

Criterion 5 - Curricular Aspects
5.2 Placement and Higher Studies

Support File for Cri-5.2.1: Number of Placement of Outgoing Students during the Year
during the year 2022 - 2023

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Summary of 5.2.1



ST. FRANCIS INSTITUTE OF TECHNOLOGY (ENGINEERING COLLEGE)

(Roman Catholic Christian Minority Educational Institute)

(Approved by AICTE & Govt. of Maharashtra with permanent Affiliation to University of Mumbai)

P.B. No. 8456, Mount Painsur, S.V.P. Road, Borivli (West), Mumbai - 400 103.

Tel. : 91673 70622 / 91673 70632 / 91673 70637 E-mail : sfedu@sfit.ac.in Website : www.sfit.ac.in

Ref:

Date:

5.2.1 Average percentage of placement of outgoing students

Year	Branch	Total Number of Students Placed - Branchwise	Total Number of Students
2022-23	CMPN	67	194
	EXTC	51	
	INFT	43	
	ELEC	17	
	MECH	16	


PRINCIPAL
St. Francis Institute
Of Technology (Engg-college)
Mount Painsur, S. V. P. Road,
Borivli (West), Mumbai - 400 103.



NAAC A+
All eligible UG programs NBA Accredited
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OFFER LETTER

To,

Name: Mr. Seayon Sanjay Dsilva,

Date: 1st August 2023

Address: Savli, Rajodi, Near
Rajodi Church, Satpala Road,
Virar West, 401304

Following our recent discussions, we are pleased to offer you a job opportunity with Domnic Lewis Pvt Ltd (Formerly Ccentral) (hereinafter referred to as 'Organization') We are all excited about the potential that you will bring to our organization.

All the important aspects of this position have been mentioned in Table 1 below.

Position:	Associate – MIS & Operators
Position Type:	Full time Employment
Work (Base) Location:	Mumbai
Date of Joining:	01 st August 2023
Probation period:	06 months
The notice period for the first 3 months (while under probation)	03 calendar days
The notice period after completion of 03 months (while under probation)	15 calendar days
The notice period after employment confirmation (after any time duration from joining)	01 month



Your work location (base location) will be as specified in Table 1,

The last date to accept this offer will be 2 calendar days from the date of this offer letter. The offer will revoke in case it is not accepted within the stipulated timeframe.

Your proposed compensation package will be as given in Annexure A. The compensation package (salary structure) is subject to periodic modifications.

The leave allocation and eligibility will be as per the leave and attendance policy of the organization.

This Offer is contingent on providing the following documents a day before joining.

1. Copy of Education Certificates
 - 10th, 12th/Diploma, UG &PG Certificate
2. Copy of Current & Previous Organization
 - Appointment letter, resignation and resignation acceptance letter, experience& relieving letter
3. Copy of current Address and ID Proof
 - ID Proof – Aadhar card/Passport/Driving license/Voters ID
 - Address Proof -Passport/Driving license/Voters ID/Aadhar card
4. Copy of Pan Card and Aadhar card are Mandatory.
5. Copy of Passbook (Showing - IFSC Code, Account number, Branch name)/Canceled Cheque for processing salary.

This Offer is also contingent on clearance of 2 professional reference checks and background verification. Failing which, will lead to offer revocation or employment termination.

We look forward to your arrival as an employee of our organization and are confident that you will play a key role in our company's expansion.

In the event of termination of employment, the respective notice periods from both sides are mentioned in Table 1. Your probation period may be extended or curtailed based on your performance. Your detailed Appointment letter will be given to you after your joining.

Sincerely,



Siddhesh Rao,
Senior Manager – HR and Strategy
Domnic Lewis Pvt Ltd.



I accept this employment offer and acknowledge receiving a copy of the same.

Signature: _____

Name: Mr. Seayon Sanjay Dsilva

Date: _____



DomnicLewis®





Annexure A – Cost to the company – (CTC)

Remuneration		
Components In salary	Per month	Per annum
Basic	15,100	181,200
HRA	1,277	15,330
Telecommunication/internet allowance	500	6,000
Statutory Bonus	1,258	15,094
Special allowance	200	2,400
Total Gross Salary	18,335	220,023
ESI contribution by employee (on gross)	135	1,620
Professional Tax (PT) (Different for each state)	200	2,400
Total deductions (ESIC + PT)	335	4,020
Net Salary (Gross-Total deductions)	18,000	216,003
CTC Calculation		
Employer ESI contribution	585	7,020
CTC= Gross salary + Employer's ESI contribution	18,920	227,043
Note: The net salary of employee varies if employee has any salary advances & loss of pays		
As you have formally confirmed that you have never been covered under Employees' Provided Fund scheme 1952, and you have also voluntarily chosen to opt out of Employees' Provident Fund scheme 1952, we have formulated your salary structure accordingly.		
*Details of the incentive structure are given in the Organization's incentive policy. Statutory deductions such as Income tax, Professional tax, ESIC, MLWF etc (as per the applicability) will be done as per the prevalent laws.		

Your individual compensation package is confidential between you and the organization and should not be disclosed to any person or entity in the organization without the prior written consent of the organization.





1305/6/7, Gold Crest Commercial Centre, Opp. Manubhai Jewellers, L.T.Road, Borivali (West),
Mumbai - 400092.

Date: 11th January, 2023

Sherine Sebastian
Vasai.
Mob. No.: 7028448047
Email: sherineseb05@gmail.com

Subject: Appointment for post of Growth Hacker

Dear Sherine,

We are pleased to offer you, the position of **Growth Hacker** with Feedspot (the 'Company') on the following terms and conditions:

1. Commencement of employment

Your employment will be effective from June, 2023.

2. Job title

Your job title will be **Growth Hacker**, and you will report to Anuj Agarwal.

3. Salary

First two months will be training period.

During training period your stipend will be Rs 10,000/- month. From the 3rd month to 18th month, your salary will be Rs 4,00,000/- year (i.e. 33333/month), From 19th Month, your salary will be Rs 4,25,000/- year (i.e. 35417/month).

4. Place of posting

You will be posted at Mumbai, Maharashtra.

5. Leave/Holidays

The Company shall notify declared holidays on major festivals. After training period, only 1 paid leave is allowed per month with prior approval. The Paid Leave gets credited to your account at the end of the complete working month. Saturdays and Sundays are off. Late office start time will be strictly considered as half day, unless approved by the supervisor. Calculation of half/full day leave will be done by (current-month's-salary) / (no. of days in month-Sundays) X no. of leaves.

6. Nature of duties

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.

7. Company property

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

8. Termination

8.1 You may terminate your employment with the Company, after one year period, without any cause, by giving no less than 1 month's prior notice.

8.2 For Special cases, The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or not performing your duties as expected or causing negative environment in office or caused any loss to the Company. For General cases, The Company will notify you two–three times about your low performance.

8.3 On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

9. Confidential Information

9.1 During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

9.2 During Employment or post termination you must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

9.3 Breach of the conditions of this clause will render you liable for the loss caused to the company and dismissal under clause above in addition to any other remedy the Company may have against you in law.

10. Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

11. Applicability of Company Policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

12. Governing Law/Jurisdiction

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Mumbai only.

13. Acceptance of our offer

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you, and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

Designated by:
Pallavi Amberkar
Pallavi Amberkar
HR


Accepted by Sherine Sebastian

[sign & date]

Assignment Letter

Date: 11th June 23

Name: Franklin Elango

Dear **Franklin Elango**,

Engati Technologies Private Limited (“Engati” or “Company”) is pleased to offer you a “**Business Development Associate**” position with the Company for a period starting from **12th June 2023** to **12th December 2023** (“**Assignment Period**”). During your Assignment Period, you will be working on the assignment at our Mumbai office and will be eligible for a total consideration of **INR 30,200/-** per month subject to taxes, which includes a fixed monthly cash component of INR 22,000/- and monthly variable cash component of INR 4,000/- and INR 4,200/- for other incidental costs. The disbursement of the variable component will be on the successful completion of the Assignment Period. During this time, you are expected to devote your full time and efforts solely to the assigned work.

We feel that our greatest asset is our team, and we take pride in selecting only the finest and brightest. We are confident that you will contribute greatly to the overall success of the company, and we wish you the most pleasant, educational, and meaningful experience with Engati.

Successful candidates will be eligible for full-time employment, to be evaluated based on performance and at the sole discretion and need of Engati.

- a. In the event you decide to separate from Engati before completing your Assignment Period, you would be required to give one (1) month of notice to the Company. If you resign during the Assignment Period without serving the notice period, you shall not be entitled to the consideration and the certificate, however, this can be considered as per mutual discussion on a case-to-case basis. The Company reserves the right to terminate this agreement with immediate effect if your performance is found unsatisfactory. Please note that the consideration payable is subject to your completion of twenty-one (21) full working days at Engati.
- b. Information pertaining to Engati including and not limited to commercial, business, financial and customer data, sales, pricing, technical, operational, administrative, marketing or other information or data including, intellectual property, know-how, customer and supplier details are confidential information. You are also expected to adhere to all applicable rules, regulations and business conduct guidelines of Engati and act in accordance with the values and principles of the Company. You may be required to execute additional agreements with the Company to secure the confidentiality and Intellectual Property Rights of the Company and its clients.
- c. Engati operates on a zero-tolerance principle about any breach of data security guidelines and/or unauthorised use of Confidential Information. At the completion/termination of the assignment, you are expected to hand over all work/data and retain no copies of the confidential information on any media or other embodiments.

- d. Your engagement with the Company during the Assignment Period would be of an independent professional and you shall devote your full time and efforts solely to the work assigned by the Company. Further, you shall not be engaged in any other commercial activities in your personal capacity, which are not in the best interest of the Company.
- e. The position requires you to be in office to be counted as a working day. Any other arrangement will be marked as leave. You can avail a maximum of three (3) days of leave during your Assignment period.
- f. Upon joining the Company, you will undergo twenty-days of training to ensure that you have the necessary skills and knowledge of the Company, to perform your assignment to the best of your abilities. You will be eligible to be paid for the training period upon the successful completion of Assignment Period.
- g. You agree that during the term of your engagement and a further period of 12 (twelve) months after separation from the Company for whatsoever reasons, you shall not either directly or indirectly solicit or entice away or endeavour to solicit any other person or hire or entice away from the Company, any of its active employees.

To confirm your acceptance: -

- (a) You are required to respond via email to swapna@quinbay.com, intimating the acceptance of the offer and confirming your joining date along with a softcopy of the following documents ("**Onboarding Documents**").
 - Copy of this letter duly signed and dated by you.
 - Updated Resume/CV
 - 10th, 12th standard & education degree/diploma certificate and each semester mark sheets for the graduate and post-graduate studies. Photocopies should include both the front and back sides of the certificate.
 - An offer letter and Experience/Relieving letter of the last two (2) companies (if applicable)
 - 3 months' payslip from the immediate company (if applicable)
 - 2 photographs (passport-size colour photo with a white background).
 - Proof of identity: Aadhaar card and PAN card are mandatory. If you do not have either, please apply for one immediately and carry the acknowledgement on the day of joining. Additionally, you may provide a copy of your passport.
 - Bank Account Details get original photo ID proofs and permanent address proof.
- (b) Any change in the joining date must be communicated seven (7) days before your original joining date vide email to swapna@quinbay.com. The new joining date must be no later than 5 days from the date of joining listed above.
- (c) You will keep the Company informed in writing of any change in your residential/ mailing address and other necessary personal information;
- (d) Report for onboarding by 9:15 a.m. at 612, 6th floor, Bhaveshwar Arcade Annexe, Opposite Shreyas Cinema, Nityanand Nagar, Ghatkopar West, Mumbai 400086.

Sincerely,

For Engati Technologies Private Limited



Deepak Nachnani
Director



CIN: U72900KA2020FTC134174

ACKNOWLEDGEMENT

I have read, understood, and accept the assignment on the terms and conditions herein and have signed without any undue influence, pressure, or coercion from any third party. I have submitted herewith the documents mentioned above.

Franklin Elango

Signature

Place:



Date: November 10, 2022

Ref: LTI/HR/EN9/Campus/2023

Name: Eleesa Anil Anil

College: St. Francis Institute of Technology (SFIT)

LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE

Dear Eleesa Anil Anil,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer '**Annexure 1**') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 25000 pm**.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in '**Annexure-1**'. Your appointment is in accordance with the Apprentices Act, 1961.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer '**Annexure-2**')
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.ltinfortech.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled.

Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.

8. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with LTI will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:
 - Failing to meet the qualification criteria during the Training Program assessments
 - Unauthorized absence during the Training Program
 - Integrity and other disciplinary expectations
9. All Annexures appended herewith shall form an integral part of this letter.
10. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
11. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in 'Annexure-3'.
14. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For LTI Ltd.



Thiagu Dharmalingam
Senior Manager - Talent Acquisition

I have read the letter and accept the same.

Signature and Date

ANNEXURE-1

Eligibility Criteria for Engineering - Year 2023 Batch		
Qualification:	B.E./B.Tech.	M.E./M.Tech/MCA/M.Sc
Branches:	All Branches	M.E./M.Tech(All branches) MCA, M.Sc (five-year integrated CS/IT)
Age Criteria: As on 1st July of Passing year (2023)	Less than 24 years	Less than 26 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma which should not be more than 2 years. No Year drop allowed.	
SSC, HSC Percentages/CGPA:	60% & Above OR Equivalent CGPA	
Diploma/Graduation Percentage/CGPA :	NOTE: <ul style="list-style-type: none"> SSC /HSC should have cleared in FIRST ATTEMPT only. Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. For Diploma Holders, <u>final semester</u> should have cleared in FIRST ATTEMPT only. For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration. 	
	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA	
	<ul style="list-style-type: none"> For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered Aggregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results 	
	<ul style="list-style-type: none"> Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule) Conversion from CGPA into Percentage must be calculated as per your respective University norms Provisional/Passing Certificate must state First Class 	
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation, Post Graduation)	<ul style="list-style-type: none"> No active/live backlogs allowed at the time of the interview process All backlogs (if any) must be cleared <u>with the final semester exams</u> All final semester subjects <u>must be attempted and cleared in the First Attempt.</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear. 	
Nature of Course:	All Full Time courses Only	
Year of Passing:	(2023) SUMMER Pass outs Only	
Citizenship:	Resident Indian Citizens Only	
Your College/Institution MUST be:	UGC / AICTE / State Board Approved ONLY	
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence	
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at the time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS	
Training phase:	The period of training (classroom/virtual) and the subsequent technology & communication tracks assigned for training are purely subjected to the business requirements. Non-performance during technical & communication trainings/on the job phase is subjected to separation from the organization	
Flexibility:	Should be flexible to work in any technology/work-shift/domain and work from any development center/partner premise/customer location as per business needs	
Cooling Period:	Should NOT have appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.(If found so, LTI may take immediate action and cancel the candidature at ANY stage)	
Eligibility for Maternity Leave:	As per the Maternity Benefit Act, 1961, employee would be entitled for maternity leave if she has worked for a minimum of 80 days in the organization in the twelve months immediately preceding the date of her expected date of delivery.	

Self-Declaration:

1. You should meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. LTI may take immediate action at any time during or after the Interview/Selection/Joining if found hiding any information/involved in any sort of malpractices/producing incorrect information or not meeting all the criteria mentioned above.
3. This recruitment process is completely free of cost.

Candidate Signature: _____

Name: _____

Institute Name: _____

Mobile No: _____

ANNEXURE-2

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the Graduate Engineer Trainee Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

Attested copies of the following are required:

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

ANNEXURE-3

Name	: Eleesa Anil Anil	Date	: November 10, 2022
Salary Grade	: P1		
Components	INR. (p.a.)	INR. (p.m.)	
Basic	180000	15000	
Bouquet of Benefits	162180	13515	
Bonus	21000	1750	
Base Salary (p.a.)	363180	30265	
Annual Incentive	0		
Total Variable (p.a.)	0		
TTC(p.a.)	363180		
PF	21600	1800	
Gratuity	8658	722	
Mediclaime Premium(p.a)	12929	1077	
Retirals & Other Benefits(p.a)	43187	3598	
Cost to Company (CTC)	406367	33863	

Medical Insurance Premium:

The Group Mediclaime Policy of Company covers Employee, Spouse & upto 3 dependent children (below 25 yrs of age). Coverage limits are as per company policy.

You would also be eligible to be covered under the Voluntary Group Term Life and Group Accident Insurance policy as per the company policy.

Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) Bouquet of Benefits* /Flexi Pay consists of Flexi-components which may include HRA, Conveyance, LTA, Meal Allowance and Adhoc allowance.
- 3) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 4) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 5) Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
- 6) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

Date: November 10, 2022

Ref: LTI/HR/EN9/Campus/2023

Name: Arshan Bhanage Mandar

College: St. Francis Institute of Technology (SFIT)

LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE

Dear Arshan Bhanage Mandar,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer '**Annexure 1**') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 25000 pm**.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in '**Annexure-1**'. Your appointment is in accordance with the Apprentices Act, 1961.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer '**Annexure-2**')
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.ltinfortech.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled.

Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.

8. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with LTI will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:
 - Failing to meet the qualification criteria during the Training Program assessments
 - Unauthorized absence during the Training Program
 - Integrity and other disciplinary expectations
9. All Annexures appended herewith shall form an integral part of this letter.
10. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
11. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in 'Annexure-3'.
14. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For LTI Ltd.



Thiagu Dharmalingam
Senior Manager - Talent Acquisition

I have read the letter and accept the same.

Signature and Date

ANNEXURE-1

Eligibility Criteria for Engineering - Year 2023 Batch		
Qualification:	B.E./B.Tech.	M.E./M.Tech/MCA/M.Sc
Branches:	All Branches	M.E./M.Tech(All branches) MCA, M.Sc (five-year integrated CS/IT)
Age Criteria: As on 1st July of Passing year (2023)	Less than 24 years	Less than 26 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma which should not be more than 2 years. No Year drop allowed.	
SSC, HSC Percentages/CGPA:	60% & Above OR Equivalent CGPA	
	NOTE: <ul style="list-style-type: none"> SSC /HSC should have cleared in FIRST ATTEMPT only. Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. For Diploma Holders, <u>final semester</u> should have cleared in FIRST ATTEMPT only. For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration. 	
Diploma/Graduation Percentage/CGPA :	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA	
	<ul style="list-style-type: none"> For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered Aggregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results 	
	<ul style="list-style-type: none"> Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule) Conversion from CGPA into Percentage must be calculated as per your respective University norms Provisional/Passing Certificate must state First Class 	
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation, Post Graduation)	<ul style="list-style-type: none"> No active/live backlogs allowed at the time of the interview process All backlogs (if any) must be cleared <u>with the final semester exams</u> All final semester subjects <u>must be attempted and cleared in the First Attempt.</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear. 	
Nature of Course:	All Full Time courses Only	
Year of Passing:	(2023) SUMMER Pass outs Only	
Citizenship:	Resident Indian Citizens Only	
Your College/Institution MUST be:	UGC / AICTE / State Board Approved ONLY	
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence	
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at the time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS	
Training phase:	The period of training (classroom/virtual) and the subsequent technology & communication tracks assigned for training are purely subjected to the business requirements. Non-performance during technical & communication trainings/on the job phase is subjected to separation from the organization	
Flexibility:	Should be flexible to work in any technology/work-shift/domain and work from any development center/partner premise/customer location as per business needs	
Cooling Period:	Should NOT have appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.(If found so, LTI may take immediate action and cancel the candidature at ANY stage)	
Eligibility for Maternity Leave:	As per the Maternity Benefit Act, 1961, employee would be entitled for maternity leave if she has worked for a minimum of 80 days in the organization in the twelve months immediately preceding the date of her expected date of delivery	

Self-Declaration:

1. You should meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. LTI may take immediate action at any time during or after the Interview/Selection/Joining if found hiding any information/involved in any sort of malpractices/producing incorrect information or not meeting all the criteria mentioned above.
3. This recruitment process is completely free of cost.

Candidate Signature: _____

Name: _____

Institute Name: _____

Mobile No: _____

ANNEXURE-2

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the Graduate Engineer Trainee Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

Attested copies of the following are required:

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

ANNEXURE-3

Name	: Arshan Bhanage Mandar	Date	: November 10, 2022
Salary Grade	: P1		
Components	INR. (p.a.)	INR. (p.m.)	
Basic	180000	15000	
Bouquet of Benefits	162180	13515	
Bonus	21000	1750	
Base Salary (p.a.)	363180	30265	
Annual Incentive	0		
Total Variable (p.a.)	0		
TTC(p.a.)	363180		
PF	21600	1800	
Gratuity	8658	722	
Mediclaime Premium(p.a)	12929	1077	
Retirals & Other Benefits(p.a)	43187	3598	
Cost to Company (CTC)	406367	33863	

Medical Insurance Premium:

The Group Mediclaime Policy of Company covers Employee, Spouse & upto 3 dependent children (below 25 yrs of age). Coverage limits are as per company policy.

You would also be eligible to be covered under the Voluntary Group Term Life and Group Accident Insurance policy as per the company policy.

Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) Bouquet of Benefits* /Flexi Pay consists of Flexi-components which may include HRA, Conveyance, LTA, Meal Allowance and Adhoc allowance.
- 3) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 4) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 5) Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
- 6) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.



Joyston Britto <joystonbritto2001@gmail.com>

Deloitte US-India Offices | Risk & Financial Advisory | Letter of Intent With Mandatory Guidelines

1 message

USI Advisory Campus <usiadvisorycampus@deloitte.com>
To: "Joyston Britto (External)" <joystonbritto2001@gmail.com>

Fri, Aug 18, 2023 at 2:29 PM



Deloitte US-India Offices | August 18, 2023



Deloitte Risk & Financial Advisory

A Step Closer To #GrowWithAdvisory

Dear Joyston James Britto,

Congratulations on getting an offer from Deloitte!

On behalf of Deloitte, we are pleased to confirm our letter of intent to hire you.

We extend this letter of intent, and the opportunity it represents, with great confidence in your abilities. You have made a very favourable impression with everyone you met, and we are excited about the prospect of you joining our organization.

As an acknowledgment of your acceptance of this letter of intent, please [click here](#) and share your acceptance and provide us with a few details. Please note this survey can be accessed only **once**; hence please re-validate/verify all the information **before** submitting.

Requesting you to please complete the above no later than 10:00 AM, August 21, 2023; failing which this offer shall lapse automatically.

During your employment, Deloitte (henceforth called the Company) may require you to work on any project that you are assigned to, on any technical platforms/domain and/or skills and nature of the project, in differentiated work timings, at designated workspace and Assigned Office location as may be decided by the Company.

Please note the following guidelines:

- Please note that E-Aadhaar card (downloaded in the last 30 days) with complete date of birth (**dd/mm/yyyy format**), VID and QR code is required for creating your PF at Deloitte, alongside crediting of your salary
- In case you do not have the E-Aadhaar in the correct format, request you to please update it on priority. This is a very crucial part of offer release
- Your **PAN Card, Educational Documents (including Provisional Degree and Graduation Marksheets) and E-Aadhaar Card** are required for you to be onboarded successfully
- In case you come with previous **full-time work experience**, relieving/experience letter and last 03 months salary slips from your previous organization(s) would be required
- If you were enrolled in EPFO in your previous employment, your **UAN** would be required, alongside **KYC seeded** in the EPFO portal by your previous employer
- **This offer is only valid if you have a 60% and above aggregate in your current degree through which you applied to Deloitte, with no active backlogs in your current and previous degree(s)**

Everyone you have interviewed with, joins us in welcoming you. We, at Deloitte, are looking forward to you joining us. A detailed offer letter describing the terms of your

employment, Date of Joining, Assigned Office location, and related contingencies will follow soon.

If you wish to gain any further clarity, please feel free to [contact us](#).

Regards,

Campus Talent Acquisition – Risk & Financial Advisory

Deloitte US-India Offices



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v.E.1



Date: November 10, 2022

Ref: LTI/HR/EN3/Campus/2023

Name: Jaden Butelho Clement

College: St. Francis Institute of Technology (SFIT)

LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE

Dear Jaden Butelho Clement,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer '**Annexure 1**') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 30000 pm**.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in '**Annexure-1**'. Your appointment is in accordance with the Apprentices Act, 1961.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer '**Annexure-2**')
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.ltinfortech.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled.

Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.

8. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with LTI will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:
 - Failing to meet the qualification criteria during the Training Program assessments
 - Unauthorized absence during the Training Program
 - Integrity and other disciplinary expectations
9. All Annexures appended herewith shall form an integral part of this letter.
10. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
11. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in 'Annexure-3'.
14. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For LTI Ltd.



Thiagu Dharmalingam
Senior Manager - Talent Acquisition

I have read the letter and accept the same.

Signature and Date

ANNEXURE-1

Eligibility Criteria for Engineering - Year 2023 Batch		
Qualification:	B.E./B.Tech.	M.E./M.Tech/MCA/M.Sc
Branches:	All Branches	M.E./M.Tech(All branches) MCA, M.Sc (five-year integrated CS/IT)
Age Criteria: As on 1st July of Passing year (2023)	Less than 24 years	Less than 26 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma which should not be more than 2 years. No Year drop allowed.	
SSC, HSC Percentages/CGPA:	60% & Above OR Equivalent CGPA	
Diploma/Graduation Percentage/CGPA :	NOTE: <ul style="list-style-type: none"> SSC /HSC should have cleared in FIRST ATTEMPT only. Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. For Diploma Holders, <u>final semester</u> should have cleared in FIRST ATTEMPT only. For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration. 	
	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA	
	<ul style="list-style-type: none"> For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered Aggregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results 	
	<ul style="list-style-type: none"> Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule) Conversion from CGPA into Percentage must be calculated as per your respective University norms Provisional/Passing Certificate must state First Class 	
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation, Post Graduation)	<ul style="list-style-type: none"> No active/live backlogs allowed at the time of the interview process All backlogs (if any) must be cleared <u>with the final semester exams</u> All final semester subjects <u>must be attempted and cleared in the First Attempt.</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear. 	
Nature of Course:	All Full Time courses Only	
Year of Passing:	(2023) SUMMER Pass outs Only	
Citizenship:	Resident Indian Citizens Only	
Your College/Institution MUST be:	UGC / AICTE / State Board Approved ONLY	
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence	
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at the time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS	
Training phase:	The period of training (classroom/virtual) and the subsequent technology & communication tracks assigned for training are purely subjected to the business requirements. Non-performance during technical & communication trainings/on the job phase is subjected to separation from the organization	
Flexibility:	Should be flexible to work in any technology/work-shift/domain and work from any development center/partner premise/customer location as per business needs	
Cooling Period:	Should NOT have appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.(If found so, LTI may take immediate action and cancel the candidature at ANY stage)	
Eligibility for Maternity Leave:	As per the Maternity Benefit Act, 1961, employee would be entitled for maternity leave if she has worked for a minimum of 80 days in the organization in the twelve months immediately preceding the date of her expected date of delivery	

Self-Declaration:

1. You should meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. LTI may take immediate action at any time during or after the Interview/Selection/Joining if found hiding any information/involved in any sort of malpractices/producing incorrect information or not meeting all the criteria mentioned above.
3. This recruitment process is completely free of cost.

Candidate Signature: _____

Name: _____

Institute Name: _____

Mobile No: _____

ANNEXURE-2

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the Graduate Engineer Trainee Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

Attested copies of the following are required:

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

ANNEXURE-3

Name	: Jaden Butelho Clement	Date	: November 10, 2022
Salary Grade	: P1		
Components	INR. (p.a.)	INR. (p.m.)	
Basic	180000	15000	
Bouquet of Benefits	264180	22015	
Bonus	21000	1750	
Base Salary (p.a.)	465180	38765	
Annual Incentive	0		
Total Variable (p.a.)	0		
TTC(p.a.)	465180		
PF	21600	1800	
Gratuity	8658	722	
Mediclaime Premium(p.a)	12929	1077	
Retirals & Other Benefits(p.a)	43187	3598	
Cost to Company (CTC)	508367	42363	

Medical Insurance Premium:

The Group Mediclaim Policy of Company covers Employee, Spouse & upto 3 dependent children (below 25 yrs of age). Coverage limits are as per company policy.

You would also be eligible to be covered under the Voluntary Group Term Life and Group Accident Insurance policy as per the company policy.

Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) Bouquet of Benefits* /Flexi Pay consists of Flexi-components which may include HRA, Conveyance, LTA, Meal Allowance and Adhoc allowance.
- 3) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 4) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 5) Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
- 6) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.



22 February, 2023

Janice Chakalakal
29 D 204 Atharva CHS, Bimbisar Nagar Goregaon East
Mumbai, MH 400065

Dear Janice,

This Offer is subject to successful completion of your Internship period between **September 4, 2023** and **January 1, 2024** with Teradata India Pvt. Ltd. Upon successful completion of the internship, you will be offered the position of **Junior Technical Associate** effective **January 2, 2024**. This letter outlines the detailed terms and conditions of your employment with Teradata.

1. You are currently designated as **Airoli, Navi Mumbai – Flexible** employee. Changes in Teradata's real estate and business requirements may result in reassignment of this position to another Teradata office, location, customer site or shared office space
2. Your total Gross Compensation (including Basic, Flexible Compensation Plan, Incentive Plan & Retiral Benefit) will be **Rs.498,616.00** per annum, the details of which are outlined in Annexure I.

2.1 FLEXIBLE COMPENSATION PLAN

You shall be eligible for a payment equivalent to 130% of your Basic salary under the Flexible Compensation Plan.

This plan will enable you to:

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

Detailed policies/procedures/rules and regulations governing the Flexible Compensation Plan will be given to you on your joining the Company. Deduction of tax at source will be as per the Income Tax Act and Rules. Reimbursements are required to be supported by vouchers.

2.2 CONSULTING INCENTIVE PLAN (CIP)

In addition to your base salary, you will be eligible to participate in Teradata's Consulting Incentive Plan (CIP), which is designed to incent solution service employees to achieve levels of enhanced performance in support of Teradata's go-to-market strategy. Your CIP provides a target incentive opportunity of 13.13% of your incentive eligible base salary, which would bring your potential total targeted compensation to Rs.468,358.00 However, no CIP payment is guaranteed, and the conditions for earning a CIP payment are outlined in the Plan Guidelines, as they may be changed by Teradata from time-to-time in its discretion.

2.3 SIGNING BONUS

Employment at Teradata is at-will at all times. Both you and Teradata may terminate the employment relationship at any time, for any reason, with or without notice. If you or Teradata terminates the employment prior to the scheduled payment of this bonus, you will not be eligible to receive that or any subsequent award payments. This bonus is subject to recovery in the unlikely event of you, choosing to leave the company, or your services being terminated, within a year of receiving this bonus.

Payout schedule is as follows:

Bonus Amount	Payment Date
INR 50,000	January 2024
INR 100,000	January 2025

3. RETIRAL BENEFITS

Company shall contribute 12% of Basic salary towards Provident Fund (Employer Contribution). You will also be eligible to for the payment of Gratuity (4.81% of Basic salary) as per the Payment of Gratuity Act.

4. TERADATA EMPLOYEE INSURANCE PROGRAM

Company provides you with the following insurance coverages (paid by Teradata) -

Group Medical Benefits

- Family Floater coverage – up to INR. 5,00,000 for self, spouse & 4 children
- Additional coverage of up to INR. 2,00,000 for employee's dependent parent on Floater basis

*Note - If you wish to enhance the Sum Insured amount for your core family and parents, you can opt from different insurance plans and additional premium amount will be borne by the employee.

Group Personal Accident Policy (Employee Only)

- 2 times of annual base salary (Basic +FCP) with minimum sum insured of INR 15,00,000

Group Term Policy (Employee only)

- 2 times of annual base salary (Basic +FCP) with minimum sum insured of INR 15,00,000 and Critical Illness cover of INR 5,00,000 per employee

5. EMPLOYEE STOCK PURCHASE PROGRAM

As a Teradata employee you may participate in the Teradata Employee Stock Purchase Program (ESPP). You may enroll into the plan during any open enrollment period. Open enrollments are generally held in January-February and July-August each year. The plan enables you to contribute up to 10% of your gross annual pay towards the monthly purchase of Teradata stock, at 85% of the purchase date price (maximum contribution subject to plan limits).

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6. Your individual remuneration is solely a matter between yourself and the Company and has been arrived at based on your specific background and professional merit. You are expected to maintain this information and any changes made therein from time to time as personal and confidential.

7. PROBATION PERIOD

You will be on probation for an initial period of six (6) months from the date of commencement of your employment with Teradata. If your performance is found satisfactory, your services will be confirmed as a regular employee of the Company. However, if your performance is unsatisfactory, the Company at its own discretion may extend the probation period up to a maximum of 60 days and if your performance is still not found satisfactory, your services will be terminated. During your probationary period either you or the Company may terminate your employment by giving a maximum of two (2) months' notice. Upon expiry of your probationary period, unless otherwise communicated in writing, your employment with Teradata India Pvt Ltd will be deemed confirmed with the same terms and conditions mentioned herein

8. The Company shall be at liberty to transfer your services, within India or abroad, to any department, establishment or place of work of the Company or to its parent Company, subsidiaries, Joint Ventures, Associates or of the concerns in which the Company or its parent Company has substantial interest in terms of ownership or management on the date of such transfer.

While working from your home or from shared space or customer/client site, you shall abide at all times by Teradata's policies and the terms of your employment contract. Additionally, while working from the customer location, you shall also abide at all times with the customer's security and confidentiality guidelines. Failure to abide by any of these policy terms and conditions will render you liable for disciplinary action by the Company.

9. Teradata caters to clients globally and you could be supporting these clients as part of your role. Depending on business needs, you may be required to work outside of normal working hours and /or work in any shift (24 X 7), as permitted by law.

10. CODE OF CONDUCT – OUR SHARED VALUES

You will be required, upon joining Teradata India, to review and become familiar with the Teradata Code of Conduct, which is the way that we conduct our business. You will be required to comply with the code of conduct and act in a manner consistent with the Teradata Shared Values.

As part of your orientation to Teradata India, employees, including senior management, are required to complete a 30-minute web-based training and certification module on the Teradata Code of Conduct. This module is designed to familiarize you with our global standard of business conduct required for a U.S. based corporation. While we recognize there are local laws and regulations that must also be followed, it is important that all employees understand and adhere to our global standard of business conduct. Directions for accessing the training are outlined below will be provided via email upon your employment with Teradata India.

Your completion of the Teradata Code of Conduct training demonstrates your personal commitment to conducting business legally and ethically. This training must be completed within 30 days of your date of hire.

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11. CONFIDENTIALITY & FIDELITY

In line with our Corporate Policies on Intellectual Property Rights, you will be required to sign a confidentiality agreement with the Company. You shall not during the continuance of your employment or any time after its termination disclose, divulge, impart or reveal to any person or company any of the trade secrets or confidential operations, processes, dealings or any information concerning the organization, business, finance, transactions or affairs of the Company or any of its related, associated or affiliated companies which may come to your knowledge during your employment, and shall not use or attempt to use any such information in any manner which may injure or cause loss either directly or indirectly to the Company or its business. As such, please be reminded that on salary and remuneration matters, you are to maintain and treat these with strict confidentiality and without disclosure to anyone, except that you may disclose such information, on a need-to-know basis, to your legal adviser and tax consultant, or to the relevant government authority if it is required under any applicable law. Refer to Appendix A for further details.

12. You shall be accountable for all property, books, papers, charts, tools, instruments, equipment, lock and key or any other property of the Company which may be in your possession by virtue of this appointment or in the course of carrying out your duties in the Company.

13. TERMINATION OF SERVICES

a) Your appointment can be terminated by the Company, without any reason, by giving you a minimum of three months' prior notice in writing or salary (Basic + FCP) in lieu thereof. You may terminate your employment with the Company, without any cause, by giving a minimum of three months' prior notice or salary (Basic + FCP) in lieu of notice. However, the Company at its own discretion may not accept the salary in lieu of notice and ask you to serve the entire or part of the notice period, as determined by the Company. The Company reserves the right to determine the relieving date based on the business needs.

b) The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence or have committed any fundamental breach of code of conduct or caused any loss to the Company.

c) On termination of your employment for whatever reason, you will promptly return to the Company all records, material, equipment and other property belonging to the Company in your possession or under your control concerning your employment with the Company or to the Company's business affairs. The Company reserves the right to recover from your Full and Final settlement any dues that you are liable to pay at the time of termination.

d) You will not be allowed to take any leave during your notice period. In case of any emergency leaves, the Company reserves the right to extend your relieving date.

e) You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect

f) On termination of employment and/or your resignation during the period of your probation or thereafter, you will immediately return to the Company all tools, software, accessories, formulae, documents, specifications, books, etc. of whatsoever nature in your custody, care or charge and obtain clearance from the relevant person(s), office(s), department(s), on production of which alone your final dues, if any, will be settled by the Company

g) Your employment gets terminated automatically when you reach the age of fifty eight (58) years.





14. BACKGROUND VERIFICATION

You understand and agree that this offer of employment is conditional upon you successfully passing (to the Company's satisfaction) a Background Check (as defined below in this clause), and you agree to fully and timely cooperate with the Company and/or its agents and to provide and/or execute all documentation necessary to facilitate the completion of the Background Check. You hereby consent to the Company and/or its agents to conduct an investigation into your background which may include, but shall not be limited to, a judgment and public criminal record check, credit check, criminal history check, confirmation of prior employment, confirmation of educational background and confirmation that all information and documentation submitted by you are true and accurate ("Background Check").

You agree that the results of the Background Check is the Company's opinion data kept solely for an evaluative purpose under the Personal Data Protection Act, and the Company will not be required to provide access to such results to you.

The Company is entitled to terminate this Agreement immediately upon written notice to you, and without any payment in lieu of notice, if the results of the Background Check are unacceptable to the Company in its sole discretion or if the results of the Background Check show that the information and documentation submitted by you to the Company during your hiring process for this role were in any way untrue or inaccurate.

15. You shall, while in the services of the Company, devote your entire time and attention exclusively to the business and interests of the Company and shall not engage in any other commercial business or pursuit, part-time or otherwise, and shall not undertake part-time or full-time assignment or work on advisory capacity for any other person and/or concern either on your accord or as an agent except with the prior consent in writing from the management or unless you are deputed to do so by the Company.

16. Your 1st month's salary would be paid along with the succeeding month's salary in case you join Teradata on or after 16th day of the month.

17. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of the contract of employment. The Company shall have right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

Please confirm your acceptance of the above terms and conditions of your employment by signing the copy of this letter in the appropriate place and returning it to the undersigned.

We take pleasure in welcoming you to our organization and sincerely hope that your period of employment with us will be long, pleasant and mutually beneficial.

Yours faithfully,

Teradata India Pvt. Ltd.

DocuSigned by:

Vimal Raj

2023 February 23 | 12:34:01 PM EST

Leader – Talent Acquisition

ACKNOWLEDGEMENT

Janice Chakalaka will be able to commence work at Teradata India Pvt. Ltd, on January 2, 2024 and I, have read this letter and agree to accept the offer made in this letter in accordance with the above terms and conditions of appointment. I will complete all the necessary exit formalities at all my previous employers and have no pending claims whatsoever before joining Teradata.

ACCEPTED

Janice Chakalaka

2023 February 23 | 12:47:26 PM EST

APPENDIX A

INVENTIONS ASSIGNMENT AND CONFIDENTIALITY AGREEMENT

Employee: Janice Chakalakal

Date: 22 February, 2023

In consideration of your employment and in view of the confidential nature of employment by reason of which Employee will obtain special knowledge of TERADATA India, its holding and other affiliate companies (hereinafter called TERADATA) business, trade secrets, its necessities and plans and the information of its customers, Employee agrees:

(a) INVENTIONS & COPYRIGHTS

To assign, exclusively and irrevocably, on demand, whether during the employment or anytime thereafter, to TERADATA or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including, without limitation, right to apply for and obtain a patent) which he may create, develop or assist in creating or developing during employment which design, invention, discovery and other intellectual property relate to services provided / to be provided or products or systems manufactured or developed or licensed or sold by TERADATA or to devices especially adapted to use as part of an accounting system or to processes or apparatus peculiarly adapted to the manufacture or use of such machines, devices, or systems, or to improvements of such inventions whenever made by him and for any work made and / or created or cause to made and / or created in the course of Employee's employment, TERADATA shall be the first owner of the copyright therein and for any work made and / or created or cause to made and / or created in the course of Employee's employment, by virtue of any law or any judgment, TERADATA is not the first owner, then the Employee hereby assigns, exclusively and irrevocably, the same, wholly and generally, forever through out the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waives all his moral rights wholly in favour of TERADATA. The Employee also agrees to sign any papers and do any acts which may be deemed necessary or desirable by TERADATA to secure to TERADATA, its successors, designees, or assigns, any rights relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India, Canada, United States, or any other foreign country.

(b) RESTRICTIONS AFTER TERMINATION

For a period of one year after termination of employment, and in the territory assigned to him at the time of termination, not to engage directly or indirectly for himself or as the agent or employee of another in dealing in the products or services which he dealt in while employed by TERADATA during the three years preceding the termination of employment, or in those of the same type or nature marketed by others, nor for himself or any other person to call upon or solicit any customer or prospective customer of TERADATA which is such customer or prospective customer on the date of the termination of employment.

Further, upon termination of employment, to surrender to TERADATA all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in the possession or under the control of the Employee, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of TERADATA.

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(c) CONFIDENTIAL INFORMATION

To retain strictly confidential and not to disclose directly or indirectly to anyone (except customers or potential customers during business proposal or negotiation in order to pursue business opportunities with them), any information not made available to the public which Employee may acquire during employment regarding Teradata's products or services, inventions, programs, designs, methods, systems, developments, trade secrets, certain plans and procedures, or other private or confidential matters pertaining to TERADATA or its customers without Teradata's prior written permission.

Should a court hold any provisions hereof to be invalid, the Employee agrees that it shall be construed and/or reformed by such court so as to be judged reasonable and enforceable unless to do so would be contrary to law or public policy. Further, Employee agrees that TERADATA may apply for interlocutory and injunctive relief and remedy if TERADATA reasonably believes that the Employee has violated the above provisions.

Employee shall indemnify and hold TERADATA harmless against all loss, damages, costs and expense (including attorney's fees on an indemnity basis) for any breach or violation of the provisions in this agreement.

The use of masculine gender in this agreement shall be considered to also include feminine.

ACCEPTED DocuSigned by:
Janice Johnson Chakalakal 2023 February 23 | 12:47:26 PM EST
7D8C0D0348E8401

Janice Chakalakal

Annexure I

Name: Janice Chakalakal
Job: Junior Technical Associate
Offer Elements: Rs. Per Annum
Annual Basic - Rs.180,000.00
Flexible Compensation Plan - Rs.234,000.00
Consulting Incentive Plan - Rs.54,358.00
TOTAL TARGET CASH - 468358.00
Provident Fund (12% of Basic) - Rs.21,600.00
Gratuity (4.81% OF Basic) - Rs.8,658.00
TOTAL COMPENSATION - Rs.498,616.00

Teradata (India) Pvt Ltd Confidential

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

Superset ID: 3230810

Letter of Intent ("LOI")

March 09, 2023

Dear ALASTER Joy Cheeramkuzhyil,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company). You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later. Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

We request you to carefully read and understand the Terms and Conditions of this Letter of Intent with Annexures hereto (hereinafter referred to as LOI).

- A Please note that your name mentioned in this LOI will be used to create your records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please notify before commencement of training. Please note that no changes to the record can be made later in time. The name provided by you should match with the identification documents submitted to the Company, such as Aadhar Card, PAN card, Passport, etc.
- B We are proposing compensation package and benefits post-onboarding, the details of which are set forth in **Annexure 1** to this LOI.
- C Upon accepting this LOI, you will be required to submit a set of documents as mentioned in the **Annexure- 2** . Thereafter, you will be provided access to our pre-onboarding training program, as applicable. This will enable you to learn and master the concepts and skills required to be industry ready. The pre-onboarding training program can include physical classroom training/ self-paced e-learning/ hybrid model of training. The learning journey will be inclusive of assignments, assessments, hackathons/ competitions, and webinars as deemed appropriate by Capgemini.
- D The progress made by you in this learning journey would not only help you in getting onboarded but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.
- E Pre-onboarding training Program and Terms & Conditions of the LOI
 - 1. Pre-onboarding Document Verification: Capgemini adheres to a strong document verification process. As a part of this process all the personal, educational and professional (if

applicable) information provided by you is verified, therefore you are subject to a detailed document verification as per the Company process of the document set submitted by you as per Annexure 2

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks before and during your tenure in Capgemini and by accepting this LOI you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

2. Pre-onboarding Training Program: This may also include pre-onboarding training programs as may be applicable to you and that may be a combination of trainings, assessments, working on client projects & assignments. Post issuance and acceptance of this LOI, you will be communicated appropriately about the pre-onboarding training program you have to successfully complete within stipulated time as per the Company expectations and parameters. By accepting this LOI, you agree to adhere to the terms and conditions of the training program as communicated to you by the Company. Further, please be advised that the Company may consider issuance of Employment Offer Letter ("**Offer**") based on your performance in the assigned pre-onboarding training program and as per the business requirements.

F Post successful completion of your pre-onboarding training program, final semester degree/ diploma examination and as per the Company's business requirements you will be eligible (Subject to Clause E) for the final Offer. You agree and acknowledge that the final Offer shall be subject to: -

1. Your successful completion of all curricular requirements within the stipulated timeframe, as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ timeline/ grade/ rank/ class as determined by Capgemini.
2. All the eligibility requirements laid down by Capgemini as mentioned during the recruitment process.
3. The business and skill requirement of the Company.
4. The date of joining and the location of your employment will be purely based on business requirements of Capgemini and the skill set as assessed by Capgemini.
5. The location of your initial reporting, post-onboarding training and the date of your joining for the same would be communicated to you in due course of time. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

Note 1: Your employment with Capgemini will be conclusive on you executing the Offer with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini. Post your onboarding with the Company, you may be required to (i) work on any client or Capgemini project(s) that are assigned to you from time-to-time, (ii) on any technical platforms/skills and or work in shifts as per the requirement of project/assignment/client (including night shifts).

Note 2: After commencement of employment you will be on probation for a period of six months from your date of joining and subject to the probation policy of the Company your employment will be confirmed. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period. Capgemini reserves the right to decide the continuance of your further

training and your employment depending on your performance in its opinion.

G The Company reserves the rights to withdraw and/or cancel your candidature, in case of the following circumstances:

1. Any active backlog in your academics discovered pre or post Onboarding training commencement.
2. In case the Company discovers any fraudulent means/ malpractice/ misrepresentation/ concealment of information by you during the interview process/ pre-onboarding training program or the recruitment process to seek employment including but not limited to misrepresentation of information/ forging or fabrication of documents in resume/ academic score sheet or documents submitted, malpractice during the assessment and or interview process etc.
3. Any delay in submitting any of the documents/requirements for completion of any verification process (pre-onboarding or pre-offer) as required by the Company within the stipulated timelines
4. For not agreeing to the project/assignment/location assigned by the Company or seeking change in onboarding/ training/ work location and/or delaying/ deferring the onboarding due to any reasons/ preferences whatsoever which further leads to no Offer from the Company
5. Disobedience by you to any of the mentioned Terms and Conditions in the LOI
6. Any act or omission which is in violation of any Company policy.

H This is a highly Confidential and Private document. You are required to treat this LOI and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

I You agree and acknowledge that this LOI should not be construed as an offer of employment from Capgemini or any promise thereto. Subject to the terms of this LOI the Company may at any time, at our discretion, revoke this LOI.

We would request you to review the above terms and let us know if they are acceptable to you, within the acknowledgment deadline from the date of the issuance of this LOI (the details as would be mentioned on the portal used for the said purpose).

If you have any questions, please [click here](#).

For Capgemini Technology Services India Limited

Puneet Kumra
Head - Fresher Hiring

This is a computer-generated document. No signature is required. This document is containing confidential information.

