments with data analytics; and pursue high-quality audits to build trust in financial markets and business.

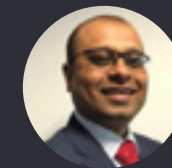
In other words, we are working with entrepreneurs, companies, and entire countries to help solve their most pressing challenges.

28 regions | 150 countries

300,000 professionals

3 geographic areas  
Americas; Europe, Middle East  
India and Africa (EMEIA); Asia-Pacific

“  
The EY organization is a place where aspirations are nurtured, guidance is provided and ambitions achieved.”



Shahid Azam  
Legal,  
EY Global Delivery Services,  
United Kingdom.

# NextWave strategy



## About NextWave

The EY organization today is in a great place. But the world is changing faster than ever, and we have to adapt to continue to thrive. Our ambition is to help create long-term value as the world's most trusted, distinctive professional services organization.

With the launch of NextWave, our strategy, we made a commitment to drive deeper engagement around our purpose. NextWave, inspired by the S-curve cycle of innovation, will empower us to find new S-curves to create long-term value for EY clients, EY people and society. It will help build a better working world. We will build on the strength of the past but also recognize the importance of capturing the "next".

Our four strategic pillars provide us with practical direction and address the most important areas we must focus on to compete and win: clients, people, data and technology, and global integration and teaming. And, our strategic initiatives underpin our pillars.

Our new strategy will propel us forward, allowing us to fulfil our purpose and achieve our ambition.

## EY values

We are:

- ▶ People who demonstrate integrity, respect and teaming
- ▶ People with energy, enthusiasm and the courage to lead
- ▶ People who build relationships based on doing the right thing

“

EY is an ambitious organization that thinks long-term and enables its leaders to be bold and brave while giving its people the comfort to innovate and contribute to the wider community.



Christophe Bilos  
Global Services-IT  
EY Global Delivery Services Poland.

# EY awards



## Global recognition

EY professionals work hard every day to help build a better working world for clients, EY people and our communities. A collection of recent awards and accolades below.

### **FORTUNE magazine's "100 Best Companies to Work For®"**

For the 22nd consecutive year, Ernst & Young LLP appears on FORTUNE magazine's "100 Best Companies to Work For" list.

### **Best Workplaces in Consulting and Professional Services**

For the fourth year in a row, Ernst & Young LLP has been named one of the 2020 Best Workplaces for Consulting and Professional Services.

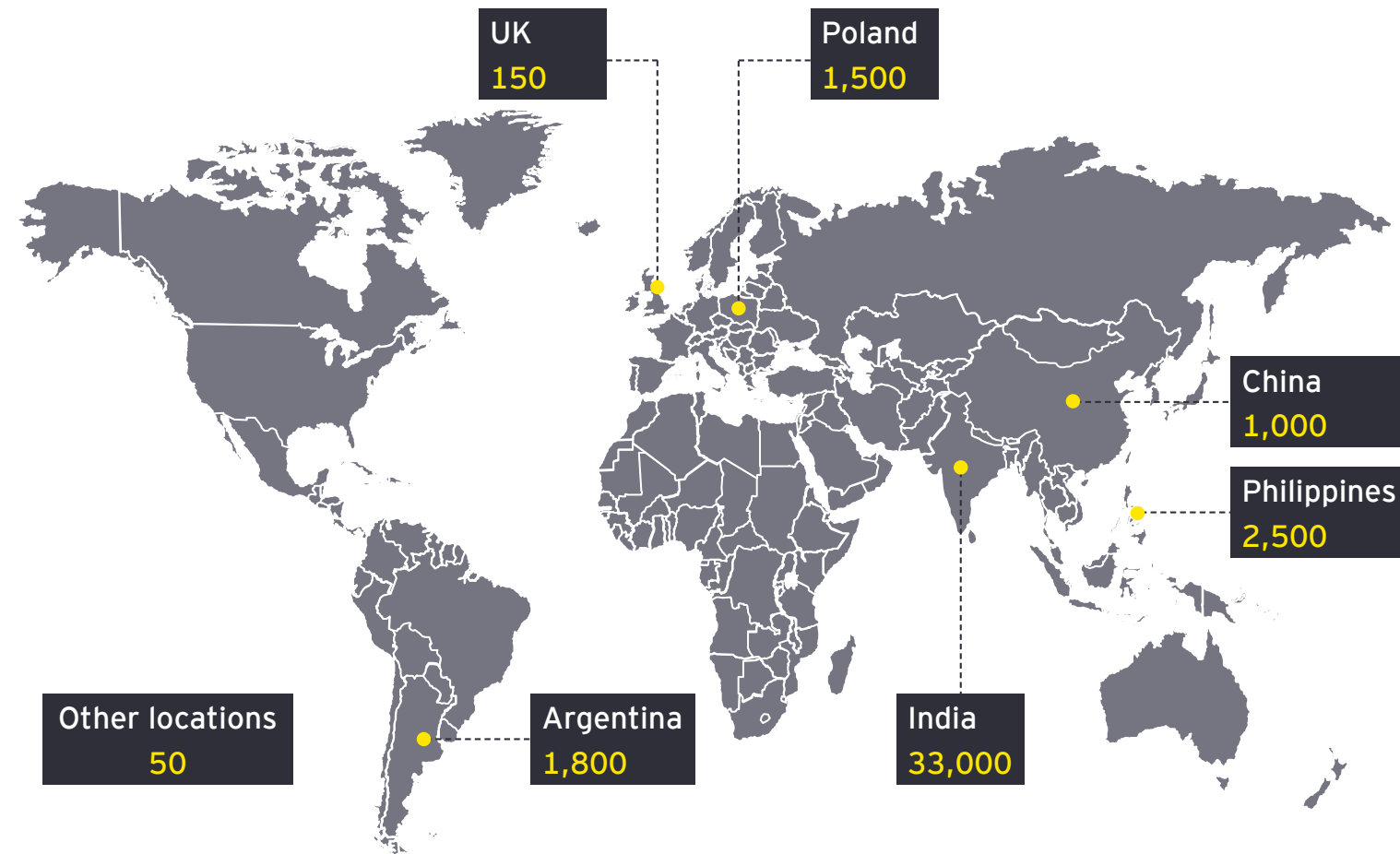
### **Best Employers: Excellence in Health and Well-being**

Ernst & Young LLP has been named one of the Best Employers: Excellence in Health and Well-being.

### **Diversity Best Practices Leading Inclusion Index**

Ernst & Young LLP has been recognized for the fourth year in a row, acknowledging our best-in-class diversity and inclusion practices.

# EY Global Delivery Services



## EY Global Delivery Services overview

Global Delivery Services is one of EY's greatest global assets – service delivery centers that provide high-quality services at a competitive cost for all of EY's client serving and enablement teams.

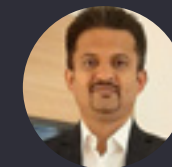
With a footprint across all areas, EY people provide leading-class services at an industrial scale.

Every day, we combine our subject matter knowledge/experience with technology and automation skills, to develop new solutions that deliver greater value.

When EY teams partner with us, they unlock a talent pool that wins works, impresses clients, provides fresh insight and improves margin.

- 6 locations
- 16 cities
- 15 services
- 18 years of existence
- 18 language capabilities
- over 40,000 professionals

“  
 EY is a purpose led organization that provides a contemporary, innovative and entrepreneurial approach. There is a true sense of belonging, value, respect and involvement at each level. I am glad to be a part of this company and an awesome team!



Vighnesha Adiga  
Knowledge,  
EY Global Delivery Services India.

# Global Delivery Services awards



## Industry recognition

At EY Global Delivery Services, excellence is a way of life. Respected organizations have recognized our efforts towards building a better working world. Some of our recent wins.

### UiPath award

Jury recognition award in "Excellence in IT Operations Automation".

### World HRD Congress award

Best Leadership Development Program for Top Management Diversity Impact Award for continuous innovation in HR strategy at work.

### Working Mother and Avtar group

2020 Top 10 Best Company for Women in India  
2020 Champion of Inclusion in Most Inclusive Companies Index (MICI).

### DivHERsity award

Top 5 Companies in DivHERsity (Large Enterprises)

Top 5 Most Innovative Practices – DivHERsity Policies

Top 5 Most Innovative Practices – Women L&D Programs

## Our services



## Client services

EY Global Delivery Services Client services works as an extension of client-serving EY engagement teams.

The teams provide quality services at an effective cost that help EY clients remain competitive in the marketplace and improve gross margin.

- ▶ Assurance
- ▶ Consulting
- ▶ Tax
- ▶ Strategy and Transactions
- ▶ Knowledge

“

Inspired by true leaders who lead by example, I've the exposure to work on many cutting-edge tools and technologies, drive innovation and explore new ideas.



Anzy Meerasahib  
Consulting,  
EY Global Delivery Services India.

## Our services



## Enablement services

EY Global Delivery Services Enablement Services provide support to Client Services teams to reduce indirect costs, drive operating efficiencies and improve productivity.

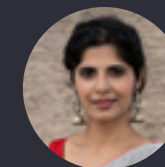
Global Delivery Services also supports EY Client Technology, Enterprise Workplace Technology and Information Security teams.

It is at the center of our internal automation journey. Global Delivery Services Automation Central has been established to help deliver all of EY internal automation requirements, and has a global remit to support automation for use in service lines and enablement functions.

- ▶ Administration and Workplace Services
- ▶ Creative Agency Services
- ▶ Finance and Accounting Services
- ▶ Learning Solution Services
- ▶ Market Services
- ▶ Procurement Services
- ▶ Risk Management Services
- ▶ Talent Services

“

It has been a wonderful experience working with EY Global Delivery Services as it gives you the opportunity to grow, learn, and develop your skills.



Clareena S Serrao  
Talent,  
EY Global Delivery Services India.



# EY Badges and Tech MBA



## EY Badges

EY Badges, a learning and development initiative, helps you to own your career by letting you earn digital credentials in skills that differentiate you in the market, in areas like technology, leadership and business.

Badges also open a world of possibilities for EY clients by strengthening EY teams with new and evolving skills that will help businesses solve their toughest challenges.

The EY organization is the first professional services organization to offer a program of this nature globally. There are 5 levels of badges – Learning, Bronze, Silver, Gold and Platinum – each requiring a varying combination of learning and experiences.



## Tech MBA

The EY organization is now offering a first-ever fully accredited corporate MBA, regardless of role or position, for free to all EY 40,000-plus professionals.

To earn the EY tech MBA by Hult, people must complete 16 badges spanning technology, leadership and business topics as well as three pillar papers and a final capstone project.

The EY tech MBA, offered in association with Hult International Business School, is helping our people develop both the mindset and skillset to navigate the challenges ahead.

“

EY Badges offer the virtual learning model to build transformative mindset and technology skillsets.



Prashanna Sunder R B  
Talent,  
EY Global Delivery Services India.

# Total Rewards



## Rewards and recognition

Our Total Rewards philosophy is based on being competitive in the markets where we operate, through a healthy mix of Total Rewards offerings which range from short-term to long-term rewards and market relevant tangible and intangible benefits attuned to the location context. We help a culture of high performing teams through robust reward and recognition programs.

### Compensation

Represents the pay mix of fixed, variable pay and other adjustments if any. The fixed/ base pay determined through comparative benchmarks for similar roles to industry. The variable pay is applicable year-on-year.

### Benefits

With multigeneration workforce at Global Delivery Services, we have now moved beyond providing just health insurance to our people.

EY professionals benefits package is inclusive of:

- ▶ Workplace experiences
- ▶ Awards and recognition
- ▶ Flexible working
- ▶ Enhanced insurance coverage
- ▶ Lifestyle discounting platforms
- ▶ Leave and vacation
- ▶ Gratuity, etc..

We believe in creating and building a culture of appreciation, recognition, belongingness and inclusivity amidst EY professionals.

“

This is my eighth year with the EY organization and since I joined, I feel I belong to a big family, which, allows me to grow professionally in a collaborative, inclusive and innovative environment.



Paula Jaroslavsky  
Brand, Marketing and Communications,  
EY Global Delivery Services Argentina.

# Building our communities



## EY Ripples

At EY, our purpose is to build a better working world. Through global corporate responsibility program – EY Ripples – we have created a platform for EY people to have an exceptional experience – a transformative one – to become the leaders they want to be and the world needs.

At EY Global Delivery Services, we are aligning with the EY Ripples commitment to positively impact 1 billion lives by the end of 2030, supporting various UN Sustainability Development Goals.

With over 40,000 professionals across six locations, EY Global Delivery Services encourages the people to use their skill, knowledge and experience to make a positive impact on the community and environment.

Ripples has three focus areas:

### Supporting the next generation workforce:

Supporting young and underserved people to develop the mindsets and skills they'll need to find and sustain meaningful work.

### Working with impact entrepreneurs:

Helping small scale businesses that purposefully drive progress towards Sustainable Development Goals.

### Improving environmental sustainability:

Driving adoption of behaviors, technologies and business models that protect and regenerate the environment while unlocking economic opportunity.

“

At EY Global Delivery Services, we have a culture of trust which ensures that we are treated with fairness, respect and honesty.



Jason Z Sun  
Assurance,  
EY Global Delivery Services China.

# Diversity and inclusiveness



## Driving D&I agenda

Diversity is about differences. At EY, we think broadly about differences, which include nationality, background, education, gender, ethnicity, generation, age, working and thinking styles, religious background, sexual orientation, abilities, experiences, and technical skills. There are also differences according to geography, service line, sector and function.

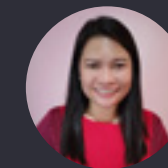
Inclusiveness is about leveraging these differences to achieve better business outcomes. It is about creating an environment where EY people feel and are valued – where they feel they belong and contribute their personal best in every encounter.

We believe that only the high-performing teams that leverage the power of different perspectives and backgrounds will succeed in the fast-changing environment brought by globalization.

These teams are both diverse and inclusive, able to invite and learn from other perspectives. Our ability to include various viewpoints into our mindsets, behaviors and operations is fundamental to driving innovation, building strong relationships and providing the suitable approaches for EY clients.

“

At EY Global Delivery Services, it is our collective effort to help ensure that everyone experiences a sense of belonging. We leverage the differences of our people to help us achieve our purpose of building a better working world.



Sheila R Pepito  
Global Procurement,  
EY Global Delivery Services Philippines.

## EY | Building a better working world

EY exists to build a better working world, helping to create long-term value for clients, people and society and build trust in the capital markets.

Enabled by data and technology, diverse EY teams in over 150 countries provide trust through assurance and help clients grow, transform and operate.

Working across assurance, consulting, law, strategy, tax and transactions, EY teams ask better questions to find new answers for the complex issues facing our world today.

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**Private & Confidential**

**Date: 17-August-2023**

**Mr. / Ms. Rohan Kumar J,  
Bangalore Karnataka**

**Appointment Letter**

**Dear Rohan Kumar,**

We have pleasure in appointing you as **Process Associate**, in our organization. While you will be initially based at our **Bangalore Office**, the Company reserves the right to transfer your services or place you in any other capacity or location that it may decide from time to time.

**1. Date of Joining**

Your appointment is effective from the Date of Joining (DOJ), which shall be as early as possible as but not later than **DOJ (21-August-2023)**. In case your DOJ is after the payroll cut off date, as determined by the Organization, the payment of salary & other applicable one-time payments (if any) will be made in the subsequent month's payroll.

**2. Salary**

Your gross compensation will be **Rs.2,61,138/- (Rupees Two Lakhs Sixty one Thousand One Hundred and Thirty-Eight only)** per annum, on a **cost to company (CTC)** basis. The breakdown of the CTC will be as specified under various line items as set out in Annexure I. Statutory deductions such as Income Tax, Profession Tax, and Employee Provident Fund would be deducted in line with the prescriptions of the respective Acts. Your compensation is strictly confidential and may not be shared with anyone.

**3. Performance Based Incentive**

Your incentive is calculated at **4%** of your fixed emoluments, i.e. **Rs.9,423/- (Rupees Nine Thousand Four Hundred and Twenty-Three only)** per annum, which is a part of your total emoluments as mentioned in **Annexure-I**. This component is linked to your Performance and shall be governed by the Company rules and policy, you are eligible to earn up to 200% of your Performance Incentive. Your incentive payout will happen **Quarterly**.

**Gallagher Service Center LLP**

Regd. Office: 401 A,B,C,D,E,F and G, Delta #2, Gigaspace IT Park, Vimannagar, Pune - 411 014, Maharashtra (INDIA) Tel. : +91 20 6625 1700

Brigade Magnum, 1st Floor (Wing-A) & 2nd Floor, International Airport Road, Amruthahalli, Kodigehalli Gate, Hebbal, Bengaluru - 560 092, (INDIA) Tel No.: +91 80 4034 3434 / 6191 6000

LLPIN: AAI- 5010 - ('Registered with Limited Liability')

(Formerly known as Gallagher Operations Support Services Private Limited (CIN: U72900PN2006PTC128475) up to February 07, 2017)

#### **4. Salary Review**

Your salary will be reviewed as per company policy subsequent to successful completion of probation. Your increment in the grade is discretionary and will be subject to and on the basis of effective performance and results during the year.

#### **5. Leave**

You will be entitled to leave as per the rules as made applicable to your cadre from time to time. In the first three months from the Date of Joining, you are not eligible for any leave. Violation of leave policy can lead to termination as per Company Policy.

#### **6. Retirement**

The retirement age is 58 years.

#### **7. Probation & Confirmation:**

You will be on probation **for 6 months** from the date of commencement of your services. The Company may at its discretion, extend such probationary period subject to your performance. During the Probation Period, your services are terminable by **15 days'** notice by either party. On completion of six months, it will be an automatic movement to permanent roles, unless otherwise notified. On confirmation, your employment will be subject to termination on **30 days'** notice by either party.

#### **8. Other Work**

Your position is a **Full time employment** with the Company and you shall devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part-time or otherwise) or work in an advisory capacity or be interested directly or indirectly (except as share-holder or debenture holder) in any other trade or business during the employment with the Company, without permission in writing from a Director of the Company.

#### **9. Working Hours**

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

#### **10. Responsibilities**

You will always need to be aware of the responsibilities and duties attached to your position and conduct yourself accordingly. Your work in the Company will be subject to the rules and regulations of the Organization as promulgated and modified from time to time in relation to conduct, discipline and other conditions of service.

#### **11. Travel**

You will be required to undertake travel on the Company's work and your travel expenses will be reimbursed as per the travel policy and rules applicable to your level.

## 12. Confidential Information

12.1 “Confidential information” shall mean and include, but not be limited to the Company’s product schematics, drawings, software (object code & source code), data, database, product plans, designs, protocols, prices, finances, marketing plans, business opportunities, personnel related information, sales and customer information, business policies, practices and strategies, information received from other entities which the Company is obligated to keep confidential, and research and development results which have not been :

- previously published or disclosed to the general public;
- previously available without restrictions; and
- which information the company desires to protect against unrestricted disclosure or use.

12.2 Confidential information” will however, not include information that:

- is or enters the public domain through no fault of yours;
- is known and has been reduced into tangible form by you prior to the time of disclosure;
- is independently developed by you without access to or use of the proprietary information;
- is generally made available to you by the Company without restriction on disclosure; or
- is disclosed by you with the Company’s written consent

12.3 You will not at any time, without the written consent of a Director, make copies or disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs, administration, software or project being carried out, whether the same may be confined to you or become known to you in the course of your service or otherwise

12.4 By accepting the present terms of appointment, you are acknowledging that the Company is the proprietor of the confidential information as detailed in paragraph 12.1.

12.5 By accepting the present terms of appointment, you are further acknowledging that the “Confidential information” as aforesaid, is being exposed to you in trust and that the same would only be used by you for and in the interest of the Company and particularly in order to further the purposes of your employment with the Company. The aforesaid “Confidential Information” will not be used or disclosed by you, during the course of your employment with the Company, for the benefit of any other entity or person, without the written consent of the Board of Directors of the Company.

12.6 You will not, after the termination of your employment with the Company, use the “Confidential Information” as aforesaid, either personally or during the course of employment with your future employers.

12.7 You acknowledge that the restrictions imposed under the present terms of employment are reasonable and are necessary in order to protect the Company’s legitimate interests and that the violation by you of these restrictions would cause damage to the Company entitling it to, inter alia, injunctive relief.



### **13. Intellectual Property Rights**

- 13.1 “Intellectual Property Rights” shall mean all intellectual property (whether registered or not registered) created, developed or acquired by the Company in respect of its products, including but not limited to copyrights, trademarks, designs, trade secrets, confidential information and patents.
- 13.2 You acknowledge the ownership of the Company in respect of all Intellectual Property associated with its products and undertake that you will not, either during or after the termination of your employment with the Company, infringe, cause to infringe or abet the infringement of these rights.
- 13.3 The ownership of any Intellectual Property that you may create or develop for the Company, during the course of your employment, will vest in the Company, for all territories in the world and for their entire term of protection, your remuneration being adequate consideration

### **14. Protection of Interest**

If you conceive any new or advanced methods of improving processes, systems or software in relation to the operation of the Company, such developments will be fully communicated to the Company and will be and remain the sole right/property of the Company.

### **15. Past Records**

If any declaration given or information furnished to the Company prove to be false or if you are to have willfully suppressed any material information or if you violate any of the terms and conditions of appointment, in such case, you will be liable to be removed from services without any notice.

### **16. Termination Notice**

On successful completion of the service agreement /Probation your employment is terminable by One months **(30 days)** notice on either side or either Party is not bound to give any reason thereof. Your release/relieving will be subject to you serving **the one months'** notice period and satisfactory handing over of your duties, responsibilities, company documents, company assets, etc. to the company

### **17. After Termination**

On termination of employment you will immediately deliver-up to the Company all its properties including correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, floppy diskettes, magnetic media, effects or records, etc. and shall not make copies or retain any of these items.

**18. Abandonment**

You shall be punctual and regular in your attendance. If you remain absent for 2 consecutive days or over-stay beyond sanctioned leave by 2 or more consecutive days, you shall be deemed to have voluntarily separated / abandoned from the services of the Company and lose right on the job.”

**19. Conditional Offer**

This is a conditional offer subject to successful completion of Background verification. You'll be intimated once these formalities are completed.

**20. Consent for Sharing of Data**

Subject to applicable law, you, by signing this agreement, give your consent to the holding and processing of Personal data provided by you to GSC for all purposes relating to your employment including, but not limited to:

- Administering and maintaining personnel records
- Paying and reviewing salary and other remuneration and benefits.
- Providing and administering benefits (including if relevant, pension and medical insurance)
- Undertaking performance appraisals and reviews.
- Maintaining sickness and other absence records.
- Taking decisions as to your fitness for work
- Providing references and information to future employers, and if necessary, government al and quasi- governmental bodies for social security and other purposes, HM Revenue & Customs and Contributions.
- Agency providing information to future purchasers of the Company or of the business in which you work; and
- Transferring information concerning you to a country or territory outside your country of residence

**21. Obligations after Employment**

On termination of your employment you agree that you will not, either directly or indirectly for a period of 12- months following your last day of employment on your own behalf or on behalf of another person.

- Seek, canvas, solicitor accept from any person who was Client or Potential Client of the GSC, or any Associated Company, any financial services or insurance business of the type offered by the Company, or any Associated Company.
- Seek to persuade any Client or Potential Client of GSC, or of any Associated Company, not to conduct or renew any financial services or insurance business with GSC, or any Associated Company, or to terminate such business.
- You agree that the compensation payable under this agreement is sufficient consideration for this clause, and the time and character limitations are reason able and will not impair your ability to earn a living.

'Associated Company' means any member of the Gallagher Service Center LLP and Arthur J. Gallagher & Co. group of companies and includes any individual, corporation, partnership, limited liability company, association, trust or other entity that directly or indirectly controls, or is controlled by GSC or Arthur J. Gallagher & Co.