ANNEXURE 1

ALASTER Cheeramkuzhyil, Analyst

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000 (Rupees Four Lakh only)** . Subject to the terms of the LOI and on completion of 1 year of service from your date of joining the employment of Capgemini, you will receive fixed one-time incentive of **INR 25,000(Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For Capgemini Technology Services India Limited

**Puneet Kumra
Head - Fresher Hiring**

Acceptance

I have read and understood the contents of this LOIs and accept all the terms and conditions of this LOI in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This LOI supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

I state that my acceptance of the LOI on the electronic portal to be construed as my acceptance and acknowledgment of this LOI and will act as physical acceptance of the same.

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ANNEXURE 2

Documents for LOI acceptance

1. SSC Certificate
2. HSC Certificate
3. Diploma all marksheets
4. Diploma provisional certificate/ Degree Certificate
5. If Graduation, marksheets upto 6th Semester
6. If Post Graduation, all Graduation Marksheets, Graduation Degree Certificate and marksheets upto second semester for Post Graduation
7. Passport size photo
8. Government ID Proof



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

Superset ID: 3230810

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2. In case the Company discovers any fraudulent means/ malpractice/ misrepresentation/ concealment of information by you during the interview process/ pre-onboarding training program or the recruitment process to seek employment including but not limited to misrepresentation of information/ forging or fabrication of documents in resume/ academic score sheet or documents submitted, malpractice during the assessment and or interview process etc.
3. Any delay in submitting any of the documents/requirements for completion of any verification process (pre-onboarding or pre-offer) as required by the Company within the stipulated timelines
4. For not agreeing to the project/assignment/location assigned by the Company or seeking change in onboarding/ training/ work location and/or delaying/ deferring the onboarding due to any reasons/ preferences whatsoever which further leads to no Offer from the Company
5. Disobedience by you to any of the mentioned Terms and Conditions in the LOI
6. Any act or omission which is in violation of any Company policy.

H This is a highly Confidential and Private document. You are required to treat this LOI and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

I You agree and acknowledge that this LOI should not be construed as an offer of employment from Capgemini or any promise thereto. Subject to the terms of this LOI the Company may at any time, at our discretion, revoke this LOI.

We would request you to review the above terms and let us know if they are acceptable to you, within the acknowledgment deadline from the date of the issuance of this LOI (the details as would be mentioned on the portal used for the said purpose).

If you have any questions, please [click here](#).

For Capgemini Technology Services India Limited

Puneet Kumra
Head - Fresher Hiring

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ANNEXURE 1

ALASTER Cheeramkuzhyil, Analyst

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For Capgemini Technology Services India Limited

**Puneet Kumra
Head - Fresher Hiring**

Acceptance

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This LOI supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

I state that my acceptance of the LOI on the electronic portal to be construed as my acceptance and acknowledgment of this LOI and will act as physical acceptance of the same.

-

ANNEXURE 2

Documents for LOI acceptance

1. SSC Certificate
2. HSC Certificate
3. Diploma all marksheets
4. Diploma provisional certificate/ Degree Certificate
5. If Graduation, marksheets upto 6th Semester
6. If Post Graduation, all Graduation Marksheets, Graduation Degree Certificate and marksheets upto second semester for Post Graduation
7. Passport size photo
8. Government ID Proof



09 February, 2023

Christy Chittilappilly
C4, 204, Shanti Vihar
Station road, Mira road(east)
Thane, MH 401107

Dear Christy,

We have pleasure in offering you the position of Trainee under the Teradata Internship & Training Program based at our India Airoli, Flexible office on the following terms and conditions

Internship Period

Your internship will be for a period of 4 months starting from September 4, 2023.

At the end of 4 months your performance will be reviewed and if the same is found to be satisfactory, you may be considered for a regular employment with Teradata subject availability of vacancies.

Remuneration

You shall be eligible for a monthly stipend of ₹INR Rs.22,000.00 & subject to deduction of tax at source as per the prevailing Income Tax Act and Rules.

Leave & Annual Holidays

You will be entitled to one day of paid leave per month. Leave will be credited to your account on a pro-rata basis at the time of joining. You can also avail of the paid holidays (scheduled declared at the beginning of the year), that fall during the period of your internship.

Professional Standards

During the period of your internship, we expect you to ensure strict compliance with the rules and regulations of the company. Any violation would result in the immediate termination of your internship.

Termination

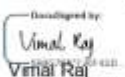
You may terminate your internship with the Company, without any cause, by giving a minimum of one week's prior notice. Teradata reserves the right to terminate your internship at any time without a reason by giving you one week's notice or stipend in lieu of the notice.

Acceptance

If you wish to accept the position in accordance with the terms and conditions set out in this letter, you should:

- sign a copy of this letter in the space indicated below and
- return copy of the signed letter

Yours sincerely,

 2023 February 9 | 8:27:29 AM EST
Vimal Raj

Leader - Talent Acquisition

TERADATA INDIA PVT LTD.

To be signed on Date of Joining

I accept this position on the terms and conditions set out in this letter

I Christy Chittilappilly hereby confirm that I have joined Teradata India Pvt.Ltd, office on September 4, 2023

WITNESSED

HR Consultant

ACCEPTED

Christy Chittilappilly



2023 February 10 | 5:00:18 AM EST



22 February, 2023

Alister Dmonte

E-1302, Nischay Apartments, S.V. Road, Parbat Nagar, Dahisar(East), Mumbai, Pin-400068.
Mumbai, MH 400068

Dear Alister,

This Offer is subject to successful completion of your Internship period between September 4, 2023 and January 1, 2024 with Teradata India Pvt. Ltd. Upon successful completion of the internship, you will be offered the position of **Junior Technical Associate** effective **January 2, 2024**. This letter outlines the detailed terms and conditions of your employment with Teradata.

1. You are currently designated as **Airoli, Navi Mumbai – Flexible** employee. Changes in Teradata's real estate and business requirements may result in reassignment of this position to another Teradata office, location, customer site or shared office space

2. Your total Gross Compensation (including Basic, Flexible Compensation Plan, Incentive Plan & Retiral Benefit) will be **Rs.498,616.00** per annum, the details of which are outlined in Annexure I.

2.1 FLEXIBLE COMPENSATION PLAN

You shall be eligible for a payment equivalent to 130% of your Basic salary under the Flexible Compensation Plan.

This plan will enable you to:

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

Detailed policies/procedures/rules and regulations governing the Flexible Compensation Plan will be given to you on your joining the Company. Deduction of tax at source will be as per the Income Tax Act and Rules. Reimbursements are required to be supported by vouchers.

2.2 CONSULTING INCENTIVE PLAN (CIP)

In addition to your base salary, you will be eligible to participate in Teradata's Consulting Incentive Plan (CIP), which is designed to incent solution service employees to achieve levels of enhanced performance in support of Teradata's go-to-market strategy. Your CIP provides a target incentive opportunity of 13.13% of your incentive eligible base salary, which would bring your potential total targeted compensation to Rs.468,358.00 However, no CIP payment is guaranteed, and the conditions for earning a CIP payment are outlined in the Plan Guidelines, as they may be changed by Teradata from time-to-time in its discretion.

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2.3 SIGNING BONUS

Employment at Teradata is at-will at all times. Both you and Teradata may terminate the employment relationship at any time, for any reason, with or without notice. If you or Teradata terminates the employment prior to the scheduled payment of this bonus, you will not be eligible to receive that or any subsequent award payments. This bonus is subject to recovery in the unlikely event of you, choosing to leave the company, or your services being terminated, within a year of receiving this bonus.

Payout schedule is as follows:

Bonus Amount	Payment Date
INR 50,000	January 2024
INR 100,000	January 2025

3. RETIRAL BENEFITS

Company shall contribute 12% of Basic salary towards Provident Fund (Employer Contribution). You will also be eligible to for the payment of Gratuity (4.81% of Basic salary) as per the Payment of Gratuity Act.

4. TERADATA EMPLOYEE INSURANCE PROGRAM

Company provides you with the following insurance coverages (paid by Teradata) -

Group Medical Benefits

- Family Floater coverage – up to INR. 5,00,000 for self, spouse & 4 children
- Additional coverage of up to INR. 2,00,000 for employee's dependent parent on Floater basis

*Note - If you wish to enhance the Sum Insured amount for your core family and parents, you can opt from different insurance plans and additional premium amount will be borne by the employee.

Group Personal Accident Policy (Employee Only)

- 2 times of annual base salary (Basic +FCP) with minimum sum insured of INR 15,00,000

Group Term Policy (Employee only)

- 2 times of annual base salary (Basic +FCP) with minimum sum insured of INR 15,00,000 and Critical Illness cover of INR 5,00,000 per employee

5. EMPLOYEE STOCK PURCHASE PROGRAM

As a Teradata employee you may participate in the Teradata Employee Stock Purchase Program (ESPP). You may enroll into the plan during any open enrollment period. Open enrollments are generally held in January-February and July-August each year. The plan enables you to contribute up to 10% of your gross annual pay towards the monthly purchase of Teradata stock, at 85% of the purchase date price (maximum contribution subject to plan limits).



6. Your individual remuneration is solely a matter between yourself and the Company and has been arrived at based on your specific background and professional merit. You are expected to maintain this information and any changes made therein from time to time as personal and confidential.

7. PROBATION PERIOD

You will be on probation for an initial period of six (6) months from the date of commencement of your employment with Teradata. If your performance is found satisfactory, your services will be confirmed as a regular employee of the Company. However, if your performance is unsatisfactory, the Company at its own discretion may extend the probation period up to a maximum of 60 days and if your performance is still not found satisfactory, your services will be terminated. During your probationary period either you or the Company may terminate your employment by giving a maximum of two (2) months' notice. Upon expiry of your probationary period, unless otherwise communicated in writing, your employment with Teradata India Pvt Ltd will be deemed confirmed with the same terms and conditions mentioned herein

8. The Company shall be at liberty to transfer your services, within India or abroad, to any department, establishment or place of work of the Company or to its parent Company, subsidiaries, Joint Ventures, Associates or of the concerns in which the Company or its parent Company has substantial interest in terms of ownership or management on the date of such transfer.

While working from your home or from shared space or customer/client site, you shall abide at all times by Teradata's policies and the terms of your employment contract. Additionally, while working from the customer location, you shall also abide at all times with the customer's security and confidentiality guidelines. Failure to abide by any of these policy terms and conditions will render you liable for disciplinary action by the Company.

9. Teradata caters to clients globally and you could be supporting these clients as part of your role. Depending on business needs, you may be required to work outside of normal working hours and /or work in any shift (24 X 7), as permitted by law.

10. CODE OF CONDUCT – OUR SHARED VALUES

You will be required, upon joining Teradata India, to review and become familiar with the Teradata Code of Conduct, which is the way that we conduct our business. You will be required to comply with the code of conduct and act in a manner consistent with the Teradata Shared Values.

As part of your orientation to Teradata India, employees, including senior management, are required to complete a 30-minute web-based training and certification module on the Teradata Code of Conduct. This module is designed to familiarize you with our global standard of business conduct required for a U.S. based corporation. While we recognize there are local laws and regulations that must also be followed, it is important that all employees understand and adhere to our global standard of business conduct. Directions for accessing the training are outlined below will be provided via email upon your employment with Teradata India.

Your completion of the Teradata Code of Conduct training demonstrates your personal commitment to conducting business legally and ethically. This training must be completed within 30 days of your date of hire.

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11. CONFIDENTIALITY & FIDELITY

In line with our Corporate Policies on Intellectual Property Rights, you will be required to sign a confidentiality agreement with the Company. You shall not during the continuance of your employment or any time after its termination disclose, divulge, impart or reveal to any person or company any of the trade secrets or confidential operations, processes, dealings or any information concerning the organization, business, finance, transactions or affairs of the Company or any of its related, associated or affiliated companies which may come to your knowledge during your employment, and shall not use or attempt to use any such information in any manner which may injure or cause loss either directly or indirectly to the Company or its business. As such, please be reminded that on salary and remuneration matters, you are to maintain and treat these with strict confidentiality and without disclosure to anyone, except that you may disclose such information, on a need-to-know basis, to your legal adviser and tax consultant, or to the relevant government authority if it is required under any applicable law. Refer to Appendix A for further details.

12. You shall be accountable for all property, books, papers, charts, tools, instruments, equipment, lock and key or any other property of the Company which may be in your possession by virtue of this appointment or in the course of carrying out your duties in the Company.

13. TERMINATION OF SERVICES

a) Your appointment can be terminated by the Company, without any reason, by giving you a minimum of three months' prior notice in writing or salary (Basic + FCP) in lieu thereof. You may terminate your employment with the Company, without any cause, by giving a minimum of three months' prior notice or salary (Basic + FCP) in lieu of notice. However, the Company at its own discretion may not accept the salary in lieu of notice and ask you to serve the entire or part of the notice period, as determined by the Company. The Company reserves the right to determine the relieving date based on the business needs.

b) The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence or have committed any fundamental breach of code of conduct or caused any loss to the Company.

c) On termination of your employment for whatever reason, you will promptly return to the Company all records, material, equipment and other property belonging to the Company in your possession or under your control concerning your employment with the Company or to the Company's business affairs. The Company reserves the right to recover from your Full and Final settlement any dues that you are liable to pay at the time of termination.

d) You will not be allowed to take any leave during your notice period. In case of any emergency leaves, the Company reserves the right to extend your relieving date.

e) You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect

f) On termination of employment and/or your resignation during the period of your probation or thereafter, you will immediately return to the Company all tools, software, accessories, formulae, documents, specifications, books, etc. of whatsoever nature in your custody, care or charge and obtain clearance from the relevant person(s), office(s), department(s), on production of which alone your final dues, if any, will be settled by the Company

g) Your employment gets terminated automatically when you reach the age of fifty eight (58) years.

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14. BACKGROUND VERIFICATION

You understand and agree that this offer of employment is conditional upon you successfully passing (to the Company's satisfaction) a Background Check (as defined below in this clause), and you agree to fully and timely cooperate with the Company and/or its agents and to provide and/or execute all documentation necessary to facilitate the completion of the Background Check. You hereby consent to the Company and/or its agents to conduct an investigation into your background which may include, but shall not be limited to, a judgment and public criminal record check, credit check, criminal history check, confirmation of prior employment, confirmation of educational background and confirmation that all information and documentation submitted by you are true and accurate ("Background Check").

You agree that the results of the Background Check is the Company's opinion data kept solely for an evaluative purpose under the Personal Data Protection Act, and the Company will not be required to provide access to such results to you.

The Company is entitled to terminate this Agreement immediately upon written notice to you, and without any payment in lieu of notice, if the results of the Background Check are unacceptable to the Company in its sole discretion or if the results of the Background Check show that the information and documentation submitted by you to the Company during your hiring process for this role were in any way untrue or inaccurate.

15. You shall, while in the services of the Company, devote your entire time and attention exclusively to the business and interests of the Company and shall not engage in any other commercial business or pursuit, part-time or otherwise, and shall not undertake part-time or full-time assignment or work on advisory capacity for any other person and/or concern either on your accord or as an agent except with the prior consent in writing from the management or unless you are deputed to do so by the Company.

16. Your 1st month's salary would be paid along with the succeeding month's salary in case you join Teradata on or after 16th day of the month.

17. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of the contract of employment. The Company shall have right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

Please confirm your acceptance of the above terms and conditions of your employment by signing the copy of this letter in the appropriate place and returning it to the undersigned.

We take pleasure in welcoming you to our organization and sincerely hope that your period of employment with us will be long, pleasant and mutually beneficial.

Yours faithfully,

Teradata India Pvt. Ltd.

DocuSigned by:

Vimal Raj

2023 February 23 | 12:34:44 PM EST

Leader – Talent Acquisition

ACKNOWLEDGEMENT

Alister Dmonte will be able to commence work at Teradata India Pvt. Ltd, on January 2, 2024 and I, have read this letter and agree to accept the offer made in this letter in accordance with the above terms and conditions of appointment. I will complete all the necessary exit formalities at all my previous employers and have no pending claims whatsoever before joining Teradata.

DocuSigned by:

Alister Dmonte

2023 February 24 | 1:14:28 AM EST

APPENDIX A

INVENTIONS ASSIGNMENT AND CONFIDENTIALITY AGREEMENT

Employee: Alister Dmonte

Date: 22 February, 2023

In consideration of your employment and in view of the confidential nature of employment by reason of which Employee will obtain special knowledge of TERADATA India, its holding and other affiliate companies (hereinafter called TERADATA) business, trade secrets, its necessities and plans and the information of its customers, Employee agrees:

(a) INVENTIONS & COPYRIGHTS

To assign, exclusively and irrevocably, on demand, whether during the employment or anytime thereafter, to TERADATA or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including, without limitation, right to apply for and obtain a patent) which he may create, develop or assist in creating or developing during employment which design, invention, discovery and other intellectual property relate to services provided / to be provided or products or systems manufactured or developed or licensed or sold by TERADATA or to devices especially adapted to use as part of an accounting system or to processes or apparatus peculiarly adapted to the manufacture or use of such machines, devices, or systems, or to improvements of such inventions whenever made by him and for any work made and / or created or cause to made and / or created in the course of Employee's employment, TERADATA shall be the first owner of the copyright therein and for any work made and / or created or cause to made and / or created in the course of Employee's employment, by virtue of any law or any judgment, TERADATA is not the first owner, then the Employee hereby assigns, exclusively and irrevocably, the same, wholly and generally, forever through out the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waives all his moral rights wholly in favour of TERADATA. The Employee also agrees to sign any papers and do any acts which may be deemed necessary or desirable by TERADATA to secure to TERADATA, its successors, designees, or assigns, any rights relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India, Canada, United States, or any other foreign country.

(b) RESTRICTIONS AFTER TERMINATION

For a period of one year after termination of employment, and in the territory assigned to him at the time of termination, not to engage directly or indirectly for himself or as the agent or employee of another in dealing in the products or services which he dealt in while employed by TERADATA during the three years preceding the termination of employment, or in those of the same type or nature marketed by others, nor for himself or any other person to call upon or solicit any customer or prospective customer of TERADATA which is such customer or prospective customer on the date of the termination of employment.

Further, upon termination of employment, to surrender to TERADATA all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in the possession or under the control of the Employee, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of TERADATA.

(c) CONFIDENTIAL INFORMATION

To retain strictly confidential and not to disclose directly or indirectly to anyone (except customers or potential customers during business proposal or negotiation in order to pursue business opportunities with them), any information not made available to the public which Employee may acquire during employment regarding Teradata's products or services, inventions, programs, designs, methods, systems, developments, trade secrets, certain plans and procedures, or other private or confidential matters pertaining to TERADATA or its customers without Teradata's prior written permission.

Should a court hold any provisions hereof to be invalid, the Employee agrees that it shall be construed and/or reformed

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[Signature]

by such court so as to be judged reasonable and enforceable unless to do so would be contrary to law or public policy. Further, Employee agrees that TERADATA may apply for interlocutory and injunctive relief and remedy if TERADATA reasonably believes that the Employee has violated the above provisions.

Employee shall indemnify and hold TERADATA harmless against all loss, damages, costs and expense (including attorney's fees on an indemnity basis) for any breach or violation of the provisions in this agreement.

The use of masculine gender in this agreement shall be considered to also include feminine.

ACCEPTED

DocuSigned by:

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2023 February 24 | 1:14:28 AM EST

Alister Dmonte

Annexure I

Name: Alister Dmonte

Job: Junior Technical Associate

Offer Elements: Rs. Per Annum

Annual Basic - Rs.180,000.00

Flexible Compensation Plan - Rs.234,000.00

Consulting Incentive Plan - Rs.54,358.00

TOTAL TARGET CASH - 468358.00

Provident Fund (12% of Basic) - Rs.21,600.00

Gratuity (4.81% OF Basic) - Rs.8,658.00

TOTAL COMPENSATION - Rs.498,616.00

Teradata (India) Pvt Ltd Confidential



Offer: Computer Consultancy
Ref: TCSL/CT20223948408/Mumbai
Date: 01/10/2022

Mr. Orvil Ranjan Dsilva
House No. 91/BSyndicate Bank Lane (Canara Bank Lane)),
Naigaon,
Vasai-401207,
Maharashtra.
Tel# 91-9850196299

Dear Orvil Ranjan Dsilva,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a challenging role in any Business Unit as per the business requirements of TCSL.

Your gross salary including all benefits and Retention Incentive will be **INR 7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after

TCS Confidential
TCSL/CT20223948408

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Withdrawal of Offer

If you fail to accept the offer from TCSL within 3 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn. Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TCS Confidential
TCSL/CT20223948408

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



GROSS SALARY SHEET

Annexure 1

Name	Orvil Ranjan Dsilva
Designation	Systems Engineer
Institute Name	St. Francis Inst. Of Tech, Borivali

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
2) Performance Pay		
Monthly Performance Pay	4,300	51,600
Performance Bonus*	3,100	37,200
3) City Allowance	400	4,800
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
TOTAL GROSS	51,844	7,00,022
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,272	2,07,264
GROSS BOUQUET OF BENEFITS	26,522	3,18,264



Strictly Private & Confidential

Aditi Desai

May 22, 2023

Dear Aditi,

Employment Agreement ("Agreement")

We are pleased to make this conditional offer of employment to you with **BNP Paribas India Solutions Pvt. Ltd. ("BNPP")** in India on the terms and conditions set out in this agreement.

For the purposes of this Agreement, an "**affiliate**" shall include any subsidiary or holding company of BNPP.

1. Commencement Date & Location

- 1.1. Your employment will commence on **June 19, 2023 at Mumbai**, unless otherwise mutually agreed by you and BNPP in writing.
- 1.2. Your employment with BNPP will initially be subject to a probationary period of 6 months from the date of your commencement of employment with BNPP in India. You will not be considered as having successfully completed your probationary period unless and until a written confirmation is issued to you by Human Resources. For the avoidance of doubt, BNPP may extend your probationary period at its sole discretion.

2. Position

You will be employed on a full time basis as **Associate Software Engineer with ISPL IT Shared Service Center Department** and shall perform all duties commensurate with and appropriate to your position. Your corporate title shall be **Associate**. BNPP may amend your position, corporate title (if applicable) and/or reporting line as appropriate in the future to align your role with applicable policies, procedures or practices.

3. Remuneration

- 3.1 Your annual salary will be **INR 600,058** (less applicable deductions), payable over 12 months, for each complete month of service (pro-rated for any incomplete month of service), inclusive of all the following allowances and benefits:

Basic Salary	INR 180,000
House Rent Allowance	INR 90,000
Executive Allowance	INR 240,600
Leave Travel Allowance	INR 25,000
Conveyance Allowance	INR 19,200
Medical Allowance	INR 15,000
Provident Fund	INR 21,600
Gratuity Fund valued @ 4.81% of Basic Salary	INR 8,658
Total Cost to Company	INR 600,058



- 3.2 Your salary and benefits will be subject to applicable taxes which will be withheld by BNPP from your salary or bonus payment.
- 3.3 Any remuneration which you receive from BNPP shall be inclusive of any fees, expenses or other remuneration which you may be entitled to receive in relation to any office or directorship you may be required to perform in connection with your employment and includes consideration for all covenants made by you under this Agreement (including without limitation the covenants and restrictions set out in clauses 9 and 10).
- 3.4 You will receive provident fund and related benefits in accordance with [the provisions of the Employees' Provident Fund & Miscellaneous Provisions Act 1952 (as amended from time to time).
- 3.5 You will be entitled to gratuity benefit in accordance with the Payment of Gratuity Act 1972 (as amended from time to time).
- 3.6 You will be entitled to employee state insurance coverage in accordance with the Employees State Insurance (Central Rules) 1950 (as amended from time to time).