'Client' means any person to whom you have sold any financial or insurance services or products on behalf of GSC or any Associated Company, or who you knew was provided with such services or products, at any time during the 12 months before your effective date of termination (or whilst you were employed if less than 12 months).

'Potential Client' means any person with whom you had contact at any times in the period of 12 months immediately preceding the termination of your employment, who has communicated an interest to the GSC or any Associated Company in purchasing.

## **22. Non-Compete**

You covenant and agree that, in the course of your employment with GSC, you would have access to confidential information of GSC and the Group Company and its clients, proprietary contents, privileged information and technical knowhow, which information if known to people or entities outside GSC and the Group Company (including but not limited to competitive businesses) may cause irreparable damages and losses to GSC and the Group Company. You hereby agree that during the term of your employment with GSC and for twelve (12) months after the termination thereof, regardless of the reason for the employment termination, you will not, directly or indirectly, anywhere in India or abroad, on behalf of any Competitive Business, perform any services or duties which are substantially similar to your services or duties with GSC. The direct competitors of the Company that you shall not perform duties with, are:

- Willis Towers Watson
- AON
- Marsh

In the event of you joining any company having similar lines of business as GSC or the Group Company or direct competitors, to perform any services or duties which are substantially similar to your employment with GSC, you irrevocably agree that GSC and the Group Company shall be entitled to equitable and monetary relief. You hereby without any condition irrevocably agree to pay a sum as specified by GSC towards liquidated damages to GSC and the Group Company. This is over and above any other dues payable by you to GSC.

"Competitive Business" means any person, company or entity which competes or proposes to compete with GSC or the Group Company.

## **23. Non Solicitation**

You are covenant and agree that during the course of your employment with GSC and for twelve (12) months after the termination thereof, regardless of the reason for the employment termination, you will not, directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee of GSC, with whom you had personal contact or supervised while performing your Job Duties, to terminate their employment relationship with GSC or otherwise act contrary to the interests of GSC

**24. Jurisdiction**

This agreement shall be governed by and construed in accordance with the laws of the Republic of India and subject to exclusive jurisdiction of the courts in Pune and no other courts shall have the jurisdiction to entertain and try any matters relating to or arising from and out of the provisions of this letter.

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

Yours faithfully,  
For Gallagher Service Center LLP



**Azeem Asgher**  
**Senior Business Leader - Human Resource**

I agree to accept employment on the terms and conditions mentioned in the above letter of appointment.

**Candidate's Name and Signature.**

**Place & Date .**

### Annexure I

Salary Annexure	
<b>Designation</b>	Process Associate
<b>Total Emoluments</b>	245000
<b>Performance Based Incentive</b>	4%
<b>Emoluments(A)</b>	
Basic	191000
Statutory Pay	16044
Special Allowance	6933
Employer's Contribution to Provident Fund	21600
<b>Fixed Emolument</b>	<b>235577</b>
Performance Based Incentive	9423
<b>Emoluments Total (A)</b>	<b>245000</b>
<b>Benefits B</b>	
Employer's contribution to ESI	6955
Gratuity	9183
<b>Benefits Total (B)</b>	<b>16138</b>
<b>Cost To Company (CTC): Total (A+B)</b>	<b>261138</b>
<b>Gross (excluding PBI)</b>	<b>17831</b>
<b>Employee's contribution to ESI ( monthly)</b>	<b>134</b>
<b>Net( Excluding Professional Tax &amp; Income Tax)</b>	<b>15897</b>

\*\* PBI Calculation is indicative and purely based on the Employee performance. PBI is paid **quarterly**.

In additional to above compensation:

- You will have the potential to earn overtime amount of Rs.1500/- (approx.) per month.
- You can earn incentive of Rs.4,000/- upon clearing international domain certification.

This appointment letter is subject to clearance of Background verification checks.

**Agreed and Accepted**

**Candidate's Name & Signature**

### Annexure II

Components	Description
<b>Statutory Pay</b>	Paid in advance on monthly basis as per Payment of Bonus Act. Amount is subject to change basis statutory amendments applicable for the state.
<b>House Rent Allowance</b>	Paid monthly and is subject to tax exemption on submission of relevant documents as per Income Tax rule at the end of Financial Year
<b>Employer Contribution to PF</b>	Company's contribution to Provident Fund - 12% of Basic Salary capped at Rs.21600 per annum. Amount is credited to employee's PF account directly.
<b>Special Allowance</b>	Special allowance is a taxable allowance. This is subject to review and may change or be adjusted against other components of Total Emoluments at company's discretion
<b>Performance Based Incentive</b>	* Paid quarterly up to 200% of the amount indicated above and is linked to your quarterly performance rating.
<b>Total Emoluments</b>	* Sum of fixed Emoluments & Performance based Incentive. Salary increments are done on this component and not total CTC which includes benefits.
<b>Employer Gratuity</b>	*As per Payment of gratuity Act - Eligible for payout on completion of 5 years at the time of separation
<b>ESI Employer contribution</b>	*As per Employees State Insurance Act -Contribution by employer to facilitate medical benefits. Is currently at 3.25% of monthly earnings
<b>Mediclaim insurance</b>	Applicable Only if you don't fall under ESI bracket. Premium for Insurance coverage as indicated below : <b>Medical insurance</b> cover of Rs. 3 Lakhs <b>Accident Cover</b> 2 times annual CTC. <b>Term life coverage</b> up to 3 times annual CTC(in case of demise)
<b>Night Shift Allowance</b>	*Amount is paid for the days worked in nightshift as per policy. Allowance is subject to change as per managements discretion

\*Salary components are subject to changes as per Management Discretion

**Agreed and Accepted**

**Candidate's Name & Signature**

### ANNEXURE III

#### DECLARATION CUM UNDERTAKING

I, Mr. /Ms. **Rohan Kumar J** have been issued the Offer Letter by Gallagher Service Centre LLP (hereinafter referred to as "Company") for the position of **Process Associate**. As a part of my employment with, the Company, I'm given to understand that I will be issued a HP make laptop along with the other joining formalities.

The laptop issued to me by the Company with the below mentioned understanding:

- The laptop issued is solely for official purpose.
- I shall be fully accountable for the theft, loss or damage to the Company property and materials and shall be liable to replace or pay equivalent amount to the Company in the event of the same. The Company retains the right to deduct the amount from my salary in case of theft, loss or damage to the property.
- I shall not disclose the system password to anyone.
- I shall not leave my laptop unattended. I would be personally responsible for its misuse of any nature when I am away.
- I shall not share Company's proprietary/ confidential information with anyone.
- I shall not misuse the Internet access facility granted to me.
- I shall not do personal work on the office computer / system.
- I shall take print out of mails and/or documents only when absolutely necessary.
- I shall always try and ensure not to download any type of software from any source at any time whatsoever. If required for any official purpose at any time, approval from IT department will be taken in writing to make sure such software are scanned properly before use, and such software will be downloaded legally and with IT department's consensus.
- I shall not use personal systems /laptops unless expressly allowed in writing by IT department.

I. I understand that:

- The Company's IT and other assets provided to me shall always remain the property of the Company and not of any individual.
- The In-house developed software and data is the Company's exclusive property and shall not be used for any external purpose under any circumstances.
- The Company reserves its right to amend, modify, rescind, delete, supplement or add to the provisions of the said declaration cum undertaking as it deems appropriate from time to time in its sole and absolute discretion.
- It shall be my responsibility and obligation to return the laptop and all the Company provided materials and properties to the Company's [specific department or personnel if any] upon termination of my employment with the Company.

II. I fully agree and accept that it is my personal responsibility to adhere to the Company's IT. Policy and any amendment / modification thereof and to comply with all of the provisions stated therein in true letter and spirit. I understand and am accountable for any consequence or any misuse of the Company's system. I further undertake to abide by the IT policy guidelines as a condition of my employment and my continuing employment in the Company.



IV. I acknowledge that the confidential information and inventions is/are valuable, special and unique and that in the event of breach of any terms/obligations/conditions of this declaration cum undertaking will result in irreparable harm/injury to the Company and therefore, I agree that, in the event of breach or threatened breach of any terms/obligations/conditions of this declaration cum undertaking by me, the Company shall be entitled to a temporary, preliminary and/or permanent injunctive relief in addition to and not in lieu of any other legal or equitable relief including monetary damages; and without prejudice to foregoing I agree to indemnify and keep indemnified, without demur, the Company from and against any and all losses, liabilities, claims, expense, damages, costs (including but not limited to advocate fees, litigation cost), which the Company may suffer/incur as a result of breach of any terms/obligations/conditions of this declaration cum undertaking and/or the offer letter by me.

V. I accept and agree that this declaration cum undertaking is a part of my employment agreement with the Company or offer letter issued by the Company to me and shall be read and understood in conjunction with the same.

**Agreed and Accepted**

**Candidate's Name & Signature**



**Annexure - I**

<b>Letter Date:</b>		03-Aug-23	
Candidate Name:	Jayanth A	Organization Unit (OU):	CBA-Channels-NR
Contact Address:	Kuppali Melubilare p Koppa Taluk Chikkamagaluru	Branch:	Uttarahalli Branch
Grade:	EXE	City:	Bengaluru
Designation:	Acquisition Relationship Manager - NR	Reporting Manager ECN:	140384
Function (Business Unit):		Reporting Manager Name:	B Abhishek
Department:	NR Business	Cost Center Code:	8062

Compensation Heads	Rs. (Per Annum)	Rs. (Per Month)
Basic	93913	7826
HRA	46956	3913
Officer Allowance	7375	614
Statutory Bonus	28800	2400
Medical Reimbursement	15000	1250
Conveyance Allowance	19200	1600
<b>Monthly Gross - (A)</b>		<b>17603</b>
LTA (B)	6500	541
Employer PF Contribution (C)	17039	1419
Annual Guaranteed Cash (D)=(A+B+C)	234783	19565
Gratuity (E)	4517	376
Insurance Costing Mediclaim & GPAI (F)	10700	891
<b>Cost to Company (G)=(D+E+F)</b>	<b>250000</b>	<b>20833</b>

**1) Appraisal Actions**

\* The Bank may pay Performance Bonus/Increment/Appraisal/incentive every year based on the performance of the individual employee, so also the Bank's overall performance.

\* There is no minimum guaranteed Performance Bonus/Increment/Appraisal/incentive. Your Performance Bonus/Increment/Appraisal/ Incentive would depend on your Annual Performance Rating and also the Bank's performance.

**# Eligibility :**

- Payment of Performance Bonus/Increment/Appraisal/incentive is subject to an employee being on the rolls of the Bank on or before September 30th of any financial year.
- You would be eligible for Performance Bonus/Increment/Appraisal/incentive only if you are an active employee and not serving resignation notice as on the date of disbursement of any such payout including Performance Bonus/Increment/Appraisal/incentive.
- You would not be eligible for Performance Bonus/Increment/Appraisal/incentive, etc., if you are subjected to disciplinary action or a disciplinary action is contemplated or initiated or an investigation is pending against you.

Yours faithfully,  
For IndusInd Bank Ltd

**Rohit Sujit Sengupta**  
**Regional Resource Manager**  
**Human Resource Department**  
**IndusInd Bank Ltd**

Candidate's Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

AL Ref No :5ad29aab7fd64aa9

03-Aug-23

Jayanth A  
Kuppali Melubilare p Koppa Taluk  
Chikamagaluru  
Contact No: 9886744854

**Sub: Letter of Appointment**

Dear Jayanth A

We are pleased to offer you the position of Acquisition Relationship Manager - NR in the grade of EXE for NR Business department in the Junior Management cadre of the Bank. Your appointment will be effective from the date you report for duty which shall not be later than 07-Aug-23. You are therefore requested to report for duty on or before the said date at the initial place of posting as mentioned below. This letter of appointment is open for acceptance up to 07-Aug-23. This letter of appointment carries the terms and conditions of employment currently applicable in the Bank. The Bank may revise these as deemed fit from time to time.

1. You are initially posted at the Bank's Uttarahalli Branch in Bengaluru. Your appointment in the Bank is subject to transfer to any other departments/location depending upon the Bank's requirements. Your employment may also be subject to transfer to any of the Bank's associate or subsidiary units.
2. Your employment in the Bank shall begin with a probation of 6 (six) months and you would be confirmed in the employment of the Bank upon successful completion of the probation. Your overall performance, output, conduct and behaviour during the probation will be judged by your reporting manager and Human Resources, before confirming you in the employment. You will be considered and treated as 'On Probation' and 'not being confirmed in the employment of the Bank' until you are specifically informed in writing by the Human Resources Department of the Bank.
3. You will be governed by the Bank's HR policies, service rules and rules of conduct prevailing in the Bank from time to time. The above may be amended from time to time without notice. You are expected to adhere to all rules and policies of the Bank.
4. Your remuneration package on an all-inclusive Cost to Company basis with components thereof is provided in Annexure I. The same shall be subject to the prevalent tax laws.
5. Your appointment in the Bank and continuance thereof shall be subject to your being medically fit for the Bank's employment. However, the Bank upon its sole discretion may request for a medical examination/test from a Medical Practitioner/Surgeon/Medical Officer acceptable to the Bank, from time to time.
6. Your appointment in the Bank and continuance thereof shall be subject to your credentials such as education, qualification, professional experience and personal details being found genuine. The Bank verifies this information as a part of its background verification process. Should any of the above information be found to be deliberately incorrect, the Bank may take appropriate steps as required.

**Candidate's signature:** \_\_\_\_\_

7. Your employment and continuance in the Bank would be subject to the fact that there are no misconducts, violations or breach of laws during the tenure of your employment with the Bank. Should there be good or sufficient reasons for the Bank to doubt the above, the management may initiate disciplinary and consequential action as per the code of conduct and applicable policies of the Bank.
8. In case you are found to be responsible for any loss which can be directly attributed to you, partly or substantially, the Bank shall have right to initiate appropriate legal action, as may be deemed fit for recovery of such loss.
9. You may leave the employment of the Bank by way of tendering resignation while on 'Probation' by mandatorily serving a notice of 30 days, after tendering the notice of resignation in the manner provided by the Bank from time to time. However, a confirmed employee desirous of leaving the services of the Bank, shall mandatorily serve a notice of 90 days on tendering the resignation.
10. In exceptional circumstances, the Bank solely at its discretion may allow early relieving against pay of notice in lieu thereof, as may be decided by the competent authority at its discretion. *For the purpose of the clause, pay shall mean Basic Pay and House Rent Allowance and nothing else*
11. The Bank has the discretion to accept, reject or extend the notice of resignation, in case a disciplinary action is underway or deemed necessary due to any act of commission or omission by yourself.
12. A resignation submitted by you, will be deemed irrevocable after its acceptance. This acceptance either through PULSE or an e-mail or a written letter supersedes your right to call back the resignation, once accepted.
13. Upon you being issued a resignation acceptance and your serving the entire notice period your full & final settlement will be completed. The Bank will not issue a relieving letter or a certificate of employment, if you abandon the employment during the course of your serving the notice. The Bank will also be at liberty to take any necessary action as deemed fit.
14. During the employment you are expected to adhere to all the rules and policies of the Bank as applicable from time to time. Should any dispute arise in connection with your contract/employment with the Bank, the same may be referred to the Competent Courts at Mumbai. While adhering to the policies and rules, should a grievance arise, you are expected to follow the chain of protocol and exhaust all internal means and redressal systems before approaching an external authority as the last resort.
15. You are expected to adhere to all service rules, Code of Conduct, non-disclosure items and confidentiality agreements, keeping the sole interest of the Bank in mind. You are expected to discharge your duties and responsibilities with utmost integrity and honesty.
16. You will superannuate at the age of 60 years. As such, you will automatically retire from and cease to be in the services of the Bank on attaining the age of 60 years. Your age mentioned in your personal records will be deemed to be the conclusive proof of your date of birth.

**Candidate's signature:** \_\_\_\_\_

17. Should the Bank for any reason find you unfit for work or has lost confidence in you or finds you medically unfit, the Bank may terminate your employment by giving you a notice of 30 days for a probationer and 90 days for a confirmed employee or pay in lieu thereof or a combination of both. *For the purpose of the clause, pay shall mean Basic Pay and House Rent Allowance and nothing else.* In case of termination / dismissal the Bank is not obliged to make this pay.
18. Your working hours will be as per the Bank's HR policy. However, in unusual situations and during exigencies of work, you are expected to put in extra hours and efforts in the interest of the Bank.
19. You are expected not to divulge confidential information or data that you may come across during the course of employment with the Bank. The Bank retains the right to take any and every legal action at its recourse should such a data/confidentiality breach occur.  
Data for the purpose of this clause refers to every single piece of information related and inherent to the Banks business.
20. You shall at all times indemnify and keep the Bank indemnified against all sums or expenses paid or incurred by the Bank in connection with any action caused by a fault or neglect at your end. You shall also safeguard the interest of the Bank and all its property and shall do nothing that shall compromise the interest of the Bank. Further, you are expected to use all the Bank's gadgets and properties solely for the work it is meant for and to further the interest of the Bank, and not for the personal use.

You will return to the Bank within 24 hours of severance of your employment, all the properties of the Bank including the laptops, ID cards, official documents and all such other assets under your custody which you were using for the furtherance of your services to the Bank.

21. During the course of your employment with the Bank you would come across, data, user ids and passwords, confidential information, strategic documents, confidential plans and various other crucial information inherent to the success of the Bank. You are expected not to share/divulge any of this with any other person outside yourself or your immediate team. Any such sharing detrimental to the Bank's interest would invite necessary and appropriate action by the Bank in a bid to safeguard its interest.
22. During the employment with the Bank, you will not engage in any acts considered by the Bank as prejudicial to the interest of the Bank. You will not carry on or engage in any business or employment or vocation (part-time or full-time). On Joining your full time and attention will be towards the interest of the Bank.
23. On Joining, you would need to submit self-attested copy of relieving letters from last 2 organisations. This needs to be completed within 45 days of your joining the Bank. In case you fail to submit the same within the specified period the Bank may take appropriate steps as required.
24. You shall intimate in writing to all your reporting authorities and to the Bank's Human Resources Department about any changes in your personal information including address, contact details, medical status or any other information that has a direct bearing to your continuance with the Bank or functioning of the Bank itself.

**Candidate's signature:** \_\_\_\_\_

25. This provisions hereof shall be interpreted, determined and enforced in accordance with the prevailing laws of India.

In the event of any dispute or disagreement (includes non-joining of the employee for any reason after giving acceptance to this offer letter) over the interpretation of any of the terms herein contained or may claim or liability of any party, the same shall be referred to a person to be nominated by IndusInd Bank, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Employee confirms that the fact that the arbitrator shall be a nominee of IndusInd Bank shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of the 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.

Further it is agreed between the Parties that the arbitrator may send the notices, claim statement, document, replies, counters, adjournment letters etc., of the arbitration proceeding to his/her its registered e-mail id or mobile number of the Parties and the same shall be considered as proper service on the Parties. The Arbitrator may record oral evidence through video calling facility also.

26. During your initial joining period, you would receive Code of Conduct, confidential agreements and rules of discipline as indicated in this letter of appointment. You are expected to familiarize with all these policies and documents and sign them as a token of your acceptance of the appointment letter of the Bank.

We are happy to have you on-board with us and look forward to a long and fruitful association.

Your faithfully,  
**For IndusInd Bank Ltd**

**Rohit Sujit Sengupta**  
**Regional Resource Manager**  
**Human Resources Department**  
**IndusInd Bank Ltd**

Candidate's signature: \_\_\_\_\_

**Enclosed:**

- (1) Acknowledgment of the Letter of Appointment
- (2) **Annexure - I**

**To,  
The Human Resource Department,  
IndusInd Bank Limited,**

**Sub: Acceptance Of Letter Of Appointment**

Dear Sir/Madam,

I have carefully read and understood all the terms conditions contained in the Letter of Appointment, dated 03-Aug-23 and hereby confirm my unconditional acceptance of the same. I hereby unconditionally undertake and give assurance that I will adhere, follow all the terms and conditions of the said Letter of Appointment. I also unconditionally undertake and give unconditional assurance to IndusInd Bank Limited, that:

1. I will never defy or make breach of any of the terms and conditions mentioned in the said Letter of Appointment or any other terms and conditions existing in the Bank or which may be introduced by the Bank from time to time.
2. I will never claim, any time, that I have misunderstood or did not understand or that I was made to misunderstand or that I was forced to accept the terms and conditions of the said Letter of Appointment.
3. I will not claim or allege any time in future, that the terms and conditions of the said Letter of Appointment are arbitrary or unilateral or illegal or against my right to work or right to change the employment without serving the agreed period of notice.
4. I will not leave or discontinue or resign or abandon the employment with the Bank without giving prior notice, as stipulated in the Letter of Appointment, which I have read and clearly understood.
5. I will never allege or blame the Bank or its officials about the terms and conditions contained of the said Letter of Appointment or contest them in a court of law or a statutory authority, alleging arbitrariness, whimsically or unilateralism or illegality or unlawfulness.
6. I will, at all time, shall abide by the rules, regulations and guidelines of the Bank, as may be issued from time to time. I will adhere to the rules of discipline and code of conduct and escalation matrix about the grievances redressal matrix for the employees. I will, follow and adhere with the decorum and protocol of escalation and will escalate the employment related issues to my reporting manager or to the skip manager or to his manager and then to the concerned HR Partner, except in case where direct reporting is permissible in accordance with a published policy of the Bank.
7. I will adhere with and shall first exhaust the escalation matrix within the Bank, before resorting to or approaching any outside agencies or authorities and shall never encourage or allow any employees or customers or constituents from approaching any outside agencies or authorities before completely exhausting the internal escalation matrix and redressal mechanisms.

8. I declare that I will faithfully, truly and to the best of my skill and ability execute and perform the duties required of me as an employee/executive and in such capacity as may be called upon, by IndusInd Bank Limited, from time to time. I hereby undertake to exercise delegated powers granted to me through the Power of Attorney / Scheme of Delegation of powers etc. in a bonafide manner with due prudence and diligence. I undertake to exercise these powers in the interest of the Bank.
9. I declare that I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the affairs of IndusInd Bank or the affairs of any person having dealing with the IndusInd Bank. I will not allow any such person to inspect or have access to any books or documents belonging to or in the possession of IndusInd Bank and relating to the business of IndusInd Bank or the business of any person having any dealing with IndusInd Bank.
10. I declare that I am not an un-discharged insolvent or bankrupt, nor have at any time been adjudicated insolvent or suspended payment or compounded with any creditors, or been convicted by a criminal court of an offence involving moral turpitude. I also declare that I have not been associated with any criminal actions in the past and have never been convicted by a court for any criminal activities.
11. I am aware and declare that I will be free to participate in social media sites, such as Facebook, LinkedIn, Twitter, etc. or on such sites/blogs which may come in to existence or use in future. I declare that I will not share any data or information or participate in any discussion on such social media sites/blogs or in any such manner about the Bank's business activities, Bank's policies, Bank's employees/executives, Bank's affairs or anything about the Bank, to anyone outside the Bank either through such social media sites/blogs or by any other means or medium of communication.
12. This declaration shall be effective from the date of my joining in the Bank and shall continue to be effective and applicable to me even after my ceasing to be an employee/executive of the Bank.

I wish to unconditionally state that I am in need of this employment and with this in view, I have carefully studied all the terms and conditions contained in the said Letter of Appointment and thereafter I have made up my mind to take up this employment and accept the said Letter of Appointment, unconditionally.

I shall report as per this letter, at \_\_\_\_\_ on \_\_\_\_\_.

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

**Signature of the Candidate:**

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

**Full Name:**

**Contact No.**

**Mobile No.:**

**E-mail address:**

**Full address for communication:**

Welcome Onboard! IndusInd Bank has a well defined, structured Onboarding process. To facilitate completion of these formalities, you are requested to submit the below mentioned documents to your Regional HR / Reporting Manager.