4. **Discretionary Bonus**

- 4.1 You may be eligible to receive a discretionary bonus in respect of a given performance year, based on BNPP's results, your individual performance and conduct, and such other factors as BNPP may consider relevant. Provided you are eligible to be considered for a discretionary bonus award, the terms, conditions, nature and amount of such discretionary bonus award (if any) will be determined at the absolute discretion of BNPP. BNPP reserves the right to defer all or part of any discretionary bonus award granted to you in accordance with the applicable bonus deferral arrangement in force from time to time, and to impose such reasonable conditions as BNPP considers appropriate; any such discretionary bonus awarded will be subject to the terms of any Group incentive or deferral plan in respect of variable compensation for the relevant performance year.
- 4.2 If you are eligible to receive a statutory bonus pursuant to the Payment of Bonus Act 1965 (as amended from time to time), any discretionary bonus which may be awarded to you shall take into account any statutory bonus payable to you.
- 4.3 Any bonus awarded will only be paid to you if (i) you are employed by BNPP on the payment date; and (ii) you have not given or received notice to terminate your employment, or otherwise ceased your employment with BNPP, prior to the payment date.
- 4.4 You acknowledge and agree that you do not have a contractual right to receive a bonus annually and any discretionary bonus award is at the absolute discretion of BNPP, except for statutory bonus if applicable to you in accordance with the Payment of Bonus Act 1965 (as amended from time to time). The payment of any discretionary bonus in respect of any year, and the amount of such discretionary bonus if paid, shall not give rise to any expectation of the payment or amount of any bonus in any future year of employment. Other than as set out in this Agreement, you acknowledge that no representation, assurance or guarantee has been provided by or on behalf of BNPP with respect to the payment of any discretionary bonus and you also acknowledge that you may receive a nil bonus.

5. **Relocation Benefits**

In the event you give or receive notice to terminate your employment, or otherwise cease your employment with BNPP (except for reason due to redundancy, disability or death), within the first 12 months of your employment, you will be required to repay to BNPP the full gross amount of the relocation benefits availed by you.



6. **Staff Benefits**

In addition to the salary and benefits set out in clause 3 above, you will be eligible to enjoy staff benefits in accordance with applicable laws and BNPP's policies (where applicable) in force from time to time, including the following:

- (a) Insurance coverage under BNPP's medical and other applicable insurance schemes; and
- (b) Annual leave, sick leave, and other types of leave in accordance with applicable laws and prevailing policies of BNPP.

For details, please refer to the relevant policies and procedures of BNPP.

7. **Place of Work**

Your place of employment will be at our office location as mentioned in clause 1.1 or such other location within India as BNPP may require from time to time. During the course of your employment with BNPP, you may be required to work in any current or future divisions or departments of BNPP or its affiliates as BNPP may decide at its discretion. You may also be required to travel within India or overseas as BNPP may request from time to time.

8. **Hours of Work**

Your core working hours are from 9:30 a.m. to 6:00 p.m., Monday to Friday including half an hour lunch break. Your normal rest day will be Sunday (or such other day scheduled as a rest day). Saturday will normally be a contractual day off (unless an alternative contractual day off is scheduled). You acknowledge and agree that you are expected to devote sufficient time to perform your duties efficiently, which may require you to attend the office, or be available to perform your duties, outside of your core working hours.

9. **Confidentiality Obligations**

- 9.1 At any time during your employment with BNPP and after termination of your employment with BNPP, you must not, without the prior written consent of BNPP, disclose or make use of any confidential information (as defined below) relating or belonging to BNPP or any of its affiliates, or their customers or clients.

"Confidential information" means details of customers and their requirements, details of suppliers and their terms of business, the prices charged to and terms of business with customers, marketing plans and sales forecasts, financial information, results and forecasts (save to the extent that these are included in published audited accounts), any proposals relating to the acquisition or disposal of a company or business or any part thereof or to any proposed expansion or contraction of activities, details of employees and officers and of the remuneration and other benefits paid to them, information relating to research activities, formulae and product lines, know-how, any information which you are told is confidential and any information which has been given to BNPP or any of its affiliates in confidence by customers, suppliers or other persons.

- 9.2 All notes, memoranda, records, lists of customers and suppliers and employees, correspondence, documents, computer and other discs and tapes, data listings, codes, designs and drawings and other documents and material whatsoever (whether made or created by you or otherwise) relating to the business of BNPP or any of its affiliates, and any copies of the same:

- (a) Shall be and remain the property of BNPP or the relevant affiliate; and
- (b) Shall be returned to BNPP or the relevant affiliate on demand and in any event upon termination of your employment.



- 9.3 All developments, productions, written work, inventions and improvements of inventions, whether patentable or not, made by you or to which you would have contributed in the course of your employment, and all industrial and intellectual property rights and copyrights made by you or to which you would have contributed in the course of your employment shall be and remain the exclusive property of BNPP or the relevant affiliate, and to the extent necessary you assign any potential rights relating thereto to BNPP. This includes without limitation all research and research products, "know-how" developed in whatever form and systems developments.

10. **Restrictive Covenants**

- 10.1 During your employment with BNPP and for a period of 6 months after the termination of your employment with BNPP, you must not, without the prior written consent of BNPP, directly or indirectly and whether on your own behalf or in conjunction with or on behalf of any other person:
- (a) solicit, engage, or otherwise endeavour to entice away any employees or agents of BNPP or any of its affiliates, or induce or persuade any such persons to cease working for, or representing, or doing business with BNPP or any of its affiliates;
 - (b) canvass, solicit, contact or approach any BNPP's or any of its affiliates' clients, customers, suppliers or agents with whom or which you had dealings in the course of your employment with BNPP during the period of 12 months immediately preceding the date of termination of your employment, or have any business dealings with any such clients, customers, suppliers or agents.
- 10.2 You agree that the restrictions contained in clause 10.1 above are reasonable and necessary for the protection of the legitimate interests of BNPP and its affiliates; however, in the event that any such restrictions are held to be void but would be valid if part of their wording were deleted or the period of application reduced or the geographical scope narrowed, such restriction shall apply with such modification as may be necessary to make it valid or effective.
- 10.3 If you receive an offer to be involved in another business in any capacity during your employment or prior to the expiry of the last of the restrictive covenants above, you must provide the person or entity making the offer a copy of clause 10 (but no other part of this Agreement) and you must inform BNPP the identity of that person or entity as soon as possible after accepting the offer.
- 10.4 The restrictions set out in clause 10 shall remain in full force and effect and survive the termination of this Agreement for any reason whatsoever.
- 10.5 You acknowledge that damages will be inadequate compensation for breach of any of the restrictive covenants contained in clause 10 and, subject to a court's discretion, BNPP may (for itself or on behalf of any affiliates of BNPP) restrain, by injunction, equitable relief or similar remedy, any conduct or threatened conduct by you which is or will be a breach of clause 10.

11. **Termination**

- 11.1 During your probation period, either you or BNPP may terminate this Agreement at any time by giving 30 days prior written notice to the other party. After successful completion of your probation period, either you or BNPP may terminate this Agreement at any time by giving 90 days prior written notice to the other party. BNPP may provide you with a payment in lieu of all or part of the applicable notice period. Under certain exceptional circumstances, BNPP may consider shortening the notice period for you. For the avoidance of doubt, without such express agreement from BNPP, your notice period will remain unchanged. BNPP may also deduct any amount (including but not limited to any outstanding payment in lieu of notice) which you owe to BNPP or any of its affiliates from any amounts which may be payable to you in connection with the termination of your employment, to the extent permitted under applicable laws and in accordance with applicable policies of BNPP.



- 11.2 The contractual and normal age of retirement is 60. Upon reaching the age of 60, you will be required to retire from your employment with BNPP.
- 11.3 Nothing in this Agreement shall otherwise limit either party's right to terminate this Agreement with or without notice in accordance with applicable laws and prevailing policies of BNPP.

12. Garden Leave/Administrative Leave

BNPP reserves the right to require you not to attend its premises and/or not to undertake all or any of your duties of employment during any period of notice of termination or at any other time during the period of your employment with BNPP. During any such period, all your express and implied duties under this Agreement (including without limitation your obligations of good faith, loyalty and fidelity to BNPP) shall continue to apply.

13. Other Conditions

- 13.1 You acknowledge and agree that during your employment with BNPP:
- (a) You must serve BNPP faithfully and diligently to the best of your abilities, and exercise reasonable care and skill in the performance of your duties as assigned to you by BNPP from time to time, whether during or outside the BNPP's normal business hours, at such places as BNPP requires and for BNPP or any affiliates of BNPP as required by BNPP;
 - (b) You must act in BNPP's best interests and use all reasonable efforts to promote the interests of BNPP;
 - (c) You must comply with all directions of BNPP from time to time and report to the person(s) nominated by BNPP from time to time;
 - (d) You must comply with all legal, regulatory and mandatory obligations applicable to your position and the duties assigned to you; and
 - (e) You must inform BNPP immediately if you become aware of or suspect any unlawful act or omission by any employee, contractor or officer of BNPP.
- 13.2 You further acknowledge and agree that during your employment with BNPP:
- (a) You must provide services exclusively to BNPP and, save with the prior written consent of BNPP, you must not be directly or indirectly employed, engaged, concerned or interested in any other occupation, business or trade; and
 - (b) You must not act in conflict with BNPP's best interests or your obligations to BNPP. If you become aware of any actual or potential conflict of interest, you must immediately disclose such conflict of interest to BNPP.
- 13.3 You acknowledge and agree that you shall be wholly and solely responsible for fulfilling all your tax obligations, including without limitation declaration and payment of all taxes arising from your professional and personal income, wherever and whenever they arise.
- 13.4 You will keep the existence and terms of this Agreement in strictest confidence and will not disclose this Agreement or its terms to anyone other than your spouse, lawyer or accountant without the prior written consent of BNPP.



- 13.5 BNPP reserves the right to vary any terms and conditions of your employment from time to time, to the extent permitted under applicable laws. You are required to comply with the Code of Conduct, compliance policies, and any other policies, procedures and guidelines as issued and/or amended by BNPP from time to time. Application of such policies, procedures and guidelines is at BNPP's discretion and is not a contractual entitlement unless otherwise specifically stated in the relevant documents. BNPP reserves the right to change, amend, supplement, withdraw or discontinue its policies, procedures and guidelines at its discretion in accordance with applicable laws. You are responsible for keeping yourself up-to-date with the latest version of these policies, procedures and guidelines. For the avoidance of doubt, this Agreement shall prevail over any of those documents to the extent of any inconsistency.

14. Data Privacy

You consent to BNPP and any of its affiliates holding and processing the data it collects in relation to you in the course of your employment, for the purpose of BNPP's administration and management of its employees and its business and for compliance with applicable laws, regulations and procedures, and to the transfer, storage and processing of such data in and outside India.

Please refer to BNPP's General Policy on Employee Personal Data Protection and Employee Personal Data Protection Notice for further details relating to data privacy.

15. Third Party Rights

No one other than a party to this Agreement shall have any right to enforce any of its terms.

16. Entire Agreement

This Agreement constitutes the entire agreement between you and BNPP, and shall supersede any prior written or oral agreement or understanding between you and BNPP in relation to the matters dealt with herein. You acknowledge and agree that you are not entering into this Agreement in reliance on any representation, warranty or undertaking not expressly set out in this Agreement. No variations to the terms of this Agreement will be valid unless they are authorized in writing by BNPP.

17. Governing Law and Jurisdiction

This Agreement and all aspects of your employment shall be governed by and construed in accordance with the laws of India. In the event of any dispute, the matter shall be resolved in India and the employee shall submit to the exclusive jurisdiction of the courts of location as mentioned in clause 1.1.

This offer is conditional upon the following terms and may be withdrawn or rescinded without liability on the part of BNPP should any or all of them not be satisfied.

- BNPP receives satisfactory employment references about you and you have all the qualifications and prior work experience stated at interview and/or provided during your recruitment/employment screening process;
- You successfully complete employment screening to the satisfaction of BNPP, including without limitation credit history check, criminal record check, and information provided by you during the employment screening process. In the event any matter is identified pursuant to such background checks which requires the consent of any regulatory authority, the offer is also subject to such consent;
- You obtain, where applicable, all necessary registration(s) and/or licence(s) with the relevant regulatory authorities in India within 3 months of your commencement of employment;



- You will not be in breach of any contractual obligation from any previous employer and are available to commence employment with BNPP on or before the commencement date mentioned in clause 1.1 without being subject to any restrictions from any previous employers;
- You duly present a valid India Identity Card, and where applicable, the necessary work visa or permit and/or other relevant document(s) enabling you to commence employment with BNPP in India on or before the commencement date mentioned in clause 1.1 ; and
- Your agreement to abide by the prescribed policies, procedures and guidelines of BNPP, as notified to you from time to time.

Please signify your agreement to the above by signing and returning the enclosed copy of this letter. This offer will be valid for 7 days from the date of receipt of this letter and will lapse if you have not returned an original signed copy of this letter to us on or before such expiry date.

Please report to Human Resources, at the office location mentioned in clause 1.1 at 9:30 a.m. on your start date.

We look forward to welcoming you as a member of BNPP.

Yours sincerely,
For and on behalf of
BNP Paribas India Solutions Pvt. Ltd.

Authorized Signatory 1

Authorized Signatory 2

I have read and agree to the terms and conditions of this Agreement.

.....
Aditi Desai



Offer: Computer Consultancy
Ref: TCSL/CT20223975984/Mumbai
Date: 01/10/2022

Mr. Advait Vinit Dhamnaskar
A-003, Chinar Apt. , Damodar NagarViva College Road,
Saraswati Baug , Virar(W),
Thane-401305,
Maharashtra.
Tel# 91-9167568454

Dear Advait Vinit Dhamnaskar,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related



documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum



qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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- *There is no criminal offence registered/pending against you
- *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

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

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the



same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter.

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TCS Confidential
TCSL/CT20223975984

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GROSS SALARY SHEET

Annexure 1

Name	Advait Vinit Dhamnaskar
Designation	Assistant System Engineer-Trainee
Institute Name	St. Francis Inst. Of Tech, Borivali

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q.City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



CloudRock Partners India Private Limited

OFFER & CONTRACT OF EMPLOYMENT

May 18, 2023

FAO: **Sarthak Dharia**

BY EMAIL: **shdharia@gmail.com**

Dear Sarthak,

Following your recent interviews, we are delighted to offer you a position with CloudRock Partners India Pvt. Ltd. This offer letter has also been sent to you via DocuSign, and we kindly request that you sign to confirm your acceptance.

We are a fast-growing company, and really hope that you're excited by the opportunity to join our team, and to have a long and successful career with us.

A Kyriacou

Signed
Ani Kyriacou
Chief Operating Officer



1. **Name:** Sarthak Dharia
2. **Job Title:** Cloud Transformation Associate
3. **Employer and Company:** CloudRock Partners India Pvt. Ltd.
4. **Start Date:** To be confirmed (Provisionally July 10th 2023, but no later than July 31st 2023)
5. **Compensation:** See Compensation Plan in Schedule 1
The payment of any amounts by the Company will be subject to the deduction of tax at source and other statutory withholdings as may be applicable. You will be responsible for the payment of any tax on your income from the Company. The Company reserves the right to change the structure of the salary/compensation from time to time.
6. **Graduation Bonus:** On successful completion and assessment following the Cultivate Training Academy, you will be awarded a INR 1,000,00 bonus.
7. **Method of Payment:** You will be paid monthly, direct into a bank account of your choice on the last working day of every month.
8. **Medical Insurance:** You (and spouse + parents + up to 3 children if applicable) will be enrolled in the Employers medical insurance scheme.
9. **Hours of Work:** The regular working week will be minimum 40 hours (Monday to Friday) from 11:00 AM to 8:00 PM (IST) with break time of 1 hour (unpaid). These times may differ during your training, and the Company reserves the right to change your working hours.
 - a. You may be required to work such additional hours as may be necessary for the proper performance of your duties and to meet client requirements, sometimes at short notice. Unless there are exceptional circumstances, and unless expressly agreed with your Reporting Manager, you are expected to comply with such reasonable requests.
10. **Reporting Manager:** Rahul Rao, or any other person nominated by the company.
11. **Job Description:** To provide exemplary service, support, advice and delivery services to CloudRock clients, implementing cloud based technologies, either in phase 0 preparation, phase 1, or a future phase or AMS support capacity.
12. **Leave:**
 - a. You shall be entitled to Paid Time Off of up to 27 days (21 days of Casual Leave, 1 floating holiday & 5 days of sick leave) per calendar year which is January to December. All the unutilised leaves will be forfeited at year end in December and cannot be carried forward to next year. The leaves accrued during the calendar year can either be encashed or adjusted against mandatory notice period during the end of service. You are also entitled to 9 public & festive holidays. There may be occasions when the Company may have to instruct you on when to take your holidays, and these days will be notified to you.
 - b. If upon termination you have taken more leaves than your entitlement, you will be required to reimburse the Company in respect of the excess days taken and the Company is authorized to make deductions in respect of the same from your final salary payment. In the event such deductions exceed the final salary payment to you, you shall pay such outstanding amount to the Company.
13. **Nature of Duties:** As per Job Description
14. **Salary Revision:** Your salary will be reviewed annually, with an effective date of April 1st. For the avoidance of doubt, the Employee has no contractual entitlement of an upwards review.
15. **Provisional Offer:**
 - a. This offer is conditional on receiving and being satisfied, with the background checks on your academic and professional qualification and experience, any criminal records and any judgments relating to debts or insolvency thereof.
 - b. The present employment is offered to you on the basis of the information/ particulars provided by you with regards to your educational/professional qualifications, experience, criminal records any judgments relating to debts or insolvency and in the event it is discovered at any stage that any information/particulars and/or details provided by you are incorrect and/or any material information has been withheld/suppressed by you, shall constitute breach of discipline and your services will be liable to be terminated.

CIN : U74999MH2021FTC369337 GSTIN : 27AAJCC8367J122

Office No. 321, 'B' Wing, Bhaveshwar Arcade, Opp. Shreyas Cinema, L.B.S. Marg, Ghatkopar (West), Mumbai - 400 086.

T: 91-22-25004386/6500 E: connect@cloudrockpartners.com W: www.cloudrockpartners.com

16. **Confidentiality/Non-Disclosure:**
- a. The protection of confidential business information and trade secrets is vital to the interests and success of the Company. Such confidential information includes, but is not limited to, the following examples: client data, compensation data, financial information, marketing strategies, pending projects and proposals, proprietary production processes, personnel/payroll records, and conversations between any persons associated with the Company and its Clients. All Employees will be required to sign a non-disclosure agreement as a condition of employment. Any employee who improperly uses or discloses trade secrets or confidential business information will be subjected to disciplinary action, including termination of employment and legal action, even if he/she does not actually benefit from the disclosed information.
 - b. You are obliged at all times to protect information belonging to the company and their clients, collaborators and contractors that you acquire in the course of your employment.
 - c. Except as necessary to carry out your duties, you will not at any time, whether during your employment or after the end of your employment, disclose to any third party or use for your own benefit or the benefit of any other person, any trade secrets or confidential information relating to the business of the company or its clients. Such confidential information includes without limitation confidential information relating to the business affairs, management finances, personnel or administration of the Company, technical information and know-how, business strategy and plans, financial projections, pricing policies and prices, client lists, information about clients and consulting methodologies, software, any intellectual property (including but not limited to the intellectual property referred to in the next section) and any document marked 'Confidential' (or similar) or any information which you have been told is confidential or which you might reasonably expect. The Company or an Associated Company would regard as 'Confidential', or any other information which has been given to the Company or the CloudRock Partners Ltd, in confidence by clients or other persons.
17. **Data Protection:**
- a. You understand and agree that, where this is reasonably necessary for the Company or any Associated Company, for the purpose of your employment or for compliance with the Company's (and any Associated Company) contractual, statutory, management or other similar obligations, the Company (and any Associated Company) or any other authorised person appointed by them on their behalf may process Personal Data or Sensitive Personal Data relating to you or your employment. The terms "process", "Personal Data" and "Sensitive Personal Data" will have the meaning given to them under the Data Protection Act 1998 (or any other statutory re-enactment or modification).
 - b. You consent to the Company or any Associated Company monitoring and recording any use by you of their IT systems (including by CCTV) for legitimate business purposes, ensuring that the Company's and any Associated Company's procedures are being complied, and for the purposes set out in any Company data protection policy.
 - c. You will inform the Company of all changes to your personal data, including name, address, marital status, contact details and next of kin.
 - d. You will ensure that any personal data or sensitive personal data of other employees, clients, suppliers or agents of the Company or any Associated Company, which you may use or have access to during the employment or in accordance with your duties and responsibilities, is kept secure from unauthorised access or disclosure and will not be discussed or disclosed to any person except in accordance with the Company's data protection policy in force from time to time and the Data Protection Act 1998 (or any other statutory re-enactment or modification).
18. **Copyright and other Intellectual Property:** All work produced for the Company by the Employee under this agreement or otherwise and the right to the copyright and all other intellectual property in all such work is to be the sole property of the Company unless otherwise owned by the Client.
19. **Place of Work:** Your place of work shall be the Company's office in Mumbai – **Spaces, 2nd Floor, 2069, JP Road, Four Bungalow, Western Heights, Andheri West, Mumbai, Maharashtra 400053.** However, you may be required to make business travel to any location (within India or abroad) specified by the Company depending on the requirements of the business. All reasonable travel & associated expenses



shall be reimbursed by the company subject to prior written approval. The company will grant hybrid work at its exclusive discretion.

20. **Probationary & Notice Periods**

- a. Your employment with the company will be on the basis of a probationary period of six months. For the first two months of this probationary period, 7 days' notice in writing is required to terminate your employment by either party. Thereafter, for the remainder of the probationary period 1 months' notice in writing is required to terminate your employment by either party.
- b. On successful completion of your probationary period, three months' notice in writing must be provided by either party to terminate your employment.
- c. Please note that your service is liable to be terminated without any notice, and without payment in lieu of notice if it is proved that your certificates / qualifications are not genuine, or that any other material particulars furnished by you are false / fabricated, or if there is a breach in the confidentiality agreement, or if you are summarily dismissed for gross misconduct.
- d. Should you resign, the Company reserves the right to pay or recover salary in lieu of notice period.
- e. On the termination of your employment, during garden leave or at any other time where reasonably requested, you will immediately return to your line manager all documents, security passes, keys or any other property (including computer equipment, copies, summaries and excerpts) belonging to or relating to the business of the Company which are in your possession or under your control.
- f. At any time during your employment and during any period of notice, whether given by you or by the Company, the Company will be entitled, at its discretion, to require you to cease performing your job for such a period as the Company shall in its absolute discretion determine. The Company may require you not to carry out your duties or exercise your powers or responsibilities, nor to attend any place of work or other premises of the Company and any Associated Company. During any such period, the Company shall continue to pay your salary under this agreement and shall be under no obligation to provide work for you. During any such period, you shall keep the Company informed of your whereabouts so that you can be called upon to perform any appropriate duties as the Company may require and you shall continue to be bound by all your obligations under this agreement insofar as they are compatible with you being on garden leave.
- g. If after leaving the Company, any work remains to be completed on an assignment in which you were involved you will co-operate with the Company and any Associated Company so far as it is reasonably practicable to enable completion of that assignment. The Company and you will mutually agree on the remuneration that may be paid for work.

21. **Breach or Misconduct**

Notwithstanding anything herein, the Company shall be entitled to terminate this Agreement, without notice and with immediate effect, in the event you are:

- a. Found to have engaged in any act of misconduct or negligence in the discharge of your duties or in the conduct of the Company's business; or
- b. Found to have directly or indirectly, engaged or participated in any other business activities that the Company, in its reasonable discretion, determines to be in conflict with the best interests of the Company without the written consent of the Company; or
- c. Found to have engaged in any other act or omission, inconsistent with your duties; or
- d. Found to have engaged in any breach of this Agreement, or the Company Policy or lawful orders given to you by the Company;
- e. Convicted of any criminal offence; or,
- f. Found to have engaged in unauthorized absence beyond a period of seven (7) days.

22. **Training**

- a. As part of your employment, you will be enrolled on the Company Cultivate training programme. In the event you resign from your position or are terminated for cause within 24 months of completing the training, you will be liable to repay the full cost of the training (INR 2,00,000.00). For the avoidance of doubt, the obligation to repay the Cultivate training fees expires 24 months after the completion of the training.
- b. During the Cultivate training period, any requests for leave will only be granted in extenuating circumstances.