- Graduation Degree / Certificate
- Last Degree & Diploma Certificate and Marksheet
- AMFI Certificate / IRDA (for Relationship Manager - Branch Banking)
- Proof of Name Change, if applicable (any of below)
  - Marriage Certificate
  - Affidavit with both the names mentioned in it
  - Gazette Copy of Name Change
- Proof of Identity & DOB
  - PAN Card
  - Aadhar Card
  - Driving License
  - Passport
  - Election Card / Voter Id
- Proof of Residence
  - Lease & License Agreement
  - Driving License
  - Aadhar Card
  - Election Card / Voter Id
  - Latest Bank Statement / Passbook which has employee name
  - Latest Electricity Bill / Telephone Bill with employee name
- Relieving letter to be submitted within 30 days from the date of joining (from immediate previous employer)



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Floor, Tower B, Hongasandra  
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Hosur Road, Bengaluru-560068  
(M)+91 7022374614  
[www.intellipaate.com](http://www.intellipaate.com)

**FORM 'A'**

**Date: October 19<sup>th</sup> 2023**

To,  
**Samrudhi S B**  
**Bangalore**

Dear **Samrudhi S B**

We are pleased to forward to you, your Offer Letter, enclosed hereby and would like to formally welcome you to the growing family of IntelliPaat Software Solutions Private Limited.

We are sure that you have had sufficient opportunity to understand in detail your job role, the organization, etc. We would be glad to provide further clarification if you need any.

You are required to report for duty at our Bangalore office. The address and the contact number are as follows:

**Primeco Towers, Arekere: Brigade Millenium Rd, Arakere Gate, Omkar Nagar, Arekere, Bengaluru, Karnataka 560076, India**

We are in the process of building an organization, where professionals would find full satisfaction in their challenging job roles and an interesting working environment. In this regard, we welcome your contributions too.

Kindly return the duplicate copy of the appointment letter, duly signed, as a token of your acceptance of the same. We look forward to a mutually beneficial and long-lasting relationship with you.

**Yours truly,**  
**IntelliPaat Software Solutions Private Limited**



**Dewaker Singh Bisht**  
**Director – Human Resources**

---

**Date: October 19<sup>th</sup>, 2023**

To,  
**Samrudhi S B**  
Bangalore

Dear **Samrudhi S B**  
Subject: Offer Letter

As per the discussion we had during your interview and based on your performance in the same, you have been shortlisted, and we are pleased to appoint you at IntelliPaat Software Solutions Pvt. Ltd., on the following terms and conditions:

**1) Designation:**

Your designation will be '**Business Development Trainee**'

**2) Compensation & Benefits:**

- a) The Compensation & Benefits applicable to you is personal and should be treated with utmost confidence. This is not to be discussed or divulged to anybody else other than for statutory purposes.
- b) Your Annual Compensation will be Rs **7,25,000/-** ( Rupees Seven Lakhs and Twenty five Thousand only) per annum. (The employee is eligible for Rs.**1,00,000/-** of insurance after 3 months of joining).
- c) Your compensation will be reviewed after the completion of **12 months** from the date of your joining.
- d) Your salary and its components, incentives, performance bonus, sign-on bonus, monetary or non-monetary benefits, and/or any other statutory benefits and deductions will be governed by the company's policies/procedures, taxation policies, and statutory guidelines that are applicable from time to time.

**3) Effective Date of Joining:**

- a) You are requested to report for duty on **October 30<sup>th</sup>, 2023**. Your appointment will come into effect from your date of joining.

#### 4) Notice Period:

Subject to any other agreement between you and the company:

- a) The probation period is of **4 months**.
- b) Your employment is terminable by Intellipaate without giving notice in writing in the probation period.
- c) You need to serve **2 months** of notice period without fail, or else the management of Intellipaate can hold your salary/experience letter/relieving letter after joining
- d) The company reserves the right to pay or recover salary in lieu of the notice period (if applicable) or to relieve you before the expiry of the notice period. All payments and recoveries made under this clause will be based on gross salary.
- e) In the event of any breach of the terms and conditions stated in the Services Conditions and/or Non- Disclosure Agreement or any act amounting to misconduct, your services will be liable to be terminated without any notice or payment in lieu.

#### 5) Service Conditions and Non-Disclosure Agreement:

- a) Your services will be governed by additional terms and conditions as explained in the Service Conditions and Nondisclosure Agreement.
- b) These terms and conditions, in the Service Conditions and Non-Disclosure Agreement, are subject to statutory requirements and the company policy.

#### Note:

- Number of working days is **6 days** in a week.
- Minimum working duration must be **9 hours** including one-hour lunch/dinner break.
- Your incentives will be calculated on a **Monthly** basis.
- On achievement of the incentives, it will be disbursed only on the following month.
- Your first month's salary will be dispersed by 20<sup>th</sup> of Next month.  
(Eg: If you join by 15<sup>th</sup> of June your salary will be released on 20<sup>th</sup> of July)
- If you join after 20<sup>th</sup> your remaining day's salary will be dispersed along with second month salary.  
(Eg: If you join by 20<sup>th</sup> of June your June and July salary will be released by August 20<sup>th</sup>)
- No leaves would be allowed during 1<sup>st</sup> month of your employment (allowed only if it is genuine). If you are taking leaves we would be requiring supporting and admissible documents for the same
- Failing to do the same organization can be liable to take action against your employment

Yours truly,  
For Intellipaate Software Solutions Private Limited



**Dewaker Singh Bisht**  
Director– Human Resources

I, agree to accept the terms and conditions mentioned above and also those in the Service Conditions, and Non-Disclosure Agreement documents enclosed with this letter.

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

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

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

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

Annexure 1  
Name : Samrudhi S B

Particulars	First Six Months	After Six Months	Annual Salary
Basic Salary	16,650	15,402	1,84,824
HRA	4,440	6,040	72,480
Special allowance	910	8,558	1,02,696
<b>Total Net Salary (A)</b>	<b>22,000</b>	<b>30,000</b>	<b>3,60,000</b>
Professional Tax	-	200	2,400
<b>Total Gross Salary (B)</b>	<b>22,000</b>	<b>30,200</b>	<b>3,62,400</b>
<b>Fixed Cost to Company</b>	<b>22,000</b>	<b>30,200</b>	<b>3,62,400</b>
Performance Based Incentives	15,000	30,217	3,62,600
<b>Total (Fixed CTC + Variables)</b>	<b>37,000</b>	<b>60,417</b>	<b>7,25,000</b>

**Documents required during Joining.**

- IDProof:** Copy of Aadhar card/Passport/Pan card/Voter ID card/Other Government Photo ID card.
- Address Proof:** Copy of driving license/Passport/Voters ID/Lease Agreement/Ration Card
- Employment Verification Documents**
  - Copy of current employer's Appointment/Confirmation/Appraisal Letter.
  - Copy of current employer's Relieving and Work Experience Letter.
  - Copy of last 3 months' Salary Slip / Certificate.

**4. Other Documents:**

- Passport Size Photographs (3).
- Copy of PANCard.
- Copies of all Academic & Training Certificates.

Kindly carry your Signed Offer letter along with a passport size photograph pasted on the offer letter on the day of joining.

Yours truly,  
For IntelliPaat Software Solutions Private Limited



**Dewaker Singh Bisht**  
Director – Human Resources

Ref No: HR/APP/002/24  
9<sup>th</sup> January, 2024

To

Rahul V  
28, 3<sup>rd</sup> Cross,  
P F Layout, Vijayanagar,  
Bangalore - 560040.

Dear Rahul,

We are impressed with your credentials, and take pleasure to offer you an appointment at KG Invicta Services Private Limited as "**Junior Process Associate**" on the following lines.

**Place of Work:** Your current location of work will be at Bangalore, Karnataka, India.

**Pay and Benefits:** Your monthly Cost - to - Company (CTC) will be **Rs.21,751/-** (Rupees Twenty One Thousand Seven Hundred and Fifty One only). You are also eligible for a loyalty bonus of **Rs.12,000/-** (Rupees Twelve Thousand Only) on successful completion of each year.

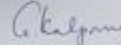
Your CTC breakup is attached in Annexure B. Your compensation is based on your profile and the nature of the assignment and may have no relation to that of others. Hence you are required to keep it confidential.

You will be on training for 3 months from the date of joining. On your successful completion of the training period, you will proceed with the probation period. Your probation period is 6 months, if required this period may be extended at your Manager's discretion. During probation, your services are liable to be terminated by the company without giving any notice or assigning any reason thereof. Your confirmation of services would be subject to your performance meeting the requisite standards, which will be in writing.

Your appointment will be governed by the terms and conditions of the employment which is attached as **Annexure A**. You will also be governed by the rules and regulations of the organization and those may change from time to time.

Your appointment will be effective on your joining date. On acceptance, please sign a copy of this offer of appointment and return the same to the undersigned.

Yours Sincerely,  
For KG Invicta Services Private Limited

  
Kalpana Gopalakrishnan  
Vice President - Administration



Acknowledgement: I accept the offer on the terms and conditions and shall report to work on \_\_\_\_\_

## KG Invicta Services Private Limited

CIN: U74999TZ2024PTC006907 PAN: AAIC3847L GSTIN: 28AAIC3847L5X

KGIS, No. 15, JP Nagar, 3<sup>rd</sup> Phase, Bannerghatta Main Road, Bangalore - 560 076, Karnataka, India

080 4096 2041

www.kginvicta.com

info@kgis.co

Corp Office: KGIS Campus, 365, Thudiyalur Road, Sarawampatti, Coimbatore - 641 035, Tamil Nadu, India Ph: 91 (422) - 4419999

Dear Mr Bharath,



Congratulations on your appointment and Welcome to SLN INFRA.

SLN INFRA is delighted to empanel you the full- Time position as “Executive Accounts” with an anticipated start date from 20.10.2023

Office Timings – 10:15 AM - 6. 1 5 P. M, ( You will have to work on all the Weekdays and Week - off will be on Sunday ) You are also eligible to take one sick leave Per Month.

Please Note You will be on a Probation period for 90 Days Based on which we will look at the Appraisal. The CTC will be 3,00,000 per annum.

You will not be eligible for full and final settlement if you leave the job without resignation letter and you have to serve 30 days’ notice period from the date of acceptance of your resignation.

We wish you tremendous success in the coming years and look forward to your long-term association and contributions to SLN INFRA

Good Luck & All the Best.

Regards,  
HR Manager  
SLN INFRA





# SNC



## Shankaranarayana Constructions Private Limited

No.SNG/BNG/2023-24/506

22<sup>nd</sup> September, 2023

MR.PRAJWAL .R,  
#04, 1<sup>st</sup> Main 2<sup>nd</sup> Cross, Byatarayanapura  
Mysore Road, Bangalore South, Bangalore, Karnataka-560026

Dear Mr.Prajwal .R,

With reference to the discussion undersigned had with our Executive's on behalf of M/s. Shankaranarayana Constructions Pvt Ltd, Company is pleased to appoint You as "Accounts Trainee" at Corporate Office - Bengaluru, with effect from 21<sup>st</sup> September, 2023 on the following terms and conditions:

Particulars	Per Month (Rs)	Per Annum (Rs)
Basic Pay	13,500.00	1,62,000.00
HRA	4,050.00	48,600.00
Special Allowance	1,150.00	13,800.00
Food Allowance	1,300.00	15,600.00
<b>TOTAL GROSS</b>	<b>20,000.00</b>	<b>2,40,000.00</b>

PF, Gratuity as per the Statutory Provisions (\* Tax shall be deducted on non-production off bill)

1. You will be on probation for a period of three months and during this period. You will be not eligible for any leave. You will be confirmed after the probationary period if your performance, attendance and conduct are found satisfactory. The Management reserves the right either to extend the probationary period or to dispense with your services at any time during the period. On confirmation, your services are liable to be terminated on **One month's** notice or in lieu **One month's** salary as compensation on either side.
2. The working hours applicable to you shall be the same as are observed at the Company's offices / construction sites depending upon your place of posting and as amended from time to time. You are liable to be posted / transferred anywhere in India and abroad. You are also liable to be deputed / transferred to any of the group companies, in which case you shall be governed by the terms and conditions of service as applicable to the new assignment, without any financial loss to you with regard to your salary.
3. Rules regarding EPF & Superannuation(Whenever applicable) Gratuity as amended from time to time shall be applicable to you immediately on joining.
4. While in service you shall not undertake any other work, with or without remuneration either on full or part-time basis in any trade or service without written permission from the company. Contravention of this would lead to termination of your services without assigning any reason/notice.

**Nation Builders Since 1960**

"SNC House" 4th Floor, No. 7, Residency Road, (Old No. 9, Raja Ram Mohan Roy Road),  
Bengaluru - 560 025, INDIA. Phone : +91 (080) 22109541 / 42 / 43 / 44  
Fax : +91(080) 22109545 Email: [sncbgr@ssncindia.com](mailto:sncbgr@ssncindia.com) Website : [www.ssncindia.co.in](http://www.ssncindia.co.in)  
CIN No. : U40401KA2006PTC038820





5. In the event of your voluntary resignation, you shall not work for / associate with any of our competitors within five years of leaving the company. You shall be liable to pay damages or penalty, as determined by the company, in case of violation.
6. You shall always maintain utmost secrecy concerning the affairs of the company, your obligation to keep such information confidential shall remain so even on termination / cancellation of your appointment or your resignation.
7. If you commit breach of any of the conditions mentioned herein or are guilty of conducting yourself in a manner which would bring the company or its employees into disrepute or if you borrow or accept money or gifts from any of the customers / subcontractors of the company or from anyone trading with the company, your appointment will be terminated without notice.
8. You shall be governed by the Standing Order (rules and regulations) of the company enforced from time to time in respect of matters not covered by this letter of appointment.
9. You shall not misuse company property or use company vehicle for private use nor drive the company vehicle on any circumstances official or private. You will also ensure not to consume liquor or any intoxicated drink during the course of your job.
10. Your appointment, confirmation and continuation in service is subject to your clearing the background verification check. If the outcome of the background verification turns out to be negative, management reserves the right to terminate you at any time without assigning any reason whatsoever and in that case you shall not be entitled for any compensation whatsoever nature. Notwithstanding anything mentioned above during the background verification if the management comes to know that the documents, credentials or information furnished by you during the interview or while joining the company, found to be false, incorrect, concocted or doctored then the company reserves the right to initiate both civil or criminal action against you.
11. Failure to adhere to any of the above terms and condition or Company's instructions shall entail termination of your services with immediate effect.
12. If the above terms and conditions are acceptable to you, please sign and return the copy of this appointment letter.

Thanking you,

Yours faithfully,

For Shankaranarayana Constructions Pvt Ltd.,

Ayappan Kutty .S  
Sr. GM - HR

Copy to: Accounts Section, Head Office, Bangalore – For Information

# *Sneha* ENTERPRISES

SNEHA ENTERPRISES, NO. 733, 13TH CROSS, 7TH BLOCK, JAYANAGAR, BANGALORE - 560082

18-Jan-2024

## **Job Offer form Sneha Enterprises**

**Dear Karthik.M**

We were all very excited to meet and get to know you over the past few days .  
We have been impressed with your background and would like to formally offer you the the position of **Project Dept - Coordinator**.

This is a full time position [From Monday to Friday full working day (Time - 9:30am to 6:00pm) & Saturday half day (9:30am to 3:00pm)]. You will be reporting to the head of the **Project department - Mr. Vijay Bellary (Manager - Project)**.

We will be offering you an annual gross salary of Rs 2,00,000 and every 6 months increment is given. You will also have **EPFO & ESICIP** benefits.

Your expected starting date is **20 - Jan - 2024** . You will be asked to fill all your biodata for document purpose at the beginning of your employment.

We would like to have your response by **19 - Jan -2024**. In the meantime, please feel free to contact **Mr. Vijay Bellary (Manager - Project)** by email [[project@sneha-enterprises](mailto:project@sneha-enterprises)] or phone on [**98803 94222**], if you have any questions.

We are all looking forward to having you on our team.

Best regards,

**Mr. Vijay Bellary (Manager - Project)**

# *Sneha*

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## ENTERPRISES



Name : **Karthik M**

Designation : **Project Dept - Coordinator**

Employee ID: **SE1996147**

**Covid-19 Vaccinated**

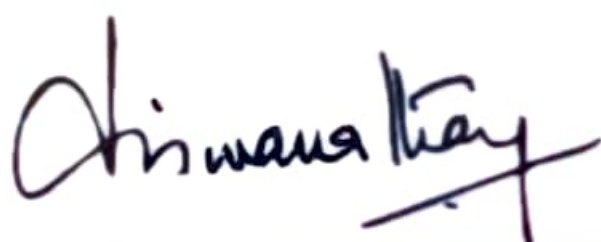
**Channel Partner**



**BLUE STAR**

**Air Conditioning Systems**

Date of Joining : 20.01.2024  
Blood Group :  
Date of Birth : 05.11.2001  
Emrg. Contact No. : 9686228150  
Valid Date: 20.01.2024 to 31.12.2026



Issuing Authority

If found please return to  
**SNEHA ENTERPRISES**

No. 733, 13th Cross  
7th Block, Jayanagar  
Bangalore - 560 082

Telefax : 080 - 2676 0026 / 28  
[viswanathan@sneha-enterprises.com](mailto:viswanathan@sneha-enterprises.com)



### 3. NATURE OF EMPLOYMENT AND DUTIES OF EMPLOYEE

The Employee shall during his/her employment with the Company under this Agreement:

- 3.1. Perform the duties and exercise the powers which the Company may from time to time properly assign to him/her in his/her capacity or in connection with the business of the company or any of its associated company.
- 3.2. The Employment shall be full-time Employment and the Employee shall not undertake any reward for work other than the duties which he is required to perform under this Agreement.

### 4. HOURS OF EMPLOYMENT

- 4.1. The Employee shall comply with the normal working hours of the company, as directed by the Company, or in the absence of such direction, as published in the employee's handbook provided by the Company at the joining of the employee and also as amended from time to time by the management.

### 5. PRESENT POSTING AND FUTURE TRANSFERS

- 5.1. The Employee's place of employment shall be at the Company's offices as set out in the **Annexure A**. But, the Company is entitled to require the employee to work at any other place of business of the Company including offices are in existence or to be planned in the future, whether on temporary or permanent basis on the terms and conditions as are applicable to such transfer in accordance with the then applicable rules, regulations and policies of the Company.
- 5.2. The Employee shall, in the performance of his/her duties, may be required to travel from his/her place of employment to anywhere within the country or abroad.

### 6. REMUNERATION, BENEFITS AND DEDUCTIONS

- 6.1. Subject as hereinafter provided the Company shall pay to the Employee during the continuance of his/her employment hereunder a salary (bifurcated into Fixed components and Performance linked components) specified in the Particulars of Employment as set out in the **Annexure A**.
- 6.2. Performance linked components, if any are payable monthly subject to achievement of the minimum performance criteria as defined by the management from time to time. Depending on the performance of the Employee, he/she may qualify to receive only partial or full amount of the performance linked allowances.
- 6.3. The said salary shall be reviewed by the Company on an annual basis (As per applicable appraisal cycle), and any such revision of salary shall take effect from such time and in such manner as the Company shall in its sole discretion think fit.
- 6.4. Except as expressly provided by this Agreement the Employee shall not be entitled to any salary in respect of any period during which he/she fails or be unable, from any cause, to perform all or any of his/her duties without prejudice to any right of action accruing or accrued to either party in respect of any breach of this Agreement.
- 6.5. The Company shall deduct a proportionate amount from the Employee's fixed remuneration for every day of absence beyond the permissible limit of leaves available to the employee during the calendar month/ financial year. The Company at its own discretion may provide relief with respect to the deduction made on account of his/her absence from the employment provided his/her absence is due to incapacity through illness or injury and the Employee produces to the Company without any delay the certificate of a duly qualified medical practitioner stating the cause of such incapacity.
- 6.6. All monetary or non-monetary entitlements granted to the Employee, whether by way of Salary, Bonus or otherwise, shall be subject to the statutory deductions like Provident Fund contribution, ESI / Medical Insurance Contribution, LWF Contribution, Income Tax (TDS) or any other statutory deduction for which the Company is liable to deduct as prescribed under various laws applicable to the Company.
- 6.7. Unless specifically stated in the Particulars, bonus or any other benefits provided by the Company to the Employee, irrespectively of its nature and of its either temporary or repetitive provision, will always be treated as a benefit voluntarily provided by the Company to the Employee and will not in any way consist a legal obligation of the Company under this Agreement.
- 6.8. The Company shall pay, or reimburse to the employee for only pre-approved, reasonable and adequately substantiated – travel, accommodation, communications or any other related expenditure incurred in connection with the performance of the duties assigned by the Company, subject to the policies framed by the Company. These may be contingent on performance threshold as defined from time to time.
- 6.9. Employee will be covered under a comprehensive Medical Insurance and Accidental Coverage as detailed in the Company's employee handbook and amended from time to time as the Company deems appropriate.

- 6.10 The Company reserves the right to cancel or modify the benefits of plan and programmes, its offers to its employees at any time provided that such cancellation, shall be carried out in a manner that it does not discriminate between employees of the same level. None of rights of the Employee, to receive any form of compensation payable pursuant to this offer may be assigned or transferred except by operation of law.
- 6.11 The Company shall bear cost of Employment Pass/ Work Visa/ Business Visa and other relocation charges, as may be applicable and approved from time to time, for its employees. Such cost or charges along with any incidental charges paid by the Company towards covering expense of relocation or Visa will become payable from the employee to the Company in case his or her employment is ceased, whether initiated by the Company or the employee, within one year of such expenses being outlaid. In case of cessation of employment within 12 months of such expenses being borne by the Company, these will be recovered from the last salary or full & final settlement of the employee, whichever is applicable.
- 6.12 Any accrued incentive or bonus will be payable only if the employee status is active and not resigned as on the day of incentive or bonus pay out. In case the employee has resigned or is inactive in the system on such date, the accrued incentive & bonus will lapse. The variable incentives can also be negative in case the targets are not achieved. The basis of calculating the variable incentives (both positive & negative) is included in the Compensation policy uploaded on Square Beats. The Compensation policy will be subject to change from time to time at the sole discretion of the company.

## 7. PROBATION PERIOD & CONFIRMATION OF EMPLOYMENT

- 7.1. The Employee shall be employed on a probationary basis for a period of **6 months** from the date of commencement of his/her employment, or for such extended time as the Company may decide.
- 7.2. The Company may thereafter confirm the employment of the Employee after he/she has completed the probationary period or the extended probationary period as the case may be. Such confirmation shall be communicated to the employee via e-mail communication.

## 8. LEAVES & HOLIDAYS

- 8.1. The Employee shall be entitled to a total of **32 total leaves** (in addition to public and statutory holidays) for every financial year, as mentioned in the Employee Handbook.
- 8.2. The Employee shall be entitled in each calendar year **10 public and statutory holidays**. These holidays will be declared at beginning of each calendar year.
- 8.3. All holidays shall be approved within appropriate timelines as provided by the Company, from time to time.
- 8.4. The employee will be eligible to avail One (1) compensatory leave in every month during the probationary period. Holiday allowance does not accrue during the probationary period.