CIN : U74999MH2021FTC369337 GSTIN : 27AAJCC8367J122

Office No. 321, 'B' Wing, Bhaveshwar Arcade, Opp. Shreyas Cinema, L.B.S. Marg, Ghatkopar (West), Mumbai - 400 086.

T: 91-22-25004386/6500 E: connect@cloudrockpartners.com W: www.cloudrockpartners.com



- c. Following the conclusion of the Cultivate training programme, your performance will be assessed by the Company. In the event that you do not pass this assessment, your employment will be terminated in accordance with point 5 above.
- d. At any time during your employment, you may be enrolled on additional external training courses. In each instance, you will be advised of the cost of this training in advance and will be required to agree to repay the training costs if your employment ceases within 24 months of the training ending, prior to being enrolled on the training course.

23. **Other work:** Your position with the Company calls for full time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or full time) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during your employment with the Company, without written permission from the Company.

All the above terms and conditions of employment are subject to change from time to time by the company. Any change or additions to these terms shall be communicated to you in writing.

This Agreement shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this Agreement shall not affect the binding effect of the rest of the agreement and in case of any dispute arising out of these terms and conditions, the courts at Mumbai and no other courts will have jurisdiction to adjudicate and decide the matter.

This Agreement shall be concluded and effective on your delivering a signed copy of this Agreement to us, provided that your Compensation and Other Entitlements shall not begin to accrue until you commence work for the Company.

The terms of this letter are confidential. The Company reserves the right to withdraw this letter without notice if these terms become publicly known.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing a copy of this letter to the Company within 3 days of the date of this letter, failing which, this offer stands automatically withdrawn by the Company without any further notice to you.

Human Resources

I hereby certify that I do not have any legally binding obligation with any of my previous employers which would prevent me from working for CloudRock Partners India Pvt. Ltd or any of its clients directly or indirectly and shall take full responsibility if any dispute arises from my previous employment in working for CloudRock Partners India Pvt. Ltd.

The Company will verify your background and your appointment hereunder is subject to satisfactory verification report from the concerned/relevant agencies. You understand and acknowledge that this is a requirement for your employment, and you shall not raise any objection whatsoever to the said background checks or verifications. By signing this letter, you grant your unqualified consent to the Company to provide and/or share all the personal information provided by you to the Company from time to time, including for the avoidance of doubt sensitive personal data and information, for the purpose of employment with the Company, with any third party for conducting the background checks, payroll management or for any other lawful purpose.

Non-Solicitation: Permanent Employees and Sub-Contractors

I hereby acknowledge that during my Employment and for one year thereafter, I will not, directly or indirectly, (a) Solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any permanent employees or sub-contractors to leave a CloudRock Entity or to join any firm or business with which I may be or become affiliated,

(b) Participate in the hiring or admission of any permanent employees or sub-contractors, or

(c) Cause a permanent employee or a sub-contractor of a CloudRock Entity to cease providing services to, with, or on behalf of the CloudRock Entity.

CIN : U74999MH2021FTC369337 GSTIN : 27AAJCC8367J122

Office No. 321, 'B' Wing, Bhaveshwar Arcade, Opp. Shreyas Cinema, L.B.S. Marg, Ghatkopar (West), Mumbai - 400 086.

T: 91-22-25004386/6500 E: connect@cloudrockpartners.com W: www.cloudrockpartners.com



CloudRock Partners

I hereby accept the terms and conditions of employment herein and return the duplicate copy signed in token of my acceptance.

Signed in Acceptance _____

Printed Name: **Sarthak Dharia**

Date:
Place:

Signed by Employer _____

Printed Name: **A Kyriacou**

Position: Director
Date: May 18, 2023
Place: London

A Kyriacou

CIN : U74999MH2021FTC369337 GSTIN : 27AAJCC8367J122

Office No. 321, 'B' Wing, Bhaveshwar Arcade, Opp. Shreyas Cinema, L.B.S. Marg, Ghatkopar (West), Mumbai - 400 086.
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Schedule 1

Compensation Plan

Name	Sarthak Dharia
Employer Name	CloudRock Partners India Pvt. Ltd.
Gross Annual Salary	INR 500,000.00

Particulars	Available	Annual Package	No. of Months	Monthly Take-Home Calculation
		Annual		Monthly
Basic Salary	Yes	₹ 275,240.00	12	₹ 22,936.67
House Rent Allowance	Yes	₹ 117,960.00	12	₹ 9,830.00
Conveyance Allowance	Yes	₹ 24,000.00	12	₹ 2,000.00
Leave Travel Allowance	Yes	₹ 24,000.00	12	₹ 2,000.00
Research Allowance	Yes	₹ 24,000.00	12	₹ 2,000.00
Children Education Allowance	Yes	₹ 2,400.00	12	₹ 200.00
Food Coupons (in kind)	Yes	₹ 26,400.00	-	₹ 0.00
Phone Bills Reimbursement	Yes	₹ 6,000.00	12	₹ 500.00
Gross Salary		₹ 500,000.00	12	₹ 39,466.67
<i>Add: Employer's Provident Fund Contribution @ 12% on Basic Monthly Pay of INR 15,000, i.e., INR 1,80,000 p. a.</i>	Yes	₹ 21,600.00	-	₹ 0.00
<i>Add: Discretionary Bonus (10%)</i>	Yes	₹ 50,000.00	-	₹ 0.00
<i>Add: Graduation Bonus</i>	Yes	₹ 100,000.00		₹ 0.00
Cost to Company (CTC)		₹ 671,600.00	-	₹ 39,466.67
<i>Less: Employee's Provident Fund</i>	Yes	₹ 21,600.00	12	₹ 1,800.00
<i>Less: Profession Tax</i>	Yes	₹ 2,500.00	12	₹ 200/300
Total Payable		₹ 647,500.00	-	₹ 37,466.67

CIN : U74999MH2021FTC369337 GSTIN : 27AAJCC8367J122

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<u>Less:</u> TDS to be deducted on monthly basis	Yes	<p>Tax will be deducted at source (TDS) every month on the taxable income (considering exempt allowances worked out above) and after considering the eligible investments / contributions made by the employee under Section 80C & 80D & 80CCD for the year.</p> <p>The TDS will be worked out on the submission of the relevant proof of investments made and other documentary evidence in support of the allowances claimed as exempt.</p>		
Net Payable		₹ 647,500.00	-	₹ 37,466.67

Notes:

1. **Employee Provident Fund (EPF):** Employee's contribution is deducted @ 12% of basic salary (capped at INR 1,800 per month or INR 21,600 per annum). The employer will be making a contribution of INR 21,600 per year, into the EPF account of the employee.
2. **Discretionary Bonus:** The discretionary bonus is payable on a quarterly basis during the year, with the first quarter of eligibility being Q4 2023 (for the period Oct 1st to Dec 31st), which is payable in January 2024.
3. **House Rent Allowance:** We have assumed that the employee will be paying house rent of INR 9,830 per month and have calculated HRA accordingly to give her the maximum tax benefit. CloudRock Partners India Private Limited will have to collect copies of rent receipts from the employee for documentation purposes.
4. **Conveyance Allowance:** Conveyance allowance is expenses incurred for the purpose of professional duty (conveyance from residence to place of business is not covered here) and is exempt from tax only to the extent of actual expenditure incurred. All such expenses must be approved by the Employer in advance, and the employee will have to maintain invoices of actual expenditure incurred.
5. **Leave Travel Allowance:** Leave Travel Allowance exemption is available for only domestic journey for the employee alone or with her family, where 'family' includes the employee's spouse, children and wholly or mainly dependent parents, brothers, and sisters of the employee. Further, it is available for only two journeys performed in a block of four calendar years (current block available is F.Y 2018-22) and the employee will have to maintain invoices of actual travel costs incurred for the journey.
6. **Research Allowance:** Research Allowance is exempt to the extent of actual expenses incurred on the academic research, training and other professional pursuits.
7. **Children's Education Allowance:** The employee can claim maximum INR 100 per month as exemption or INR 1200 per annum. The exemption is allowed for a maximum of 2 children.
8. **Food coupons:** Food coupons perquisite is calculated based on 22 working days and 2 meals a day resulting in a monthly benefit of INR 2,200 (22*100). Consequently, the yearly exemption works up to INR 26,400. The tax benefit available to the employee is restricted to INR 50 per meal. The company shall be providing actual food coupons to the employees. These will not be provided in cash & hence not included in the monthly take-home salary calculation.
9. **Phone Bills Reimbursement:** The employee can claim 100% exemption for the phone bills reimbursement to the extent of actual expenditure incurred on production of phone bills.
10. CloudRock Partners India Private Limited will have to deduct profession tax of INR 2500 per annum (INR 200 each month except February, INR 300 in February) from the employees' salary.

CloudRock Partners India Private Limited will have to collect Form 12BB (declaration of tax-related investments/contributions) from the employee at the beginning of the year or within 30 days from the date of joining. Further, all supporting documentary evidence relating to tax exemptions/deductions should be collected in the month of February the same financial year.

CIN : U74999MH2021FTC369337 GSTIN : 27AAJCC8367J122

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T: 91-22-25004386/6500 E: connect@cloudrockpartners.com W: www.cloudrockpartners.com



02/06/2023

Justin Dsouza
A105, Om Shree Shantiniketan, Behind N.G. Shelter,
Nr. Cinemax, Kanakia Road, Mira Road(E)
Mira Road, MH 401107

Dear Justin,

We have pleasure in offering you the position of Trainee under the Teradata Internship & Training Program based at our India Airoli, Flexible office on the following terms and conditions:

Internship Period

Your internship will be for a period of 4 months starting from September 4, 2023.

At the end of 4 months your performance will be reviewed and if the same is found to be satisfactory, you may be considered for a regular employment with Teradata subject availability of vacancies.

Remuneration

You shall be eligible for a monthly stipend of ₹INR Rs.22,000.00 & subject to deduction of tax at source as per the prevailing Income Tax Act and Rules.

Leave & Annual Holidays

You will be entitled to one day of paid leave per month. Leave will be credited to your account on a pro-rata basis at the time of joining. You can also avail of the paid holidays (scheduled declared at the beginning of the year), that fall during the period of your internship.

Professional Standards

During the period of your internship, we expect you to ensure strict compliance with the rules and regulations of the company. Any violation would result in the immediate termination of your internship.

Termination

You may terminate your internship with the Company, without any cause, by giving a minimum of one week's prior notice. Teradata reserves the right to terminate your internship at any time without a reason by giving you one week's notice or stipend in lieu of the notice.

Acceptance

If you wish to accept the position in accordance with the terms and conditions set out in this letter, you should:

- sign a copy of this letter in the space indicated below and
- return copy of the signed letter

Yours sincerely,

DocuSigned by:


Vimal Raj
413250998A0741F

2023 February 7 | 5:37:51 AM EST

Leader - Talent Acquisition

TERADATA INDIA PVT LTD.

To be signed on Date of Joining

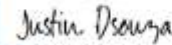
I accept this position on the terms and conditions set out in this letter

I Justin Dsouza hereby confirm that I have joined Teradata India Pvt.Ltd, office on September 4, 2023

WITNESSED

ACCEPTED

DocuSigned by:


Justin Dsouza
413250998A0741F

2023 February 7 | 10:09:52 AM EST

HR Consultant

Justin Dsouza



Offer: Computer Consultancy
Ref: TCSL/CT20224000531/Mumbai
Date: 30/05/2023

Ms. Namitha Dominic Dsouza
A-301, Dharti Complex Near Evershine Enclave,
Rassaz Theatre,
Mira Road East Thane-401107,
Maharashtra.
Tel# 91-9757185243

Dear Namitha Dominic Dsouza,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a role in the **TCS Digital (TCS Digital)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check

COMPENSATION AND BENEFITS

Basic Salary

You will be eligible for a basic salary of ₹15,000/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

House Rent Allowance (HRA)

Your HRA will be ₹7,500/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA

Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

Personal Allowance

You will be eligible for a monthly personal allowance of ₹17,272/- per month. This component is subject to review and may change as per TCSL's compensation policy.

Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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TATA CONSULTANCY SERVICES

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PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹4,300/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹3,100/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹400/- per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

RETENTION INCENTIVE

You are eligible for Retention Incentive of ₹70,000 payable to you on an annual basis. This component is in appreciation of continuity of service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.



XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

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TATA CONSULTANCY SERVICES

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Loans

You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships

You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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

TERMS AND CONDITIONS

1. Relevant Experience

As per the recommendation of our management review panel, out of your total experience, 0.0 years are being considered to be relevant to the business of our organization.

At the time of Induction, your experience from date of management review by TCSL (while in service with current employer) till the date of relieving from your current employment will be added to your total and relevant experience subject to signing of declaration to that effect followed by validation of relevance of your experience during Background Check process.

2. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of



your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

3. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

4. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

5. Probation Period

You will be on probation for three months. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory.

6. Working Hours

Your working hours are governed by applicable law. You may be required to work in



shifts and/or over time depending upon the business exigencies as permitted by law.

7. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

8. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

9. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

10. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

11. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

12. Work in SBWS mode

TCS' Secure Borderless Workspaces(SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.



It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

13. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

14. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

15. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

16. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.



ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

17. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

18. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

19. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

20. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

21. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed Original Documents for verification on your joining day.

- Permanent Account Number (PAN) Card
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation (if you are a Postgraduate)



- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
 - Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
 - Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
 - Passport / Acknowledgement letter of passport application
 - Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
 - 4 passport sized photographs
 - Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
 - An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
 - If you were employed, a formal Relieving letter & Experience letter from your previous employer
- The original documents will be returned to you after verification.

In addition to the above original documents, Please carry photocopies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

22. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very



seriously to enable you to add maximum value to your professional and personal growth.

23. Letter of Appointment

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

24. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

25. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

26. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement



activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Namitha Dominic Dsouza
Designation	Systems Engineer
Institute Name	St. Francis Inst. Of Tech, Borivali

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
2) Performance Pay		
Monthly Performance Pay	4,300	51,600
Quarterly Variable Allowance*	3,100	37,200
3) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
4) City Allowance	400	4,800
TOTAL GROSS	51,844	7,00,022
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)



Component Category	Monthly	Annual
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,272	2,07,264
GROSS BOUQUET OF BENEFITS	26,522	3,18,264



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q.City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



CR/HR/2023/187

February 14, 2023

Mr. Joel Minin Dsouza

12/13, Kedar Singh Chawl,
Opp Shivsena Shakha, Squaters Colony, Jogeshwari East
Mumbai - 400060.

Phone: 8452881429

Dear Joel,

We are very pleased to extend an offer of employment to you for the position of **Associate Consultant - Band A1**. Your date of joining will be **between June to September '2023**.

A detailed copy of your appointment letter will be issued to you on your joining. Your employment with us will be subject to receiving the following:

- Copy of educational certificates (10th, 12th / Diploma, Degree).
- Address & Photo identity proof.
- 06 Passport size photographs with white background.

MindCraft observes a 6-day week with Sunday as a weekly holiday. Business hours are from 9.30 hrs to 18.30 hrs subject to a lunch break of half an hour.

You are expected to follow the client's working hours and holidays while on deputation to client's site.

You will be required to sign an Employment Bond on the standard format, upon joining the service of the Company. If you so desire, you can take an inspection of the standard format which is available in the office.

You will be on probation for a period of six months, which can be extended on the sole discretion of the Management. While on probation, you will have a notice period of 15 days. On completion of the probation period, or extended period, unless confirmed in the services in writing, you will be deemed to be continuing on probation.

On confirmation, you will have a notice period of three-months while on project and one-month while on bench.

Enclosed is the compensation sheet giving details of your offer. The future increases will be performance based. The company is not liable to review your compensation either at the end of probation period or thereafter until the company's annual compensation review.

The company is not liable to adhere to any commitment, verbal or otherwise which is not explicitly stated in this offer letter.

Please acknowledge the duplicate copy of this letter as a token of acceptance of our offer.

Thanking You,

Yours faithfully,
For **MindCraft Software Pvt. Ltd**

Swetha Suvarna
Manager, Human Resources



Annexure - B

GENERAL TERMS AND CONDITIONS OF SERVICE

1. RESPONSIBILITIES

You will diligently and honestly discharge and perform all duties and responsibilities pertaining to your employment, as also such other duties and responsibilities, as may be entrusted to you by the TATA Group of Companies from time to time.

2. TRAINING

You will be on training for a period of **12 Months** from the date of your joining the company.

During the period of training, your performance and other behavioral factors such as team work, willingness to learn, customer focus, reliability etc. shall be assessed. In case during training period, your service is found to be unsatisfactory, the Company reserves the right to extend the period of training or terminate, as considered necessary in writing.

Subject to your service during the training period or extended period of training (if any), being found satisfactory in all respects, you will be confirmed in your position in writing. Until so confirmed in writing, you shall continue to be on training.

3. PLACE OF WORK

You will be required to work in any establishment of the Company within India or overseas, as per the instructions given to you from time to time. In case of transfer from one location of the Company to another, you will be automatically governed by the specific rules & regulations at the location of transfer and policies, as may be applicable to you.

4. TRANSFER OF SERVICE / DEPUTATION

Your services are liable to be transferred to any Subsidiary or Associate Company or parent company of TATA Group of Companies as existing or may be set up in future within or outside India. Your services are also liable to be transferred to any Company as existing or may be set up in future under the Tata Group within or outside India. In such cases, you will automatically be governed by the terms & conditions of service applicable to you in the transferee company. You can also be deputed to any of the companies mentioned above. The tenure and the terms and conditions of such deputation will be determined solely by the Company at its discretion and communicated to you.

5. HOURS OF WORK AND PAID HOLIDAYS

You will abide by the working hours, weekly offs and paid holidays of the department, office or establishment where you are posted. In case of unforeseen events and/or workload, you may be required to work beyond the working hours or on weekly off days / holidays.

6. INCREMENT, ANNUAL PERFORMANCE AWARD & PROMOTION

Your increment, annual performance award & promotion(s) will be on the basis of your performance and contributions in the job and will be at the sole discretion of the Company. Similarly, promotion, if any, will be based on company policies and will also be at the sole discretion of the company.

7. RETIREMENT AGE

You shall retire from the services of Company upon completion of the age of 60 years. For the purpose of determining the retirement date, the last day of the month in which you attain the age of 60 years will be deemed to be your retirement date.

The Company's decision in regard to your date of birth as per Company's records shall be final. In case of any change in the retirement age of employees in the Company, the same shall apply to you without any written notice specifically addressed to you.

TATA ADVANCED SYSTEMS LIMITED

TACL, Annex-10/2 Plot 17-A 57th No 656 Aditya Nagar Aditya (V) Barampuzha (M) Range Kerala 682016
Registered Office: Aditya Nagar Plot No 17-A No 577 Bungal Kottayam Road/Village Muthyapuram Mambal (Kudmalur) 682 218 Trivandrum India
Tel: 91-92-8444-2002 Fax: 91-92-8444-7432 e-mail: recruitment.tacl@tataadvancedsystems.com website: www.tataadvancedsystems.com CIN: U72900GJ2006PL0017926



- d. You will abide by the Company policies, rules and regulations applicable to you that are in force for the time being or may be framed from time to time. In the event of there being any inconsistency or repugnancy between the provisions contained in the Company policies, rules & regulations and the terms of your appointment, the provisions contained in the Company policies, rules & regulations shall prevail.
- Your appointment shall also be subject to such statutes and legal regulations as are applicable and are in force now and/or any such modifications or enactments that may come into force from time to time.
- e. You will not without the Company's previous written permission carry on any business, trade, profession or vocation or utilize any part of your time in any capacity the services of or be employed by any other firm, company or person, directly or indirectly and for gainful purpose or otherwise, unless otherwise approved by the Company in writing. You will devote your whole time and attention to your duties to promote the interests of the Company.
- f. You will not disclose or discuss your compensation package with any other employee, vendor, customer or business associate of the Company. Any deviation from maintaining confidentiality on your part would be viewed seriously and could lead to disciplinary action.
- g. Any commitment made to you by the Company (prior to or after your joining the services of the Company) regarding your terms & conditions of service, including compensation, shall be in writing and signed by a duly authorized employee of the Human Resource Department of the Company; and the Company will not be obliged to honour any verbal commitment/assurance given to you by any employee of the Company.
- h. You will immediately upon your acquiring the knowledge, inform the Company of any act of dishonesty and/or any action prejudicial to the interests of the Company on the part of any other employee of the Company.
- i. Company may require you to undergo medical examination by a medical practitioner nominated by the company, as and when necessary.
- j. 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 as per Company records.
- k. You may be required to undertake travel on Company work as & when required. In case of travel on Company Business, you will be entitled to reimbursement of such travel expenses / allowances as per Company's policies in force from time to time.
- l. Without prejudice to the Company's other rights and remedies, the Company shall be entitled to deduct from your emoluments, the amount of any claims, if any, which the Company may have against you.
- m. You will not accept any commissions, benefits or gifts in connection with business activities of the Company without the written permission of the Company or as per the prescribed policies in this regard.
- n. Any differences or disputes arising in connection with your employment in the Company leading to litigation shall be decided by the Courts located in Hyderabad, India.

12. MODIFICATION OF TERMS & CONDITIONS OF SERVICE

The Company shall have the right to amend or modify any of the above terms and conditions of service and the same shall become automatically binding on you from such date(s) as may be decided by the Company.

I accept the terms and conditions


(Signature)



Date: November 10, 2022

Ref: LTI/HR/EN9/Campus/2023

Name: Jonathan Dsouza Allwyn Dsouza

College: St. Francis Institute of Technology (SFIT)

LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE

Dear Jonathan Dsouza Allwyn Dsouza,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer '**Annexure 1**') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 25000 pm**.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in '**Annexure-1**'. Your appointment is in accordance with the Apprentices Act, 1961.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer '**Annexure-2**')
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.ltinfortech.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled.

Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.

8. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with LTI will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:
 - Failing to meet the qualification criteria during the Training Program assessments
 - Unauthorized absence during the Training Program
 - Integrity and other disciplinary expectations
9. All Annexures appended herewith shall form an integral part of this letter.
10. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
11. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in 'Annexure-3'.
14. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For LTI Ltd.



Thiagu Dharmalingam
Senior Manager - Talent Acquisition

I have read the letter and accept the same.

Signature and Date

ANNEXURE-1

Eligibility Criteria for Engineering - Year 2023 Batch		
Qualification:	B.E./B.Tech.	M.E./M.Tech/MCA/M.Sc
Branches:	All Branches	M.E./M.Tech(All branches) MCA, M.Sc (five-year integrated CS/IT)
Age Criteria: As on 1st July of Passing year (2023)	Less than 24 years	Less than 26 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma which should not be more than 2 years. No Year drop allowed.	
SSC, HSC Percentages/CGPA:	60% & Above OR Equivalent CGPA	
	NOTE: <ul style="list-style-type: none"> • SSC /HSC should have cleared in FIRST ATTEMPT only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For Diploma Holders, <u>final semester</u> should have cleared in FIRST ATTEMPT only. • For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration. 	
Diploma/Graduation Percentage/CGPA :	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA	
	<ul style="list-style-type: none"> • For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered • Aggregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results 	
	<ul style="list-style-type: none"> • Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule) • Conversion from CGPA into Percentage must be calculated as per your respective University norms • Provisional/Passing Certificate must state First Class 	
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation, Post Graduation)	<ul style="list-style-type: none"> • No active/live backlogs allowed at the time of the interview process • All backlogs (if any) must be cleared <u>with the final semester exams</u> • All final semester subjects <u>must be attempted and cleared in the First Attempt.</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) • Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. • This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. • Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear. 	
Nature of Course:	All Full Time courses Only	
Year of Passing:	(2023) SUMMER Pass outs Only	
Citizenship:	Resident Indian Citizens Only	
Your College/Institution MUST be:	UGC / AICTE / State Board Approved ONLY	
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence	
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at the time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS	
Training phase:	The period of training (classroom/virtual) and the subsequent technology & communication tracks assigned for training are purely subjected to the business requirements. Non-performance during technical & communication trainings/on the job phase is subjected to separation from the organization	
Flexibility:	Should be flexible to work in any technology/work-shift/domain and work from any development center/partner premise/customer location as per business needs	
Cooling Period:	Should NOT have appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.(If found so, LTI may take immediate action and cancel the candidature at ANY stage)	
Eligibility for Maternity Leave:	As per the Maternity Benefit Act, 1961, employee would be entitled for maternity leave if she has worked for a minimum of 80 days in the organization in the twelve months immediately preceding the date of her expected date of delivery.	