## 9. TERMINATION

- 9.1. The Employee's employment with the Company may be terminated by either party giving to the other party notice in writing or salary in lieu of notice as set out in **Annexure A**. In this case, the Employee shall not be entitled to leave pay.
- 9.2. The Company shall have the right summarily to terminate the Employment without notice or payment of compensation in any of the following events:
- If the Employee is guilty of fraud, dishonesty or misconduct or commits any act which in the opinion of the Company is likely to bring the Company or any officers or employees of the Company into disrepute whether or not such dishonesty, misconduct or act is directly related to the affairs of the Company.
  - If the Employee is adjudged bankrupt or makes a composition with his/her creditors.
  - If the Employee commits any material breach of his/her duties or obligations under this Agreement.
  - If the Employee is discovered to have made or given any false statement or answer to any question in connection with the Company's Employment application form or any Curriculum Vitae submitted to the Company concerning such Employee.
  - Habitual absence without approval of leaves.
  - Habitual neglect of work or gross or habitual negligence.
  - Commission of any act not in conformity with discipline or good behavior.
  - Seeking or giving illegal gratification.
  - Offering or passing kickbacks or any other kind of monetary reward to clients of the Company unless otherwise permitted under the company policies
  - If the employee provides any false statement about his/her family background as he agreed at the time of joining.

- 9.3. Upon the termination of the Employee's employment (howsoever arising) the Employee shall return to the

Company all documents, records, items and materials in his/her possession or custody belonging to the Company or its clients and the Employee shall not retain any copies (including electronic or soft) thereof.

- 9.4. Depending on the duration of the employment with the Company, the employee may be entitled to statutory payments at the time of termination of employment.
- 9.5. Upon termination, the Company shall pay the amounts accrued to the employee after making necessary & permissible deductions of such sums which are due to be paid by the employee to the Company, within 90 days from the termination.
- 9.6. Employee and the Company are free to terminate their employment relationship at any time for any reason, with or without cause, or for no reason at all, with a written notice. The notice period shall be dependent on the status of employment i.e. on probation or confirmed and is mentioned in **Annexure A**.
- 9.7. If such termination of the employment is initiated by the employee, then the Company may, at its sole discretion either accept such resignation immediately or not, provided that, the Company may choose to pay to the employee or may buy out the salary in lieu of balance period of his/her notice period. However, the employee has to serve the required notice period, if the resignation is accepted by the Company.
- 9.8. The employee would undertake to refund all expenses and costs that may be incurred by the Company on the employee towards any joining bonus paid to the employee at the time of beginning of employment with the Company, in the event the employee initiates the termination of the employment within twelve (12) months from the date of commencement of the employment with the Company.
- 9.9. At the time of separation from the Company, employee undertakes to refund all loans, salary advances granted by the Company for employee's personal usage.

## 10. GENERAL

- 10.1. **Non-waiver:** No delay, failure or omission on the part of the Company to exercise any of its powers, rights or remedies under this Agreement will operate as a waiver of them nor will any single or partial exercise of any such powers, rights or remedies preclude any further exercise of them.
- 10.2. **Additional Remedies:** Notwithstanding anything contained in this Agreement, the Parties acknowledge that in addition to any remedy available to the Company, whether provided herein or conferred by statute, civil law, common law, custom, trade, or usage, the Company shall be entitled to obtain an injunction against the Employee from a civil court of competent jurisdiction.
- 10.3. **Additional Conditions:** Employee has read and shall always abide by the terms and conditions as stipulated in the employee's hand book, HR Policies including Compensation and Benefits policy, Reimbursement policy, Leave Encashment policy, etc as disseminated through any channels to the employee and these Policies may be amended from time to time as per the sole discretion of the Company.
- 10.4. **Severability:** If any provision of this Agreement is held by a court of competent jurisdiction to be illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect. Any invalid or unenforceable provision of this Agreement shall be replaced with a provision which is valid and enforceable and most nearly reflects the original intent of the invalid or unenforceable provision.
- 10.5. **Employee's Representations and Warranties:** The Employee confirms that he has carefully read and fully understands all the provisions of this Agreement. The Employee represents that he (i) is familiar with the foregoing covenants not to compete and not to solicit and the reasons therefor, and (ii) is fully aware of his/her obligations under this Agreement including, without limitation, the reasonableness of the length of time, scope and geographic coverage of these covenants.
- 10.6. **Accountability:** In the event of a breach of Confidentiality agreement without prejudice to any right conferred by law on the Company, the Employee hereby agrees that he shall indemnify the Company for all costs (including but not limited to legal costs on an indemnity basis), loss and damage suffered by the Company or alternatively to make good to the Company all profits or gains made by the Employee or the Employee's spouse, family members or relatives by reason of the Employee's breach of any of his/her duties to the Company or to the Company's clients.
- 10.7. **Jurisdiction and Dispute Resolution:** This Agreement shall be governed by and construed in accordance with the laws of India and shall be under the exclusive jurisdiction of the High Court of Delhi. Any dispute between the Parties shall be finally settled through arbitration conducted in New Delhi in accordance with the Arbitration and Conciliation Act, 1996. A sole arbitrator shall be appointed jointly by the Parties within 30 days of either Party requesting the other to suggest or approve a sole arbitrator. If the Parties fail to agree on a sole arbitrator within the 30 days period mentioned above, then either Party may make application to the High Court of Delhi for appointment of the arbitrator under the provisions of Arbitration and Conciliation Act, 1996.
- 10.8. **Entire Agreement:** This Agreement and its Exhibits, constitutes the entire understanding relating to terms of employment between the Employee and the Company and supersedes all prior offers, agreements, statements or representations, written or oral between the Parties. Further, the Employee acknowledges and agrees that, as of the date of this Agreement, the Employee has no former claims of any nature, whatsoever against the Company.

By: M Parthiban  
  
Attested by: \_\_\_\_\_  
Date: \_\_\_\_\_







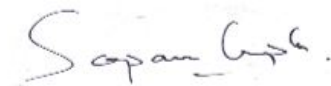
**4. AGREEMENT NOT TO COMPETE OR SOLICIT shall include:**

- a. Throughout this Agreement with the Company, and for a period of 12 months following the termination of this Agreement, the Employee will not directly or in association with others, compete with any of the business activities in which the Company or any of its associated companies become involved, anywhere in the world, during the period of this Agreement.
- b. The foregoing restriction on competition and solicitation will preclude without limitation:
  - I. Selling or soliciting sales of products and services which compete with the Company or any of its subsidiaries, and
  - II. Accepting employment in a related business area with or acting as a representative or agent of a current customer of the Company or any other person or entity which competes with the current business of the Company during the period of this Agreement.
  - III. In order to protect its business interest, the Company, reserves the right of not providing full-fledged work during the Employee's required contractual probation period and may require Employee not to attend the place of work whilst remaining employed for the contractual probation period. During this probation period, the employee will not be permitted to work for anyone else.
  - IV. Either alone or in association with others (i) solicit, or encourage any organization directly or indirectly controlled by the Employee to solicit, any employee of the Company or any of its subsidiaries to leave the employ of the Company or any of its subsidiaries, (ii) solicit for employment, hire or engage as an independent contractor, or permit any organization directly or indirectly controlled by the Employee to solicit for employment, hire or engage as an independent contractor, any person who was employed by the Company or any of its subsidiaries at any time during the term of the Employee's employment with the Company or any of its subsidiaries.

While the restrictions aforesaid are considered by the Company and the Employee to be reasonable in all the circumstances, it is agreed that if any one or more of such restrictions shall either taken by itself or themselves together be adjudged to go beyond what is reasonable in all the circumstances for the protection of the Company's legitimate interest but would be adjudged reasonable if any particular restriction or restrictions were deleted or if any part or parts of the wording thereof were deleted, restricted or limited in any particular manner, then the said restrictions shall apply with such deletions, restrictions or limitations, as the case may be.

IN WITNESS whereof the parties hereto have hereunto set their hands the day and year first herein before written.

SIGNED  
for and on behalf of  
Square Yards Consulting Pvt. Ltd.



Authorised Signatory

Date .....

All Terms and Conditions  
Accepted:

\_\_\_\_\_  
(Name of Employee)



**ANNEX B- CTC Breakup**

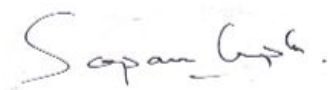
**M Pavithra (SQY44722)**

	<b>Yearly CTC</b>	<b>Monthly CTC</b>
<b>CTC</b>	<b>300,000</b>	<b>25,000</b>
<b>Earning</b>		
Basic	195,000	16,250
HRA	83,400	6,950
Statutory Bonus	0	0
Performance Linked Payout	0	0
Special Allowance	0	0
Lunch	0	0
LTA	0	0
Uniform Allowance	0	0
Children Allowance	0	0
Books & Periodicals	0	0
Telephone allowance	0	0
Car Running & Maint	0	0
<b>Statutory Benefits</b>		
PF (Employer Part)	21,600	1,800
LWF (Employer Part)	0	0
ESIC (Employer Part)	0	0
Gratuity	0	0
<b>Monthly Gross</b>	<b>278,400</b>	<b>23,200</b>
PF (Employee Part)	21,600	1,800
LWF (Employee Part)	0	0
ESIC (Employee Part)	0	0
P TAX	2,400	200
PA Cover	180	15
Mediclaime	4,800	400
<b>Net Pay</b>	<b>249,420</b>	<b>20,785</b>

IN WITNESS whereof the parties hereto have hereunto set their hands the day and year first herein before written.

SIGNED  
for and on behalf of  
Square Yards Consulting Pvt. Ltd.

All Terms and Conditions  
Accepted:



By: M Pavithra  
  
SIGNED  
Date: 20/07/2023  
By: M Pavithra  
SIGNED  
Date: 20/07/2023  
By: M Pavithra

Authorised Signatory

Date .....

\_\_\_\_\_  
(Name of Employee)



MOZO HUNT PRIVATE LIMITED  
B-261, TOWER-A, New Ashok Nagar,  
Delhi, 110096  
CIN: U74940DL2021PTC387941  
www.mozohunt.com  
info@mozohunt.com

Date: 28/4/2023

Lathashree,

Dayananda Sagar Institutions  
Bengaluru

I am pleased to confirm your acceptance of PPO offer as Management Trainee in the Marketing & Sales HR and Finance with (**MOZO HUNT**). Your duties and assignments for this position is as follows (brief description or attach job description).

Your first day of work will be **28 April 2023 to 28<sup>th</sup> June 2023.**

You will work 48 hours per week.

As an intern, you will not be a Company employee. You will not be eligible for any benefits that the Company offers its employees, including, but not limited to, health benefits, holiday pay, vacation pay, sick leave, retirement benefits, you understand that participation in the internship program is not an offer of employment, and successful completion of the internship does not entitle you to employment with the Company. During your internship, you may have access to confidential, proprietary or trade secret information belonging to the Company. You agree that you will 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 the internship, you will immediately return to the Company all of its property, equipment, and documents.

Your full time employment will be effective from 29<sup>th</sup> June 2023. The remuneration would be Rs 35,000 per month and your annual CTC will be INR 4.20 LPA.

Your full time tenure will be governed by the terms and conditions during the two month term and company can terminate the offer under situations of unsatisfactory or in-disciplinary behavior.

Sincerely,  
Company Representative

For **MOZOHUNT PRIVATE LIMITED**

*Vishakha*

**Vishakha Singh** Director

**Date: November 7, 2023**

**Mr. Dhanush P**

National ID: 2235-5941-6199

**Subject: EMPLOYMENT OFFER LETTER**

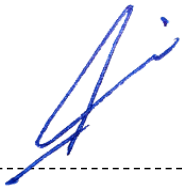
Dear Dhanush P,

This refers to your application and subsequent interview; we are pleased to offer you the position with **DYNAMICS SOLUTION AND TECHNOLOGY** as an “**Intern**” likely to be made permanent based upon your performance at **Dynamics Solution & Technology Arabia**. Your base location will be India, with effect from **Date: November 7<sup>th</sup>, 2023**.

Your stipend will be INR 30,000/- for one year starting from the date of joining. The title will be revised once the employment is confirmed.

All terms & conditions are applicable as mentioned in the contract. The effective date of your contract shall be your actual signing date below. Please sign a copy of this letter as a token of your acceptance.