Self-Declaration:

1. You should meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. LTI may take immediate action at any time during or after the Interview/Selection/Joining if found hiding any information/involved in any sort of malpractices/producing incorrect information or not meeting all the criteria mentioned above.
3. This recruitment process is completely free of cost.

Candidate Signature: _____

Name: _____

Institute Name: _____

Mobile No: _____

ANNEXURE-2

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the Graduate Engineer Trainee Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

Attested copies of the following are required:

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

ANNEXURE-3

Name : Jonathan Dsouza Allwyn Dsouza Date : November 10, 2022

Salary Grade : P1

Components	INR. (p.a.)	INR. (p.m.)
Basic	180000	15000
Bouquet of Benefits	162180	13515
Bonus	21000	1750
Base Salary (p.a.)	363180	30265
Annual Incentive	0	
Total Variable (p.a.)	0	
TTC(p.a.)	363180	
PF	21600	1800
Gratuity	8658	722
Mediclaime Premium(p.a)	12929	1077
Retirals & Other Benefits(p.a)	43187	3598
Cost to Company (CTC)	406367	33863

Medical Insurance Premium:

The Group Mediclaim Policy of Company covers Employee, Spouse & upto 3 dependent children (below 25 yrs of age). Coverage limits are as per company policy.

You would also be eligible to be covered under the Voluntary Group Term Life and Group Accident Insurance policy as per the company policy.

Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) Bouquet of Benefits* /Flexi Pay consists of Flexi-components which may include HRA, Conveyance, LTA, Meal Allowance and Adhoc allowance.
- 3) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 4) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 5) Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
- 6) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.



Strictly Private & Confidential

Alwyn Fernandes

May 18, 2023

Dear Alwyn,

Employment Agreement ("Agreement")

We are pleased to make this conditional offer of employment to you with **BNP Paribas India Solutions Pvt. Ltd. ("BNPP")** in India on the terms and conditions set out in this agreement.

For the purposes of this Agreement, an "**affiliate**" shall include any subsidiary or holding company of BNPP.

1. Commencement Date & Location

- 1.1. Your employment will commence on **June 19, 2023 at Mumbai**, unless otherwise mutually agreed by you and BNPP in writing.
- 1.2. Your employment with BNPP will initially be subject to a probationary period of 6 months from the date of your commencement of employment with BNPP in India. You will not be considered as having successfully completed your probationary period unless and until a written confirmation is issued to you by Human Resources. For the avoidance of doubt, BNPP may extend your probationary period at its sole discretion.

2. Position

You will be employed on a full time basis as **Associate Software Engineer** with **ALMT IT Department** and shall perform all duties commensurate with and appropriate to your position. Your corporate title shall be **Associate**. BNPP may amend your position, corporate title (if applicable) and/or reporting line as appropriate in the future to align your role with applicable policies, procedures or practices.

3. Remuneration

- 3.1 Your annual salary will be **INR 600,058** (less applicable deductions), payable over 12 months, for each complete month of service (pro-rated for any incomplete month of service), inclusive of all the following allowances and benefits:

Basic Salary	INR 180,000
House Rent Allowance	INR 90,000
Executive Allowance	INR 240,600
Leave Travel Allowance	INR 25,000
Conveyance Allowance	INR 19,200
Medical Allowance	INR 15,000
Provident Fund	INR 21,600
Gratuity Fund valued @ 4.81% of Basic Salary	INR 8,658
Total Cost to Company	INR 600,058



- 3.2 Your salary and benefits will be subject to applicable taxes which will be withheld by BNPP from your salary or bonus payment.
- 3.3 Any remuneration which you receive from BNPP shall be inclusive of any fees, expenses or other remuneration which you may be entitled to receive in relation to any office or directorship you may be required to perform in connection with your employment and includes consideration for all covenants made by you under this Agreement (including without limitation the covenants and restrictions set out in clauses 9 and 10).
- 3.4 You will receive provident fund and related benefits in accordance with [the provisions of the Employees' Provident Fund & Miscellaneous Provisions Act 1952 (as amended from time to time)].
- 3.5 You will be entitled to gratuity benefit in accordance with the Payment of Gratuity Act 1972 (as amended from time to time).
- 3.6 You will be entitled to employee state insurance coverage in accordance with the Employees State Insurance (Central Rules) 1950 (as amended from time to time).

4. **Discretionary Bonus**

- 4.1 You may be eligible to receive a discretionary bonus in respect of a given performance year, based on BNPP's results, your individual performance and conduct, and such other factors as BNPP may consider relevant. Provided you are eligible to be considered for a discretionary bonus award, the terms, conditions, nature and amount of such discretionary bonus award (if any) will be determined at the absolute discretion of BNPP. BNPP reserves the right to defer all or part of any discretionary bonus award granted to you in accordance with the applicable bonus deferral arrangement in force from time to time, and to impose such reasonable conditions as BNPP considers appropriate; any such discretionary bonus awarded will be subject to the terms of any Group incentive or deferral plan in respect of variable compensation for the relevant performance year.
- 4.2 If you are eligible to receive a statutory bonus pursuant to the Payment of Bonus Act 1965 (as amended from time to time), any discretionary bonus which may be awarded to you shall take into account any statutory bonus payable to you.
- 4.3 Any bonus awarded will only be paid to you if (i) you are employed by BNPP on the payment date; and (ii) you have not given or received notice to terminate your employment, or otherwise ceased your employment with BNPP, prior to the payment date.
- 4.4 You acknowledge and agree that you do not have a contractual right to receive a bonus annually and any discretionary bonus award is at the absolute discretion of BNPP, except for statutory bonus if applicable to you in accordance with the Payment of Bonus Act 1965 (as amended from time to time). The payment of any discretionary bonus in respect of any year, and the amount of such discretionary bonus if paid, shall not give rise to any expectation of the payment or amount of any bonus in any future year of employment. Other than as set out in this Agreement, you acknowledge that no representation, assurance or guarantee has been provided by or on behalf of BNPP with respect to the payment of any discretionary bonus and you also acknowledge that you may receive a nil bonus.

5. **Relocation Benefits**

In the event you give or receive notice to terminate your employment, or otherwise cease your employment with BNPP (except for reason due to redundancy, disability or death), within the first 12 months of your employment, you will be required to repay to BNPP the full gross amount of the relocation benefits availed by you.



6. **Staff Benefits**

In addition to the salary and benefits set out in clause 3 above, you will be eligible to enjoy staff benefits in accordance with applicable laws and BNPP's policies (where applicable) in force from time to time, including the following:

- (a) Insurance coverage under BNPP's medical and other applicable insurance schemes; and
- (b) Annual leave, sick leave, and other types of leave in accordance with applicable laws and prevailing policies of BNPP.

For details, please refer to the relevant policies and procedures of BNPP.

7. **Place of Work**

Your place of employment will be at our office location as mentioned in clause 1.1 or such other location within India as BNPP may require from time to time. During the course of your employment with BNPP, you may be required to work in any current or future divisions or departments of BNPP or its affiliates as BNPP may decide at its discretion. You may also be required to travel within India or overseas as BNPP may request from time to time.

8. **Hours of Work**

Your core working hours are from 9:30 a.m. to 6:00 p.m., Monday to Friday including half an hour lunch break. Your normal rest day will be Sunday (or such other day scheduled as a rest day). Saturday will normally be a contractual day off (unless an alternative contractual day off is scheduled). You acknowledge and agree that you are expected to devote sufficient time to perform your duties efficiently, which may require you to attend the office, or be available to perform your duties, outside of your core working hours.

9. **Confidentiality Obligations**

- 9.1 At any time during your employment with BNPP and after termination of your employment with BNPP, you must not, without the prior written consent of BNPP, disclose or make use of any confidential information (as defined below) relating or belonging to BNPP or any of its affiliates, or their customers or clients.

"Confidential information" means details of customers and their requirements, details of suppliers and their terms of business, the prices charged to and terms of business with customers, marketing plans and sales forecasts, financial information, results and forecasts (save to the extent that these are included in published audited accounts), any proposals relating to the acquisition or disposal of a company or business or any part thereof or to any proposed expansion or contraction of activities, details of employees and officers and of the remuneration and other benefits paid to them, information relating to research activities, formulae and product lines, know-how, any information which you are told is confidential and any information which has been given to BNPP or any of its affiliates in confidence by customers, suppliers or other persons.

- 9.2 All notes, memoranda, records, lists of customers and suppliers and employees, correspondence, documents, computer and other discs and tapes, data listings, codes, designs and drawings and other documents and material whatsoever (whether made or created by you or otherwise) relating to the business of BNPP or any of its affiliates, and any copies of the same:

- (a) Shall be and remain the property of BNPP or the relevant affiliate; and
- (b) Shall be returned to BNPP or the relevant affiliate on demand and in any event upon termination of your employment.



- 9.3 All developments, productions, written work, inventions and improvements of inventions, whether patentable or not, made by you or to which you would have contributed in the course of your employment, and all industrial and intellectual property rights and copyrights made by you or to which you would have contributed in the course of your employment shall be and remain the exclusive property of BNPP or the relevant affiliate, and to the extent necessary you assign any potential rights relating thereto to BNPP. This includes without limitation all research and research products, "know-how" developed in whatever form and systems developments.

10. **Restrictive Covenants**

- 10.1 During your employment with BNPP and for a period of 6 months after the termination of your employment with BNPP, you must not, without the prior written consent of BNPP, directly or indirectly and whether on your own behalf or in conjunction with or on behalf of any other person:
- (a) solicit, engage, or otherwise endeavour to entice away any employees or agents of BNPP or any of its affiliates, or induce or persuade any such persons to cease working for, or representing, or doing business with BNPP or any of its affiliates;
 - (b) canvass, solicit, contact or approach any BNPP's or any of its affiliates' clients, customers, suppliers or agents with whom or which you had dealings in the course of your employment with BNPP during the period of 12 months immediately preceding the date of termination of your employment, or have any business dealings with any such clients, customers, suppliers or agents.
- 10.2 You agree that the restrictions contained in clause 10.1 above are reasonable and necessary for the protection of the legitimate interests of BNPP and its affiliates; however, in the event that any such restrictions are held to be void but would be valid if part of their wording were deleted or the period of application reduced or the geographical scope narrowed, such restriction shall apply with such modification as may be necessary to make it valid or effective.
- 10.3 If you receive an offer to be involved in another business in any capacity during your employment or prior to the expiry of the last of the restrictive covenants above, you must provide the person or entity making the offer a copy of clause 10 (but no other part of this Agreement) and you must inform BNPP the identity of that person or entity as soon as possible after accepting the offer.
- 10.4 The restrictions set out in clause 10 shall remain in full force and effect and survive the termination of this Agreement for any reason whatsoever.
- 10.5 You acknowledge that damages will be inadequate compensation for breach of any of the restrictive covenants contained in clause 10 and, subject to a court's discretion, BNPP may (for itself or on behalf of any affiliates of BNPP) restrain, by injunction, equitable relief or similar remedy, any conduct or threatened conduct by you which is or will be a breach of clause 10.

11. **Termination**

- 11.1 During your probation period, either you or BNPP may terminate this Agreement at any time by giving 30 days prior written notice to the other party. After successful completion of your probation period, either you or BNPP may terminate this Agreement at any time by giving 90 days prior written notice to the other party. BNPP may provide you with a payment in lieu of all or part of the applicable notice period. Under certain exceptional circumstances, BNPP may consider shortening the notice period for you. For the avoidance of doubt, without such express agreement from BNPP, your notice period will remain unchanged. BNPP may also deduct any amount (including but not limited to any outstanding payment in lieu of notice) which you owe to BNPP or any of its affiliates from any amounts which may be payable to you in connection with the termination of your employment, to the extent permitted under applicable laws and in accordance with applicable policies of BNPP.



- 11.2 The contractual and normal age of retirement is 60. Upon reaching the age of 60, you will be required to retire from your employment with BNPP.
- 11.3 Nothing in this Agreement shall otherwise limit either party's right to terminate this Agreement with or without notice in accordance with applicable laws and prevailing policies of BNPP.

12. Garden Leave/Administrative Leave

BNPP reserves the right to require you not to attend its premises and/or not to undertake all or any of your duties of employment during any period of notice of termination or at any other time during the period of your employment with BNPP. During any such period, all your express and implied duties under this Agreement (including without limitation your obligations of good faith, loyalty and fidelity to BNPP) shall continue to apply.

13. Other Conditions

- 13.1 You acknowledge and agree that during your employment with BNPP:
- (a) You must serve BNPP faithfully and diligently to the best of your abilities, and exercise reasonable care and skill in the performance of your duties as assigned to you by BNPP from time to time, whether during or outside the BNPP's normal business hours, at such places as BNPP requires and for BNPP or any affiliates of BNPP as required by BNPP;
 - (b) You must act in BNPP's best interests and use all reasonable efforts to promote the interests of BNPP;
 - (c) You must comply with all directions of BNPP from time to time and report to the person(s) nominated by BNPP from time to time;
 - (d) You must comply with all legal, regulatory and mandatory obligations applicable to your position and the duties assigned to you; and
 - (e) You must inform BNPP immediately if you become aware of or suspect any unlawful act or omission by any employee, contractor or officer of BNPP.
- 13.2 You further acknowledge and agree that during your employment with BNPP:
- (a) You must provide services exclusively to BNPP and, save with the prior written consent of BNPP, you must not be directly or indirectly employed, engaged, concerned or interested in any other occupation, business or trade; and
 - (b) You must not act in conflict with BNPP's best interests or your obligations to BNPP. If you become aware of any actual or potential conflict of interest, you must immediately disclose such conflict of interest to BNPP.
- 13.3 You acknowledge and agree that you shall be wholly and solely responsible for fulfilling all your tax obligations, including without limitation declaration and payment of all taxes arising from your professional and personal income, wherever and whenever they arise.
- 13.4 You will keep the existence and terms of this Agreement in strictest confidence and will not disclose this Agreement or its terms to anyone other than your spouse, lawyer or accountant without the prior written consent of BNPP.



- 13.5 BNPP reserves the right to vary any terms and conditions of your employment from time to time, to the extent permitted under applicable laws. You are required to comply with the Code of Conduct, compliance policies, and any other policies, procedures and guidelines as issued and/or amended by BNPP from time to time. Application of such policies, procedures and guidelines is at BNPP's discretion and is not a contractual entitlement unless otherwise specifically stated in the relevant documents. BNPP reserves the right to change, amend, supplement, withdraw or discontinue its policies, procedures and guidelines at its discretion in accordance with applicable laws. You are responsible for keeping yourself up-to-date with the latest version of these policies, procedures and guidelines. For the avoidance of doubt, this Agreement shall prevail over any of those documents to the extent of any inconsistency.

14. Data Privacy

You consent to BNPP and any of its affiliates holding and processing the data it collects in relation to you in the course of your employment, for the purpose of BNPP's administration and management of its employees and its business and for compliance with applicable laws, regulations and procedures, and to the transfer, storage and processing of such data in and outside India.

Please refer to BNPP's General Policy on Employee Personal Data Protection and Employee Personal Data Protection Notice for further details relating to data privacy.

15. Third Party Rights

No one other than a party to this Agreement shall have any right to enforce any of its terms.

16. Entire Agreement

This Agreement constitutes the entire agreement between you and BNPP, and shall supersede any prior written or oral agreement or understanding between you and BNPP in relation to the matters dealt with herein. You acknowledge and agree that you are not entering into this Agreement in reliance on any representation, warranty or undertaking not expressly set out in this Agreement. No variations to the terms of this Agreement will be valid unless they are authorized in writing by BNPP.

17. Governing Law and Jurisdiction

This Agreement and all aspects of your employment shall be governed by and construed in accordance with the laws of India. In the event of any dispute, the matter shall be resolved in India and the employee shall submit to the exclusive jurisdiction of the courts of location as mentioned in clause 1.1.

This offer is conditional upon the following terms and may be withdrawn or rescinded without liability on the part of BNPP should any or all of them not be satisfied.

- BNPP receives satisfactory employment references about you and you have all the qualifications and prior work experience stated at interview and/or provided during your recruitment/employment screening process;
- You successfully complete employment screening to the satisfaction of BNPP, including without limitation credit history check, criminal record check, and information provided by you during the employment screening process. In the event any matter is identified pursuant to such background checks which requires the consent of any regulatory authority, the offer is also subject to such consent;
- You obtain, where applicable, all necessary registration(s) and/or licence(s) with the relevant regulatory authorities in India within 3 months of your commencement of employment;



BNP PARIBAS

Alwyn Fernandes

**The bank
for a changing
world**

- You will not be in breach of any contractual obligation from any previous employer and are available to commence employment with BNPP on or before the commencement date mentioned in clause 1.1 without being subject to any restrictions from any previous employers;
- You duly present a valid India Identity Card, and where applicable, the necessary work visa or permit and/or other relevant document(s) enabling you to commence employment with BNPP in India on or before the commencement date mentioned in clause 1.1 ; and
- Your agreement to abide by the prescribed policies, procedures and guidelines of BNPP, as notified to you from time to time.

Please signify your agreement to the above by signing and returning the enclosed copy of this letter. This offer will be valid for 7 days from the date of receipt of this letter and will lapse if you have not returned an original signed copy of this letter to us on or before such expiry date.

Please report to Human Resources, at the office location mentioned in clause 1.1 at 9:30 a.m. on your start date.

We look forward to welcoming you as a member of BNPP.

Yours sincerely,
For and on behalf of
BNP Paribas India Solutions Pvt. Ltd.

Authorized Signatory 1

Authorized Signatory 2

I have read and agree to the terms and conditions of this Agreement.

Alwyn Fernandes



Shortlisted | Wiley Edge Graduate Recruitment | Production Management Pathway | Confirmation Required – Cohort C361

1 message

Wiley Edge - Indiatalent <indiatalent@wileyedge.com>

Fri, 5 May 2023 at 18:44

To: nigelfernandes.contact@gmail.com <nigelfernandes.contact@gmail.com>



Dear Nigel Keith Fernandes,

Candidate ID: 082f97

Greetings from **Wiley Edge!**

We are delighted to share that you have been shortlisted for the **Wiley Edge Graduate Recruitment Program** and added in the **Vetted Pool** for [Production Management Pathway](#) for [Mumbai](#) location.

We intend to start the **Cohort C361** by [5/9/2023](#) and will span 10-12 weeks.

Please [Click Here](#) to confirm your participation within 4-6 Hours of receiving this mail.

Failure to confirm your participation within the prescribed deadline could lead to forfeiture of your place in the program.

To learn more about the program and the role:

1. Alumni Q&A's 1: [Click Here](#)
2. Alumni Q&A's 2: [Click Here](#)
3. To Follow Us: [Click Here](#)
4. Job Description: [Click Here](#)
5. Know more about Wiley Edge: [Click Here](#)

In case the training schedule clashes with your institution's exam schedule, or you need any clarifications, do let us know in advance by writing on subash.kb@wileyedge.com to plan accordingly.

Post your joining, your official offer letter for training will be shared with you.

Note:

1. Wiley Edge recruitment is entirely merit based, subject to the outcomes of the various stages of the screening process.
2. Wiley Edge does not charge individuals any fees for application/training/placements.

Wish you all the very best!

Regards,

Talent Acquisition Team

Wiley Edge - India

 [wileyedge.com](https://www.wileyedge.com)

 <https://www.linkedin.com/company/wiley-edge/>

 <https://instagram.com/wileyedge>

WILEY | EDGE

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2. Applications for the Wiley Edge internship are accepted on a rolling basis throughout the year. The internship selection is based on a multi-stage assessment and screening process. After every stage of screening, only the shortlisted candidates will be contacted by the Talent Acquisition team for further rounds. If you do not hear back from us, please note that as a process we will add your profile to our talent database and may contact you for other opportunities in future where your skills match. Each new opportunity can have an independent selection and hiring process.

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[Click here for translations of this disclaimer.](#)



Appointment Letter

April 26, 2023

To

Collin Ferreira
House 177, Hallelujah CHS LTD
Kiravali, Palli
Vasai
Palghar 401 201

Dear Collin,

We are pleased to appoint you as an **Associate ABAP Consultant** at Fourth Signal.

Your compensation will be **Rs. 500,890** per annum. Details are provided in the Annexure.

Kindly confirm your acceptance of this appointment, by signing and returning to us a copy of this letter. All other joining formalities will be completed upon your joining the Company.

We look forward to having you as part of the Fourth Signal Team!

Sincerely,

A handwritten signature in blue ink that reads "C. Barrie".

Cassandra Barrie
Human Resources
Fourth Signal (India) Private Limited



Annexure

Compensation Details

	<u>Month</u>	<u>Annual</u>
Basic	15,000	180,000
HRA	7,500	90,000
Conveyance Allowance	1,000	12,000
Medical Allowance	1,000	12,000
Variable Allowance	10,300	123,600
Company Contribution to PF	1,800	21,600
Total	36,600	439,200
Performance Based Compensation*		50,000
Gratuity		7,500
Insurance (Accident and Medical)		4,190
Gross Annual Salary		500,890

Notes:

- 1) Performance Based Compensation, is not an entitlement, and is payable at the end of each year of service, subject to the discretion of the Management, and upon achieving performance targets, as determined by the Management.
- 2) Gross Annual Salary includes the Employer's Contribution to Provident Fund.
- 3) Gratuity is payable as per the Rules of the Payment of Gratuity Act, 1972.
- 4) Tax will be deducted at source as per prevailing Income Tax Law and Rules.





Volkswagen Group Technology Solutions India
Rajiv Gandhi Infotech Park - Pune

HR/AL/2023
vaibhau.vijay@volkswagen.
co.in

July 28, 2023

Your Reference
Your Letter from
Our Reference
Extension:
Fax
E-Mail

Date

To,
Mr. Suraj Gupta
Pune

Sub: Appointment Letter

Dear Suraj,

We are pleased to inform you that you are hereby offered employment in **Volkswagen Group Technology Solutions India Pvt. Ltd. (VWITS)**, herein after referred to as "Company" and required to join on or before **August 16, 2023**. This offer is based on your application for employment, and our subsequent discussions and interview.

You will be employed by the Company on Grade **10** as **Software Engineer - Trainee** in the VWITS at **Pune** location on the following terms and conditions:

Offer and Compensation Package: Your total annual remuneration (Cost to Company) will be INR. **500000(Five Lakh Only)**. The detailed breakup of your remuneration is enclosed in Annexure I. All other allowances shall be as per statutory provisions and as per Company policies / guidelines/ procedures as applicable. Your salary has been fixed so as to include any overtime work if any arises. Your employment will be governed by the policies, guidelines and procedures of the Company as applicable to you from time to time; however your attention is particularly drawn to the following points:

Probation: You will be on probation for a period of six months from the date of your joining our company. During this period your performance will be subject to review by the management. In case your performance is not found satisfactory your probation period could be extended by another period not exceeding three months, or your services could be dispensed with at the sole discretion of the management.

Volkswagen Group Technology Solutions India Private Limited
(Formerly known as Volkswagen IT Services India Private Limited)

Embassy Techzone,
9th Floor, L3 Congo Building,
Rajiv Gandhi Infotech Park,
Hinjewadi - Phase II,
Pune - 411057,
Maharashtra, India

Phone: +91-20-3915 7000
www.vwits.in

CIN: U72900PN2015TC155348



Duties: You shall perform all tasks and duties as assigned to you by your supervisor / supervisors. You shall also undertake to do all duties and tasks including the work ancillary and incidental to your duties.