Sincerely yours,



Muhammad Shahroz  
Human Resources



Agreed and Accepted  
Name & Date: Dhanush P  
07/11/2023



## **Annexure 1 – Non-compete**

### **1. COVENANT NOT TO COMPETE**

For good consideration and as an inducement for Dynamics Solution and Technology to employ Employee, if such employment is terminated for any cause, the employee shall not, for a period of employment contract, engage directly or indirectly, either personally or as an employee, associate partner, partner, manager, agent, or otherwise, or by means of any corporate or another device, in the Business Applications or Cloud Solution providers, additionally nor shall employee for such period and in such localities solicit orders, directly or indirectly, from any customers of Dynamics Solution and Technology, or from any customers of its successor, for such solution and services as are sold or offered by Dynamics Solution and Technology or its successor, either for (himself or herself) or as an employee of any person, firm, or corporation.

### **2. DEFINITION OF THE TERMS**

The term "not compete" as used herein shall mean that the Employee shall not own, manage, operate, consult, or be employed in a business substantially like, or competitive with, the present business of the Dynamics Solution and Technology or such other business activity in which the Dynamics Solution and Technology may substantially engage during the term of employment.

Competition means owning or working for a Business Application or Cloud Solutions either directly offered by:

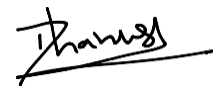
- Microsoft / Oracle / SAP / Infor / Epicor / SAGE / Amazon / Google
- LSP Partners
- CSP Partners
- Distributor
- ISV's

### **3. TRADE SECRETS**

The Employee acknowledges that Dynamics Solution and Technology shall or may in reliance of this agreement provide Employee access to trade secrets, customers, and other confidential data and goodwill.

Employee agrees to retain said information as confidential and not to use said information on his or her own behalf or disclose same to any third party.

The Employee will take necessary actions to keep the Dynamics Solution and Technology's business secrets, including but not limited to customer, supplier, logistical, financial, research and development information, confidential and not disclose the Dynamics Solution and Technology's business secrets to any third party during and after the term of the Employee's employment.



-----  
Agreed and Accepted

Name & Date: Dhanush P  
07/11/2023

#### 4. SPECIFIC ACCOUNT NON-COMPETITION CLAUSE

On the termination of the Employee's employment with the Dynamics Solution and Technology for any reason, the Employee will not solicit any customer of the Dynamics Solution and Technology that was a customer of the Dynamics Solution and Technology during the course of the Employee's employment with the Dynamics Solution and Technology, whether or not still a customer of the Dynamics Solution and Technology and whether or not knowledge of the customer is considered confidential information, or in any way aid and assist any other person to solicit any such customer for a period of Two years from the date of termination of the Employee's employment.

#### 5. INDEMNIFICATION

Employee agrees to pay liquidated damages in the amount of one-year gross salary for any violation of the covenant not to compete contained in this Agreement.

#### 6. BINDING AGREEMENT

If any part of these promises is void for any reason, the undersigned accepts that it may be severed without affecting the validity or enforceability of the balance of the promises.

This agreement shall be binding upon and inure to the benefit of the parties, their successors, assigns, and personal representatives.



Agreed and Accepted

Name & Date: Dhanush P  
07/11/2023



08-05-2023

Dear Supriya Singh,

Congratulations! It is our pleasure to offer you the position of **Admissions Counselor - Inside Sales (Inside Sales)** at Grade **G1** with **upGrad Education Private Limited**.

upGrad is committed to building the careers of tomorrow by delivering the best learning experience at scale. In this journey, our people are our greatest assets and we expect every upGrad team member to adhere to our core values of **Accountability, Speed, Passion, Integrity, Respect, and Excellence (ASPIRE)**.

Please find the specifics of your offer below:

1. Your employment will be governed by upGrad Education Employment Agreement ("upGrad").
2. You will be based at our **Indiqube, Bengaluru, Karnataka, India** Office. upGrad reserves the right to change the location based on the business requirement. You will be given prior notice period of one (1) week before such a change.
3. The standard work days would be for 6 days in a week on a rotational basis. Also depending on your deliverables, you will be required to manage your work hours/days to achieve your goals for the defined periods. The work timings may extend beyond the specified hours based on the Company's requirement. The company reserves the right to change workdays and hours of work at any time and as per exigencies of work.
4. **Compensation:**
  - i) Fixed component of CTC will be **INR 3,50,000**. This will be disbursed to you as per company's current standard compensation plan (Annexure I attached).
  - ii) Over and above the fixed Compensation, you shall be eligible for performance-based incentive upto **INR 400000** per annum on achieving specific targets, which will be paid as per the "Sales Incentive Plan". You may be eligible for additional incentives subject to your out-performance which is confirmed by the Company. The details of the Sales Incentive plan will be available on the common folder shared by HR. The actual payout of the incentive may vary depending on a number of factors, including but not limited to Company and/or individual performance, management discretion and the terms and conditions of the applicable Sales Incentive plan.
5. You are expected to join us on **03-07-2023**. In case of any change in the date of joining, it will be communicated over an email to you and/or your Training & Placement Officer, one week prior to the week of joining.
6. You will be on a probationary review during the first six (6) months of your employment with the Company ("Probation Period"). Confirmation of your employment is contingent upon your successful completion of the Probation Period.
7. At the discretion of the company, you will be eligible for an appraisal and annual variable payout only if your date of joining is on or before 30<sup>th</sup> September of the current financial year. Further, your variable payout would be paid out in the next financial year on a pro-rata basis if your date of joining falls after 30<sup>th</sup> September of the current financial year.
8. Nothing in this agreement, shall restrain upGrad from rescinding this offer letter due to business decisions before the date of joining.

# upGrad

9. You will be required to submit to our HR a set of documents. (As detailed in Annexure II) at the time of joining.
10. You will be required to submit the Education Degree Certificate or a Provisional Certificate from your College/University within six (6) months of your date of joining ("Education Certificate Submission Period"). If you have not received the Education Degree Certificate or a Provisional Certificate within the above stipulated time, you will have to submit a written undertaking from the College within one (1) month of expiry of the Education Certificate Submission Period, that you have appeared for the final examination and are awaiting results. Failing to provide the required documents might result in extension of your probation period or termination of your employment on immediate basis at the discretion of upGrad.
11. By accepting this Offer Letter, you confirm that no examination of yours are scheduled within the first 90 days of the month of joining and you will not be requiring any leave during this period for the purpose of examination.
12. Post the above 90 days period, you will be eligible for the unpaid leaves for final examination only if approved by your manager in advance and if such leave application is not in contravention of the below condition:
13. Leave for examination purpose can be availed only for the following days:
  - i) 2 days prior to the first exam
  - ii) 1 day leave after the last day of the exam
  - iii) Maximum of 20 days' leave; provided the exam schedule is stretched to these many days
  - iv) This offer letter is non-binding on either party till the execution of the employment agreement.
  - v) This Offer is subject to Successful background verification.

Please confirm acceptance of this letter by signing and returning a copy. We would like to take this opportunity to welcome you to the **upGrad** family and look forward to have a long and mutually beneficial relationship.

With Kind Regards,

For **upGrad Education Private Limited**



Saurabh Deep Singla  
Chief Human Resources Officer

**Received & Accepted**

**Supriya Singh**  
(Signature)

## Annexure-I

**Name:** Supriya Singh  
**Department:** Inside Sales  
**Designation:** Admissions Counselor - Inside Sales  
**Grade:** G1  
**Location:** Indiqube,Bengaluru, Karnataka, India

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	1,22,500	10,208
HRA	61,250	5,104
Special Allowance	1,38,758	11,564
<b>Gross Earning</b>	<b>3,22,508</b>	<b>26,876</b>
Provident Fund	21,600	1,800
Gratuity	5,892	491
<b>Fixed CTC</b>	<b>3,50,000</b>	<b>29,167</b>
Incentive Annual	4,00,000	
<b>Total CTC</b>	<b>7,50,000</b>	<b>62,500</b>

### Note:

1. Term insurance of 10 lakhs, if the fixed CTC is below 7 lakhs. Term insurance of 20 lakhs, if the fixed CTC is 7 lakhs or above.
2. Mediclaim coverage of Rs. 5,00,000 for Self + Spouse + 2 Kids.
3. Group Personal Accident Insurance of Rs. 10,00,000.
4. The reimbursements will be subject to submission of Bills.
5. Failing to submit the bills for reimbursement, amount is still receivable but as a taxable component.
6. Tax will be deducted as per applicable slab rates.
7. The company would have the right to amend the salary breakup at any point of time – in line with its policies or governing regulations.
8. Your Compensation is subject to review, at the sole discretion of the Company, in accordance with Company's policies amended from time to time.



9. The Compensation review disbursement, if applicable, shall be determined and processed as per the company's policy.

## **Annexure-II**

### **Documents Required**

1. Proof of Age and Current Address (Passport / Ration Card / Driving License / Voter's Id / Aadhar Card, Leave and License Agreement, Telephone / Electricity Bill).
2. Permanent Account No. (PAN) / Copy of PAN application (in case PAN is not available).
3. Aadhar Card / Copy of Aadhar application (in case Aadhar is not available).
4. Education Documents (Graduation/Diploma Certificates/NOC and Mark Sheets).
5. Previous Employer's Resignation Acceptance or Relieving/Experience/Service Certificate for candidates with prior experience (if applicable).
6. Four (4) passport size colored photographs.

## **OFFER LETTER**

Dear Tejashwini M,

**Date: 08-08-2023**

This letter is to offer you a position with **Jenika Ventures LLP**. It is with great pleasure that we offer you the position of **HR Operation Executive**. You will be based in Bangalore location and report to **Mr. Sahil Khan**. Your place of work will be "**Bangalore**". Based on your capabilities and accomplishments, I believe that your talents will not only benefit Company name but also that our mutual relationship will assist you in reaching your personal and professional goals.

Your detailed compensation plan will be given to you at the time of joining. Your compensation will be Rs. 2,64,000/- (two lakh sixty four thousand Only) per annum (CTC). Your compensation will also include Insurance (if applicable), Casual, Sick and Privilege leave and other benefits as per corporate policy.

You are required to submit the following documents on the mail id  
hr@jenikaventures.com

- a. Copy of PAN Card
- b. Aadhaar card
- c. Two passport-sized photographs.

Tejashwini M, I am eagerly looking forward to having you join our team. Should you have any questions, please do not hesitate to contact me.

**For Jenika Ventures LLP**

**Name: - Tejashwini M**

**Signature:**

**Signature:**

**Date:**

**NOIDA ★ DELHI ★ GURUGRAM**



626-627, 6th Floor, Tower-1,  
Assotech Business Cresterra,  
Sector 135, Noida-201304 (U.P)



+91-9999570772



info@jenikaventures.com  
www.jenikaventures.com

## COMPENSATION LETTER

The Employee shall be entitled to receive compensation following the terms outlined in this Compensation Letter for all the services of every nature rendered and to be rendered by the Employee in connection with his employment with the Company as laid down in this Agreement in India. The Employee shall be bound by the terms and conditions outlined in this Agreement

Company name

### CTC Breakup (Without PF)

<b>Name Of Employee:</b>	<b>Tejashwini M</b>		
<b>Designation</b>	<b>HR Operation Executive</b>		
<b>Level</b>	--		
<b>Date of Joining:</b>	<b>24-02-2024</b>		
<b>Sr. No.</b>	<b>Particulars</b>	<b>Amount (Monthly)</b>	<b>Amount (Yearly)</b>
1	Basic Salary	18,000	2,16,000
2	House Rent Allowance	N/A	N/A
3	Conveyance Allowance	N/A	N/A
4	Medical reimbursement	N/A	N/A
5	Special allowance	4,000	48,000
<b>Monthly Gross</b>			
6	Medical reimbursement (Quarterly)	N/A	N/A
7	Leave Travel Allowance	N/A	N/A

**NOIDA ★ DELHI ★ GURUGRAM**



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Sector 135, Noida-201304 (U.P)



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8	Provident Fund (Employer Contribution)	N/A	N/A
<b>Annual Gross</b>		<b>22,000</b>	<b>2,64,000</b>
9	Gratuity (Payable after 5 years' service)	N/A	N/A
<b>Cost to Company</b>			
<b>Other Benefits</b>	As applicable		



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Sector 135, Noida-201304 (U.P)



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