Place of work: This offer of employment is specific for 'Volkswagen Group Technology Solution India Pvt. Ltd.', and your work location will be at **Embassy Techzone, 9th Floor, 1.3 Congo Building, Rajiv Gandhi Infotech Park, Hinjewadi – Phase II, Pune-411057, Maharashtra, India.** On acceptance of this Appointment letter, you shall agree to follow the rules and regulations pertaining to the work place unit and all legal compliances as applicable, which shall be duly communicated to you from time to time.

You undertake to devote your time and attention exclusively to the activities and assignments entrusted to you by your superiors pertaining to the SEZ unit. Under no circumstances you shall directly or indirectly engage in any activity or employment which is outside the SEZ unit unrelated to the business of the company. However, you shall be permitted to participate in training programs for development of your skills and knowledge even though such programs are conducted outside the SEZ notified area.

Improvements: You understand the unique nature of the industry and the market conditions in which the Company is operating. Continuous upgradation of the product(s) and the processes, product designs, services provided etc. are being undertaken continuously and you shall participate and co-operate to implement and abide by such changes as incorporated by the Company from time to time.

Improvements and intellectual property rights: All associates who, during the period of their employment with the Company shall make any invention, improvement or technical modification ("improvement") relating to the products or the manufacturing process produced or used within the Company, shall immediately send a written report with their proposal to the Company, enclosing all relevant documentation. The Company shall inform the associate within 3 months whether it will accept the improvement he / she proposed or not. In case the Company should not accept the respective improvement, the associate shall be entitled to offer such improvement to a third person subject to prior approval by the Company in writing. The Company shall obtain the exclusive and unlimited right to make use of all works that may be subject to copyright law and are the result of any activities carried out within the framework of employment by the Company, including but not limited to improvements which are the result of planning, engineering, technical development and the use of computer programs. The conditions under which such rights of utilization are transferred to the Company shall be the subject of agreements.



These provisions shall not be affected by termination of employment at the Company by either of the parties i.e. employer or associate in accordance with terms of employment conditions or statutory right.

Whole time employment: You are employed as a full time associate and you shall not undertake any job or employment or enter into any business independently and / or in association with any competitor of the Company and its business directly or indirectly and / or also not to advise or render consultancy services of any kind and any manner to the competitor of company during your services with Volkswagen Group Technology Solution India Pvt. Ltd., failing which you shall be liable to pay liquidated damages as determined by the Company at its sole discretion and you hereby authorize the Company to deduct the said amount from your legal dues resulting from separation. In case the dues are insufficient you shall be required to make good the balance amount within 30 days of separation or from the date the notice is issued to you by the Company.

Transfers: Your services are transferable. As such you may be transferred by short notice to any existing or future department / branch/ office / establishment / works/ etc. of the Company or its collaborators / associates or holding company or subsidiaries of any of these Companies in India or abroad, either existing or newly setup in future, as the case may be.

You shall abide by the rules and regulations of conduct, performance and discipline prevailing at such place of transfer. The Company shall issue such orders based on the exigencies of business and other requirements. Such transfer orders can be issued to the associate in the same grade and position or as the Company deems fit.

Such transfers cannot be refused by any associate and any such refusal if not accepted by the Company may be treated as resignation by the associate.

Retirement: You shall retire on attaining the age of 60 years.

Discharge: It is mandatory to give three months' notice after confirmation of employment for resignation/termination of the employment from either side. In case of resignation from the services of the company Management reserves the right to accept the resignation before the end of notice period, subject to:-

- a) Proper clearance in writing being obtained from concerned departments,
- b) The employee obtaining a written confirmation from the Head of the Department [HOD] where he was working stating that all assignments entrusted to the employee have been completed in full to the satisfaction of the concerned HOD,



c] Proper handover of the assets of the company and tasks/charge of assignments have been given to the HOD and Clearance in the prescribed form is obtained from the HOD in this regard.

d] Payment of proportionate Gross salary for the shortfall in the notice period prior to departure of employment is made to the company by way of a Full and Final Settlement.

The Company will also be entitled to terminate the services of employee by giving three months' notice or Gross salary in lieu thereof, unless it is a case of severe indiscipline on the part of the employee involving offences under the Indian Penal Code, in which case the cessation of employment will be immediate effect without any notice and without any compensation to the employee.

Confidentiality: Any information relating to the process, product recipes, technology, design, technical knowhow, administration methods, systems, procedures and other security arrangements of the Company, that you may acquire by being employed in the Company or during the course of your training or work should be treated as strictly confidential and you shall not disclose either by word of mouth or in writing to any outsider, in order to safe guard the interest of the Company.

Confidentiality of Compensation: The contents pertaining to the overall earnings including the annual benefits are strictly confidential. Any unauthorised leakage or passing out of the information by you within the organisation or otherwise will be viewed as a serious violation by the Management and it may involve implications up to the immediate termination of your employment.

Compliance and Integrity: The Company encourages its associates to follow the highest standards in integrity, compliance and company values. During your employment with the Company, you shall be governed by various Company policies, procedures, rules and regulations, including amendments thereto, which are applicable to all associates. You are required to read and understand the VWITS Code of Conduct and other compliance policies and strictly adhere to their requirements and act in line with the respective legal frameworks as well as with the applicable legal standards for the specific work task of the associate. Anyone found to be in violation of the Code of Conduct or other policies or laws must expect consequences as per the nature of non-compliance.

Background Verification: The Company will conduct background checks prior to joining and post joining date on all the credentials provided by you. You expressly consent to the Company to conduct such background checks / verification. In this connection, you are required to furnish information, data and the documents. If you fail to furnish / submit the necessary information, data and documents that are required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks/ verification, the



Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concern regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that VWITS may as per the need of the business can do more check related to your background after getting promotion or transfer.

Performance Incentive (P.I): The performance incentive will be paid annually & it will be subject to the assessment of your performance by your departmental head. The P.I can vary from 50% to 150%. The decision of the departmental head in terms of releasing the incentive will be discretionary and no argument in this regard by the associate shall be entertained by the Management.

The following may kindly be noted:

a) The above offer is made on the basis of and subject to the information provided by you in your application and during the interviews. In case at a later date it is seen that the data provided by you is Incorrect and/or misleading, then Company retains the right to withdraw this offer at any time.

b) In all cases the interpretations regarding the service rules shall be as per the Model / certified standing orders prevailing at that time.

We hope this would be a beginning of a long and successful association.

Yours sincerely,

For Volkswagen Group Technology Solutions India Pvt. Ltd.

Amit Khatri

Head – Talent Acquisition

I have read and understood the terms of this appointment letter and hereby accept the same and have affixed my signature as a token of my acceptance thereof.

(Suraj Gupta)



Annexure: I

Name	: Suraj Gupta	
Job Title	: Software Engineer - Trainee	
Level	: 10	
Component	Annual (INR)	Monthly (INR)
Basic Salary	180000	15000
House Rent Allowance	27000	2250
Medical Reimbursement	15000	1250
Conveyance Allowance	19200	1600
Personal Allowance	159345	13279
Professional Attire Allowance	0	0
Children's Education Allowance	2400	200
Total Monthly Components	402945	33579
Leave Travel Allowance (LTA)*	15000	-
Ex-gratia / Bonus**	15000	-
Total Annual Components	30000	-
Provident Fund (Employer Contribution)	21600	1800
Total CTC w/o PI	454545	-
Performance Incentive (@ 100%***)	45455	-
Total CTC with PI	500000	

Retiral Benefits:

- 1) Provident Fund: Employer's contribution towards Provident Fund will be 12% of Basic as shown in the above structure.
- 2) Gratuity: Gratuity as per Gratuity Act, 1972

Other Benefits:

- 1) Group Personal Accident, Group Health Insurance & Group Term Life Insurance as per company policy.
- 2) Subsidized Canteen & Transportation facility as per existing policy.

Note

- * Flexible & can be added to monthly Personal allowance. LTA can be maximum up to INR 1.00 Lac per annum.
- ** Flexible & can be converted into monthly component.
- *** PI is a part of Gross CTC and varies from 50% to 150% in actual, whereas 100% has been considered in CTC.



02/06/2023

Christo Joshy
C Wing 603 Acme Enclave, Malad West, Opposite Inorbit Mall
C Wing 603 Acme Enclave, Malad West, Opposite Inorbit mall
Mumbai, MH 400064

Dear Christo,

We have pleasure in offering you the position of Trainee under the Teradata Internship & Training Program based at our India Airoli, Flexible office on the following terms and conditions:

Internship Period

Your internship will be for a period of 4 months starting from September 4, 2023.

At the end of 4 months your performance will be reviewed and if the same is found to be satisfactory, you may be considered for a regular employment with Teradata subject availability of vacancies.

Remuneration

You shall be eligible for a monthly stipend of ₹INR Rs.22,000.00 & subject to deduction of tax at source as per the prevailing Income Tax Act and Rules.

Leave & Annual Holidays

You will be entitled to one day of paid leave per month. Leave will be credited to your account on a pro-rata basis at the time of joining. You can also avail of the paid holidays (scheduled declared at the beginning of the year), that fall during the period of your internship.

Professional Standards

During the period of your internship, we expect you to ensure strict compliance with the rules and regulations of the company. Any violation would result in the immediate termination of your internship.

Termination

You may terminate your internship with the Company, without any cause, by giving a minimum of one week's prior notice. Teradata reserves the right to terminate your internship at any time without a reason by giving you one week's notice or stipend in lieu of the notice.

Acceptance

If you wish to accept the position in accordance with the terms and conditions set out in this letter, you should:

- sign a copy of this letter in the space indicated below and
- return copy of the signed letter

Yours sincerely,

DocuSigned by:

Vimal Raj
Vimal Raj
016C7B87720F4ED

2023 February 7 | 4:17:44 AM EST

Leader - Talent Acquisition

TERADATA INDIA PVT LTD.

To be signed on Date of Joining

I accept this position on the terms and conditions set out in this letter

I Christo Joshy hereby confirm that I have joined Teradata India Pvt.Ltd, office on September 4, 2023

WITNESSED

HR Consultant

ACCEPTED

Christo Joshy

DocuSigned by:

Christo Joshy
016C508B578C422

2023 February 7 | 10:51:34 AM EST



Offer: Computer Consultancy
Ref: TCSL/CT20224001018/Mumbai
Date: 01/10/2022

Ms. Vini Vincent Kandankulathil
1003,Shree Ganesh Society Kajuwadi Chakala Andheri EastKajuwadi Chakala Andheri East,
Near Bayagoldspot,
Mumbai-400099,
Maharashtra.
Tel# -

Dear Vini Vincent Kandankulathil,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.





RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related



documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum



qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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- *There is no criminal offence registered/pending against you
- *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

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

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the



same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter.

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TCS Confidential
TCSL/CT20224001018

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GROSS SALARY SHEET

Annexure 1

Name	Vini Vincent Kandankulathil
Designation	Assistant System Engineer-Trainee
Institute Name	St. Francis Inst. Of Tech, Borivali

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q.City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

May 22, 2023

Obaid Khan,

Dear Obaid:

Media.net Software Services (I) Pvt. Ltd. is very pleased to make you an offer of employment to begin work as a "**Web Application Developer**" on **17th July 2023**. You will be on probation for a period of **6 months** starting from the day you join the organization. Your position will carry a compensation package of **INR 8,10,627 /-** inclusive of fixed components, bonus and benefits.

Your compensation is unique and exclusive to you and should be treated confidentially and as a noncomparable package with other employees.

This offer expires on **May 23, 2023** and we request that you join us on **17th July 2023**

An Employee Confidentiality and Non-Competition Agreement as well as an Appointment Letter will be provided to you upon acceptance of this offer for review and execution on or before your first day of work.

On or before your joining date we will require you to submit the various documents for our records as mentioned in the list enclosed. Your appointment with Media.net Software Services (I) Pvt. Ltd. will come into effect only after you produce all the relevant documents from the attached list of documents. All offers are subject to satisfactory completion of reference checks.

Please feel free to contact us at Mehemaz.i@media.net with any questions and to accept this offer.

Yours Sincerely,



Varun Vijayakumar
Senior Director – Human Resources
Enclosures:

Obaid Khan

1. Compensation & Benefits package details
2. List of documents to be submitted.

**ANNEXURE 1
COMPENSATION & BENEFITS PACKAGE**

Name: **Obaid Khan**

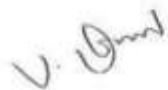
Designation: **Web Application Developer**

COMPONENTS	₹/MONTH	₹/ANNUM	
Basic	25,000	3,00,000	Fully Taxable
House Rent Allowance	12,500	1,50,000	Exempted from tax subject to certain conditions as per the Income Tax Rules
Special Allowance	5,814	69,772	Fully Taxable
Flexible Pay	14,984	1,79,804	Includes components such LTA, Meal Vouchers, Communication, Books and Periodicals, Vehicle related expenses. These components are fully exempted from tax, subject to reimbursement of bills
Provident Fund	3,000	36,000	PF deduction @12% of Basic Pay as employer contribution towards Provident Fund, an equivalent amount will be deducted from your monthly salary in lieu of your contribution towards Provident Fund
Gratuity	1,202	14,424	Eligibility is as per the Gratuity Act
COMPENSATION (A)	62,500	7,50,000	
JOINING BONUS (B)		50,000	The joining bonus would be recovered by Media.net if you were to leave Media.net within one year of joining
COST TO COMPANY (A+B)		8,00,000	
Medical Insurance	661	7,934	Sum insured of INR 4,00,000 - covers cashless hospitalization for you and your dependents i.e either spouse & children or upto 2 siblings under the age of 25. Optionally you can extend this benefit to include your parents/parent-in laws.
Life Insurance		2,693	Sum insured 4X the annual gross salary
BENEFIT VALUATION (C)		10,627	
TOTAL PACKAGE (A+B+C)		8,10,627	

Additional Benefits & Perks: In addition to the above package, you also get some other benefits listed below

- ❖ Free Snacks & Beverages - Fully stocked snack bar with free snacks
- ❖ Subsidized Lunch - Buffet lunch/snacks spread, provided at an employee cost sharing basis.
- ❖ Gym - Accessible around the clock for all employees

Yours Sincerely,



Varun Vijayakumar
Senior Director - Human Resources

Obaid Khan

List of Documents

1. Four Passport size color photographs.

2. Resume

3. Proof of Residence:

Permanent (& Temporary if any) Passport/ Driving License/ Aadhar Card or any document stating your current and permanent place of residence.

4. Academic & Professional Certificates:

- a) SSC, HSC passing certificate and mark sheet
- b) Graduation Certificate and all semester mark sheets
- c) Post Graduation Certificates and mark sheets
- d) Any other Professional Course Certificates
- e) Resume

5. Details of Previous Employment

- a) Appointment letter (from all previous employers)
- b) Increment Letter (If applicable)
- c) Work experience certificate (from all previous employers)
- d) Salary certificate/Pay slip of last 3 months salary drawn in previous Company
- e) Bank statement of last 3 months from the previous employer (photocopy required)

6. Submit 2 photocopy of your Pan card & Aadhar Card (Both Mandatory)

7. Form 16/ Salary Certificate/ 16A issued by the relieving company.

8. References: Kindly provide two Professional References along with their contact details and their relation with you. No personal relation references would be accepted.

IMPORTANT: Please remember that you MUST submit the above documents on or before the day of joining. Also please carry the original (as well as 1 photocopy) of all the above-mentioned documents for verification.



Offer: Computer Consultancy
Ref: TCSL/CT20223938922/Mumbai
Date: 01/10/2022

Ms. Medhashakti Khatri
404/3, Sector 3, Shanti Gardens,
Mira Road(E),
Thane-401107,
Maharashtra.
Tel# -

Dear Medhashakti Khatri,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a challenging role in any Business Unit as per the business requirements of TCSL.

Your gross salary including all benefits and Retention Incentive will be **INR 7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs. 60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of INR **15,000/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be INR **7,500/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of INR **500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



4. Personal Allowance

You will be eligible for a monthly personal allowance of INR **17,272/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of INR **4,300/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Performance Bonus

Your Performance Bonus will be INR **3,100/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Performance Bonus is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Performance Bonus.

This payment shall be treated as productivity bonus in lieu of statutory profit bonus.

CITY ALLOWANCE

You will be eligible for a City Allowance of INR **400/-** per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

RETENTION INCENTIVE

You are eligible for Retention Incentive of INR **70,000/-** payable to you on an annual basis. This component is in appreciation of continuity of your service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.



OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to INR **6,000/-** per insured person per annum and basic hospitalization expenses up to INR **2,00,000/-** per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for INR **12,00,000/-** as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of INR **250/-** will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

TCS Confidential

TCSL/CT20223938922

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs if any during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.



2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

3. Probation Period

You will be on probation for three months. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory or the Back Ground Check turns out negative.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you to any of its offices, work sites, or associated or Affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your probation or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.



9. Confidentiality Agreement

As part of your acceptance of this offer as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This confidentiality Clause shall survive the termination or earlier determination of your appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training. This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.



18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of probation/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer



The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.



23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 3 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn. Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Medhashakti Khatri
Designation	Systems Engineer
Institute Name	St. Francis Inst. Of Tech, Borivali

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
2) Performance Pay		
Monthly Performance Pay	4,300	51,600
Performance Bonus*	3,100	37,200
3) City Allowance	400	4,800
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
TOTAL GROSS	51,844	7,00,022
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,272	2,07,264
GROSS BOUQUET OF BENEFITS	26,522	3,18,264



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q.City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy
Ref: TCSL/DT20223149127/Mumbai
Date: 01/10/2022

Ms. Vaishnavi Pramod Malgundkar
101, Sai Utsav(B-3) Chs Ltd., Sai Complex, Mira Road-(East)Next To Shanti Vihar, Station Road,
Near Pg Vora High School,
Mumbai-401107,
Maharashtra.
Tel# 91-9969388834

Dear Vaishnavi Pramod Malgundkar,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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TCSL/DT20223149127

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related



documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum



qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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- *There is no criminal offence registered/pending against you
- *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

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

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the



same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter.

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET

Annexure 1

Name	Vaishnavi Pramod Malgundkar
Designation	Assistant System Engineer-Trainee
Institute Name	St. Francis Inst. Of Tech, Borivali

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q.City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Name : Esha Martis,
Address : E-203, Ekta-Vivek,
Kandarpada, Dahisar (West),
Mumbai - 400068

Date : 10th May, 2023

Dear Esha Martis,

RE : Job Offer - Software Developer Position

On behalf of Thin Computing Solutions Private Limited, I am thrilled to extend a job offer to you for the position of Software Developer. We have carefully reviewed your qualifications, skills, and experience, and believe that you will be a valuable asset to our organization.

We are impressed by your expertise in software development and your ability to solve complex problems. With your exceptional programming skills and dedication to innovation, we are confident that you will contribute significantly to our projects and help drive our company's success.

Position : Software Developer
Department : IT
Reporting to : Vincent D'souza
Start Date : 1st June, 2023

Compensation and Benefits :

As a Software Developer at Thin Computing Private Solutions Limited, you will receive a competitive compensation package, including the following :

- 1) **Base Salary:** Your starting salary will be 5 LPA, which will be paid on a monthly basis.
- 2) **Performance-Based Bonus :** You will be eligible for a performance-based bonus, subject to company and individual performance goals.
- 3) **Employee Benefits :** You will be entitled to our comprehensive employee benefits package, which includes :
 - **Health Insurance :** We provide a comprehensive health insurance plan that covers medical, dental, and vision expenses for you and your eligible dependents.
 - **Paid Time Off (PTO):** You will be entitled to 30 days of paid time



- off per year, which can be used for vacation, personal days, and other approved absences.
- **Holidays:** You will observe company-designated holidays, including [list of specific holidays].
 - **Flexible Working Hours:** We offer flexible working hours to promote work-life balance and accommodate personal needs whenever possible.
 - **Professional Development:** We encourage continuous learning and growth by providing opportunities for professional development, including workshops, training programs, and conferences.
 - **Commuter Benefits:** We provide commuter benefits, such as public transportation passes or subsidies for eligible commuting expenses.
 - **Employee Referral Program:** You can participate in our employee referral program, which offers incentives for referring qualified candidates to open positions within the company.
 - **Maternity/Paternity Leave:** We offer maternity and paternity leave to support employees during the birth or adoption of a child.
 - **Employee Discounts:** You will have access to discounts on company products or services, as well as discounts at partnering businesses.
 - **Employee Social Events:** We organize regular social events and activities to foster a positive and engaging work culture.

Employment Terms :

Your employment with Thin Computing Private Solutions Limited will be subject to the terms and conditions outlined in the enclosed employment agreement. Please review the agreement carefully, sign and return a copy to us by 20th May, 2023.

Additionally, we will require certain documentation from you to complete the hiring process. Please bring the following documents on your first day of work :

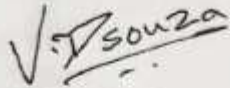
- **Proof of Identity:** Please provide a valid government-issued identification document.
- **Education and Experience Certificates :** Bring copies of your educational certificates and any relevant experience certificates.

Please note that this offer is contingent upon the successful completion of background checks and verification of the information provided during the recruitment process.

We kindly request you to confirm your acceptance of this job offer by signing and returning a copy of this letter by 20th May, 2023. We look forward to welcoming you to the Thin Computing Private Solutions Limited team and are excited about the positive impact you will make.

Congratulations once again on your selection! We believe that you will thrive in our dynamic and innovative work environment. Thank you for choosing Thin Computing Private Solutions Limited as your employer of choice.

Yours sincerely,



[Director]



Ref: HR/JUN/23/A3/61283069/60552234/1001473532

Date: 14 June, 2023

Ms. Vishwa Mhatre
Panwadi
Agashi
Agashi 401301
Maharashtra, India

Dear Ms. Vishwa

This is with reference to your application and subsequent interview you had with us.

We are pleased to offer you employment as **Graduate Trainee Engineer in Senior Executive - A3 grade** in our business on the following terms and conditions:

1. PLACE OF POSTING:

Your initial posting will be at **Navi Mumbai, Maharashtra**.

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other Reliance Group Company.

This offer is subject to your joining us on or before 18 September, 2023.

2. COMPENSATION:

Your compensation on a Cost to Company (CTC) basis will be **Rs. 6,00,000/- (Rupees Six Lac(s) Only) per annum** and will be payable as under. Please refer to Annexure 1A for detailed breakup of your CTC.

i. Fixed Pay: Rs. 5,50,000/- (Rupees Five Lac(s) Fifty Thousand Only) per annum.

This includes Basic Pay and Choice Pay that consists of other allowances, benefits, perquisites etc. as per the compensation policy of the company.

ii. Retirals: Rs. 31,660/- (Rupees Thirty One Thousand Six Hundred Sixty Only) per annum.

This includes:

- Provident Fund @ 12% of PF Wages (i.e. Basic Pay + Personnel Special Allowance, wherever paid) and may be capped at applicable Statutory Wage Limit or actual PF Wages depending on company policy.
- Gratuity @4.81% of Basic Pay and paid as per provisions of The Payment of Gratuity Act 1972.

iii. Performance Linked Incentive (PLI): Your target PLI will be Rs. 50,000/- (Rupees Fifty Thousand Only) per annum, the payment of which will depend on the performance level of the individual, the concerned business, and the overall organization subject to the PLI policy which will be decided by the company from time to time. PLI is payable subject to the employee being on the rolls of the company and not serving notice period on the date the amount is disbursed, notwithstanding any delay on the announcement of such disbursement. PLI is a discretionary plan and does not result in a guarantee or entitlement of payment to any individual. As such, Reliance reserves the right to vary, amend, terminate or withdraw the PLI plan at any time (including at any time during the on-going performance year) and without prior notice. Further, Reliance may withhold payment of PLI from any employee who has or may have committed any illegal, fraudulent or unethical act, or who has or may have violated any company policy or procedure including the Reliance Code of Conduct, all within the sole discretionary interpretation of Reliance.

Reliance Retail Limited

CIN: U01100MH1999PLC120563 Phone: +91 22 35553800

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India.
Website: www.reliance-retail.com | E-mail: retail.secretarial@ril.com



3. Confirmation:

You will be under training for a period of one year from the date of joining the Company. During training you will be undergoing various assessments at the end of which there will be a final assessment. Your confirmation on permanent rolls of the company solely depends on the discretion of the management and the same is not a matter of right in any manner whatsoever.

Management reserves the right to terminate your training either during the training period or on completion of the same without assigning any reasons whatsoever.

Any offered candidate, is eligible to join the services. However, in case at the time of on-boarding if you are not able to provide confirmation of successful completion of course, the on-boarding will be treated as provisional until required documents viz. Education Passing Certificates are submitted with the organization. In the event of your failure to submit the copy of passing certificates/documents within 3 months of completion of your final curriculum, the offer will stand withdrawn and the candidate will be terminated from the services without notice period or notice pay in lieu thereof.

4. GENERAL:

You may choose components of your CTC as per your requirement, being referred as Choice Pay. In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company.

The available CTC components along with limits have been detailed in Annexure 1B.

The components within each category of payment are discretionary and the Company has the right to change these components at any time without notice. Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.

The Annexure 1A and the detailed "Terms & Conditions of Employment" in Annexure 2 together sets forth the terms and conditions under which the Company would employ you and become effective from the date you join the Company. Your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

You are requested to sign and return to the Company a copy of this letter containing Annexure 1A and "Terms & Conditions of Employment" in Annexure 2, as confirmation of your acceptance.

This offer and appointment letter shall automatically stand withdrawn in case we do not receive your acknowledgement and acceptance within ten days from issue of this letter.

We wish you a long and successful association with us.

Sincerely yours,
For Reliance Retail Limited

Bani Sushil Khurana

ACKNOWLEDGEMENT & ACCEPTANCE

Reliance Retail Limited

CIN: U01100MH1999PLC120563 Phone: +91 22 35553800

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India.
Website: www.reliance-retail.com | E-mail: retail.secretarial@ril.com



I have read and understood all terms and conditions relating to my appointment/ employment and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on _____

SIGNATURE: _____

DATE: _____

Reliance Retail Limited

CIN: U01100MH1999PLC120563 Phone: +91 22 35553800

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Website: www.relianceretail.com | E-mail: retail.secretarial@ril.com



Annexure 1A			
Name: Vishwa Mhatre			
EARNINGS			
CTC Components	Proposed CTC (Rs.)		
	Monthly	Annual	
A. Fixed Pay			
1	Basic Pay	15,695	1,88,342
Choice Pay			
2	Conveyance	1,600	19,200
3	Fuel & Maintenance	Refer to Annexure 1B	
4	Leave Travel Allowance	Refer to Annexure 1B	
5	Medical Reimbursement	Refer to Annexure 1B	
6	Bonus*	0	0
7	Residual Choice Pay	16,283	1,95,399
Housing			
8	House Rent Allowance	7,848	94,171
Insurance			
9	GPA Insurance Premium	14	165
10	Group Term Life Insurance Premium	243	2,921
11	Medical Insurance Premium	1,512	18,144
Retirals			
12	PF - Employer Contribution	1,883	22,601
13	Gratuity (4.81% of Basic)	755	9,059
Total Fixed Pay [A]		45,833	5,50,000
B. Other payments			
14	Performance Linked Incentive		50,000
Total Other Payments [B]			50,000
Total CTC (A + B)			6,00,000
<p>Note: The above amounts are the maximum permissible limits. On joining, you may change the same to suit your needs.</p> <p>(*) In case of employees that are entitled to Bonus under the Payment of Bonus Act 1965.</p>			



Annexure - 2

TERMS AND CONDITIONS OF EMPLOYMENT

1. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

- a. Medical Fitness: You being declared medically fit by a Medical Officer or by a Doctor specified by the Company and remaining medically fit.
- b. Verification of Particulars: In case particulars mentioned in your application and the representations and warranties provided by you are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

2. TRANSFER

Your employment is transferable to any other place/ establishment/ department/ division/ unit/ branch/ subsidiary of the company. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.

3. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits to be paid to you are in consideration of the terms, covenants, and conditions stated herein, and you represent and warrant to the company that:

- a. You are under no contractual or other restriction or obligation which is inconsistent with the conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder.
- b. You are under no physical or mental disability that would hinder the performance of your duties contained herein.
- c. You shall not raise any issue of the reasonableness of the terms, covenants, and/or conditions in any proceeding to enforce these terms, covenants and/or conditions.
- d. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, inconsistent herewith
- e. You hereby agree and undertake to indemnify the Company, its affiliates and the directors, officers and employees of each of the foregoing and to hold them harmless from and against any and all third party claims they face, which give rise to any liabilities, damages, claims, costs and expenses (including legal expenses), due to any act, omission, violation or breach of any of your representations, warranties, and covenants.
- f. The Company shall indemnify and defend you to the fullest extent permitted by the law of the State of Company's incorporation and the By-Laws of the Company with respect to any claims that may be brought against you arising out of any action taken or not taken in your capacity as an officer or director of the Company; provided, that, the Company shall not indemnify and defend you with respect to any claims brought against you relating to intentional or willful acts, or to other acts as to which indemnification is not allowable under applicable law.
- g. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company; and conditions set forth herein are essential for the Company's protection; and the Company has relied on these representations, warranties, and agreements by you.



4. DUTIES AND RESPONSIBILITIES:

- a. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability. You agree that you will devote all of your working time, care and attention and best efforts to such duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules and regulations and directions of the Company.

You are required to engage yourself exclusively in the work assigned by the company and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.

- b. **Non Solicitation:** You will not, during the course of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by any of its associated companies or directly or indirectly induce any such employee to leave his or her employment.

This covenant shall survive the termination of your employment with the Company; and prohibits you from directly or indirectly inducing an employee with whom you have worked with or been in association with during your employment with the company.

- c. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Management.
- d. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial share or other beneficial interest in any business enterprise which is engaged in, or in competition with, any business engaged in by the Company. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business whose securities are traded on any national stock exchanges or in the over-the-counter market.
- e. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the company, specified from time to time. However, you may be required to work additional hours, as may be required from time to time, to carry out your duties and responsibilities effectively.

You may be required to work on any day of the year, including festival holidays, in the establishment. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.

You shall be entitled to leave and other benefits as per the rules and regulations of the organization.

- f. **Non-disclosure:** You shall neither divulge nor give out information to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our manufacturing processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which you may know by virtue of your being the employee of the Company.



- g. **Confidentiality:** You shall keep confidential all the information and material provided to you by the Company concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination of this employment.

You shall not at any time, either during your employment or thereafter, except with prior written consent from the company, use for yourself or divulge or disclose, either directly or indirectly, to any person, firm or body corporate, any know-how, drawings or any trade secrets or your user ID and password for various IT applications provided to you or any confidential information as to method or process in connection with any activity of the company or any financial matter of the company which you may acquire during the course of your employment, concerning the business, activity, affairs or property of the company or its subsidiary companies, nor will you keep in your possession or pass on to others without proper written consent of the Management, any documents belonging to the company. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the missing of your credentials.

You are also expected to keep your salary package strictly confidential and not to share any information regarding the salary to anyone except your very close family members.

- h. **Proprietary Rights:** You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for Letter's Patent, Licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favor of the Company or in favor of such other person or persons, firms or companies, as the company may direct as the sole beneficiary thereof.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

- i. **Safe-keeping of Company's property:** You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.
- j. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company. Also, you shall return to the Company, without condition, all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.
- k. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or



policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

- i. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its Group companies or any other employee or business associate of the Company or the Group Company in any public or non-public communication with any customer or member of the investment community or media or in any communication.
- m. **Confidential nature of terms of employment:** You agree that, except as may be required by applicable law you shall not disclose the terms of employment to any person other than your close family members.
- n. **Model Release:** You hereby consent and authorize the Company and its successors, assigns, nominees, designees or those for whom they are acting, the right to copyright, and/or use, and/or publish photographic portraits or pictures of the employee, or in which the employee may be included in whole or in part, or composite, in conjunction with my own or any other picture, name or reproductions thereof in color or otherwise make through any media at its offices or elsewhere, for art, advertising, business or trade or any other lawful purpose whatsoever. With respect to the foregoing, no promises have been made to employee to secure his / her consent / authorization to this release. You hereby waive any right that you may have to inspect and approve the finished product or the advertising copy that may be used in connection therewith, or the use to which it may be applied. You hereby release, discharge, the Company and its nominees, designees, successors and assigns, or other form whom it is acting, from liability by virtue of any such portraits or pictures, or in any processing tending towards the completion of the finished product.
- o. **Enforceability:** You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company. You and the Company agree that the restrictions and remedies contained hereinabove are reasonable and that it is your intention and the intention of the Company that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.
- p. It shall be your responsibility to initiate legal process and / or lodge complaints in respect of offenses committed against the Company or the Company property or the affairs of the Company, as may be necessary, by virtue of the responsibilities attached to the office or role occupied by you in the course of the employment with the company.

5. TERMINATION OF EMPLOYMENT:

- a. **Employment AT-WILL:** You and the Company acknowledge that the employment is and shall continue to be AT-WILL. This means, that you have the right to terminate your employment at any time and for any reason. Likewise, the Company may terminate your employment with or without cause at any time and for any reason. Accordingly, this letter is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.
- b. **Performance:** Your appointment and subsequent continuation of employment with the Company is strictly based on your delivering consistently on the agreed performance parameters and business targets.



- c. **Superannuation:** You will automatically retire from the service of the company on attaining the age of 58 years.
- d. **Absenteeism:** If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
 - i. Return to work within 8 days from the commencement of such absence, and
 - ii. Give an explanation to the satisfaction of the Management regarding such absence
- e. **Medical Fitness:** The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you may be terminated from employment.
- f. **Notice Period:** Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving three months' notice in writing or payment of pro rata three months' Basic Salary, in lieu thereof. Likewise, you may resign from employment without cause by giving three months' notice in writing or by payment of pro rata three months' Basic Salary, in lieu thereof. In the event of your resignation, the Company in its sole discretion will have an option to accept the same and relieve you prior to the completion of the stipulated notice period of 3 months, without any pay in lieu of the notice period.
- g. **Termination for Misconduct:** Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty, and commission of an act involving moral turpitude, any action of indiscipline or inefficiency.
- h. **Suspension:** You may be placed under suspension, without salary, pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
- i. **Harassment:** The Establishment considers harassment and discrimination of any nature to be an unacceptable form of Behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
- j. **Non-compete:** In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business of the company or any of its Group Companies.
- k. **Recovery of Payments:** Payments / reimbursements made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the company before completion of one year of joining.

6. AUTHORIZATION FOR ANTECEDENT VERIFICATION :

You have hereby given no objection in the Company (Or its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhaar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that company has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.

You have hereby authorized the Company or any agency/ agencies appointed by them from time to



time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, references, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.

You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.

Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments.

7. GENERAL:

- a. **Training:** You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on stipulated terms and conditions. You will diligently and beneficially take part in the training and such assignments in accordance with company policies and directives. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
- b. **Rules Regulations and Policy on Ethics:** You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the company that may come in force from time to time. You must observe the policies that the Company publishes from time to time. These include a requirement that you maintain the highest standards of conduct and act with the highest ethical principles. You must not do anything that may be a conflict of interest with your responsibilities as an employee.
- c. **Media Interaction:** You will not interact with the media - electronic, print or otherwise in
 - i. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only persons duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory disclosures or those specifically authorized by the Management is prohibited.
 - ii. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Management. These will need to be combined with cautionary statements, wherever required.
 - iii. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage / discrimination.
 - iv. For any outside publication of books, articles or manuscripts which relate specifically to the Company's business, policies and processes, you should take the approval of the Management prior to its release.
 - v. Any violation of the company's media policy, tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.
- d. **Dispute Jurisdiction:** It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein



contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.

- e. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.
- f. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.
- g. **Change of address:** You will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.
- h. **Passport:** It is desirable that you have a valid passport at all times and ensure that the same is renewed from time to time.
- i. **Travel:** You shall make your own transport arrangements to and fro from the place of work.

In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.

The various clauses of this letter are to be read, understood, and interpreted in its entirety, and none of the clauses are severable from the remaining.

I confirm that this contract is in accordance with our mutual understanding and unconditionally and irrevocably accept the above terms and conditions.

Employee Name:

Signature:

Date:

OFFER LETTER

Date: 26 Sep 22

Sai Mhatre

Sub: Your appointment as a **Software Developer** ("Offer Letter")

Dear Sai,

We, **Zeus Systems Private Limited** ("Company"), are pleased to offer you employment on the terms and conditions set out in this Offer Letter. Your employment will commence with the Company, effective from **1st July 23** ("**Effective Date**").

Roles and Functions

You shall be appointed for the designation of **Software Developer** and you will report to the reporting manager as intimated to you. You will perform all duties and responsibilities subject to the terms of this Offer Letter and the Appointment Letter to be entered into between yourself and the Company prior to your joining. You may be asked to perform other duties which may be assigned from time to time, based on the needs of the Company and your skills, at the Company's sole discretion.

Remuneration and Variable Pay

The Company shall pay you, in consideration of the proper performance and discharge by you of your duties and obligations, remuneration and perquisites set out herein. The Company shall pay you a fixed salary of **INR 720,000/- (Rupees Seven lacs twenty thousand only)** per annum. A detailed break up of your annual compensation including the benefits or perquisites that you shall receive from the Company, has been enumerated under **SCHEDULE 1**.

You will need to sign two years if Indemnity agreement with Zeus.

Variable bonus and increment shall be given annually at the sole discretion of the management of the Company. The increment amount will be evaluated on performance standards of the Company and feedback from the reporting manager. Other broad terms and conditions shall be contained in the Appointment Letter which would be binding on you.

Probationary Period

Your employment shall be subject to an initial probationary period of 3 (Three) month ("**Probationary Period**"). The Company may at its sole discretion extend or reduce this Probationary Period.

Location

Your employment will initially be based at the Company's main office located at 1402, Tower B, Peninsula Business Park, Ganaptrao Kadam Marg, Lower Parel, Mumbai, Maharashtra-400013, although you may be required to perform your duties and travel at other locations from time to time as per the requirements of Company. In the event of secondment at a location other than the Company's main office, no additional remuneration and/ or perquisites shall be payable by the Company except as stated under Clause of Remuneration and Variable Pay and **SCHEDULE 1** of this Offer Letter.

Hours of Work and Leaves

Your official working days will be from Monday to Friday, and you shall be expected to work for a period of 8 (eight) hours in a day, exclusive of permitted breaks in a day. The Employee shall abide by the leave policies as enumerated under the Leave Policy of the Company including any modifications or amendments thereof.

Non-Compete and Non-Solicit

The Employee understands and agrees to abide by all the non-compete and non-solicit obligations as detailed in the Appointment Letter including the Business Protection Agreement to be entered into between the Employee and the Company at the time of his joining.

Confidentiality

The Employee understands that during the term of this Offer Letter and in performance of his job duties for the Company, the Employee will be exposed to Company's and its client's information which is confidential in nature. The Employee understands that such confidential information is critical to the Company. The Employee shall abide by all his obligations to maintain the confidentiality and security of such information as enumerated in the Appointment Letter including the Business Protection Agreement to be entered into between the Employee and the Company at the time of his joining.

Termination

This Offer Letter may be terminated by either the Company or the Employee without assigning any reason by giving 15 days prior written notice to the other party.

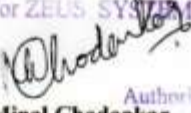

Covenants and Warranties

- a) During your employment with the Company, you shall observe and comply with all applicable rules, regulations and policies of the Company, in force for the time being and from time to time.

- b) Prior to onboarding the Company, you shall furnish the following documents at the first day of your joining the Company:
- Copy of certificates/ mark sheets in support of your qualifications and other certificates, if any;
 - Copy of relieving letter/ last drawn salary slip from your previous employers;
 - Copy of government identities; and
 - 5 latest passport size photographs.
- c) Other detailed terms and conditions of your appointment with the Company shall be as enumerated under the Appointment Letter and shall, inter alia, contain the below mentioned provisions: (i) Your duties towards the Company, (ii) Business Protection Agreement; and (iii) termination.

You are requested to indicate your acceptance of the terms contained herein by signing/ executing and returning a copy to the Company.

Sincerely yours,
For and on behalf of **Zeus Systems Private Limited**
For Zeus Learning,

For ZEUS SYSTEMS PVT. LTD.


Minal Chodankar
Director-Admin

I have received a copy of this Offer Letter and have read and understood the above terms and conditions of employment and the implication thereof I hereby accept the aforesaid terms and conditions and agree to abide by the same.

Sai Mhatre
26 Sep 22

SCHEDULE 1

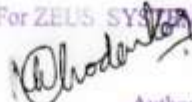
The Breakup of your compensation is as follows:

Components of Salary	(Figures in INR/ per annum)
Basic	210,588
HRA	126,348
Conveyance Allowance	19,200
Special Allowance	282,168
Company PF Contribution	26,316
Total	664,620
Annual Discretionary Bonus	55,385
Gross Annual Compensation	720,005

In addition to the above, you (and your dependents) shall also be covered under the Group Medical Insurance Policy of the Company. The policy is up to an annual limit of Rs. 5,00,000/- (Rupees Five Lakhs only) subject to the terms and conditions of the insurance provider.

For and on behalf of **Zeus Systems Private Limited**
For Zeus Learning,

For ZEUS SYSTEMS PVT. LTD.


Minal Chodankar
Director-Admin
26 Sep 22





Offer: Computer Consultancy
Ref: TCSL/CT20224004673/Mumbai
Date: 01/10/2022

Mr. Yash Vinod Mirajkar
A/27 , Pranam ChsShimpoli,
Chickoowadi,
Mumbai-400092,
Maharashtra.
Tel# 91-9821110667

Dear Yash Vinod Mirajkar,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a challenging role in any Business Unit as per the business requirements of TCSL.

Your gross salary including all benefits and Retention Incentive will be **INR 7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs. 60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of INR **15,000/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be INR **7,500/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of INR **500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



4. Personal Allowance

You will be eligible for a monthly personal allowance of INR **17,272/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of INR **4,300/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Performance Bonus

Your Performance Bonus will be INR **3,100/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Performance Bonus is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Performance Bonus.

This payment shall be treated as productivity bonus in lieu of statutory profit bonus.

CITY ALLOWANCE

You will be eligible for a City Allowance of INR **400/-** per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

RETENTION INCENTIVE

You are eligible for Retention Incentive of INR **70,000/-** payable to you on an annual basis. This component is in appreciation of continuity of your service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.



OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to INR **6,000/-** per insured person per annum and basic hospitalization expenses up to INR **2,00,000/-** per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for INR **12,00,000/-** as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of INR **250/-** will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs if any during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.



2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

3. Probation Period

You will be on probation for three months. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory or the Back Ground Check turns out negative.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you to any of its offices, work sites, or associated or Affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your probation or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.



9. Confidentiality Agreement

As part of your acceptance of this offer as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This confidentiality Clause shall survive the termination or earlier determination of your appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training. This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.



18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of probation/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer



The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.



23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 3 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn. Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Yash Vinod Mirajkar
Designation	Systems Engineer
Institute Name	St. Francis Inst. Of Tech, Borivali

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
2) Performance Pay		
Monthly Performance Pay	4,300	51,600
Performance Bonus*	3,100	37,200
3) City Allowance	400	4,800
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
TOTAL GROSS	51,844	7,00,022
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,272	2,07,264
GROSS BOUQUET OF BENEFITS	26,522	3,18,264



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q.City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



21 February, 2023

Janice Monteiro

G/502-B, Apnagar Chs, D block, Pumphouse Shivaji Nagar, Jogeshwari East, Mumbai-400060
Mumbai, MH 400060

Dear Janice,

This Offer is subject to successful completion of your Internship period between September 4, 2023 and January 1, 2024 with Teradata India Pvt. Ltd. Upon successful completion of the internship, you will be offered the position of **Junior Technical Associate** effective **January 2, 2024**. This letter outlines the detailed terms and conditions of your employment with Teradata.

1. You are currently designated as **Airoli, Navi Mumbai – Flexible** employee. Changes in Teradata's real estate and business requirements may result in reassignment of this position to another Teradata office, location, customer site or shared office space
2. Your total Gross Compensation (including Basic, Flexible Compensation Plan, Incentive Plan & Retiral Benefit) will be **Rs.498,616.00** per annum, the details of which are outlined in Annexure I.

2.1 FLEXIBLE COMPENSATION PLAN

You shall be eligible for a payment equivalent to 130% of your Basic salary under the Flexible Compensation Plan.

This plan will enable you to:

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

Detailed policies/procedures/rules and regulations governing the Flexible Compensation Plan will be given to you on your joining the Company. Deduction of tax at source will be as per the Income Tax Act and Rules. Reimbursements are required to be supported by vouchers.

2.2 CONSULTING INCENTIVE PLAN (CIP)

In addition to your base salary, you will be eligible to participate in Teradata's Consulting Incentive Plan (CIP), which is designed to incent solution service employees to achieve levels of enhanced performance in support of Teradata's go-to-market strategy. Your CIP provides a target incentive opportunity of 13.13% of your incentive eligible base salary, which would bring your potential total targeted compensation to Rs.468,358.00 However, no CIP payment is guaranteed, and the conditions for earning a CIP payment are outlined in the Plan Guidelines, as they may be changed by Teradata from time-to-time in its discretion.

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2.3 SIGNING BONUS

Employment at Teradata is at-will at all times. Both you and Teradata may terminate the employment relationship at any time, for any reason, with or without notice. If you or Teradata terminates the employment prior to the scheduled payment of this bonus, you will not be eligible to receive that or any subsequent award payments. This bonus is subject to recovery in the unlikely event of you, choosing to leave the company, or your services being terminated, within a year of receiving this bonus.

Payout schedule is as follows:

Bonus Amount	Payment Date
INR 50,000	January 2024
INR 100,000	January 2025

3. RETIRAL BENEFITS

Company shall contribute 12% of Basic salary towards Provident Fund (Employer Contribution). You will also be eligible to for the payment of Gratuity (4.81% of Basic salary) as per the Payment of Gratuity Act.

4. TERADATA EMPLOYEE INSURANCE PROGRAM

Company provides you with the following insurance coverages (paid by Teradata) -

Group Medical Benefits

- Family Floater coverage – up to INR. 5,00,000 for self, spouse & 4 children
- Additional coverage of up to INR. 2,00,000 for employee's dependent parent on Floater basis

*Note - If you wish to enhance the Sum Insured amount for your core family and parents, you can opt from different insurance plans and additional premium amount will be borne by the employee.

Group Personal Accident Policy (Employee Only)

- 2 times of annual base salary (Basic +FCP) with minimum sum insured of INR 15,00,000

Group Term Policy (Employee only)

- 2 times of annual base salary (Basic +FCP) with minimum sum insured of INR 15,00,000 and Critical Illness cover of INR 5,00,000 per employee

5. EMPLOYEE STOCK PURCHASE PROGRAM

As a Teradata employee you may participate in the Teradata Employee Stock Purchase Program (ESPP). You may enroll into the plan during any open enrollment period. Open enrollments are generally held in January-February and July-August each year. The plan enables you to contribute up to 10% of your gross annual pay towards the monthly purchase of Teradata stock, at 85% of the purchase date price (maximum contribution subject to plan limits).

6. Your individual remuneration is solely a matter between yourself and the Company and has been arrived at based on your specific background and professional merit. You are expected to maintain this information and any changes made therein from time to time as personal and confidential.

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7. PROBATION PERIOD

You will be on probation for an initial period of six (6) months from the date of commencement of your employment with Teradata. If your performance is found satisfactory, your services will be confirmed as a regular employee of the Company. However, if your performance is unsatisfactory, the Company at its own discretion may extend the probation period up to a maximum of 60 days and if your performance is still not found satisfactory, your services will be terminated. During your probationary period either you or the Company may terminate your employment by giving a maximum of two (2) months' notice. Upon expiry of your probationary period, unless otherwise communicated in writing, your employment with Teradata India Pvt Ltd will be deemed confirmed with the same terms and conditions mentioned herein

8. The Company shall be at liberty to transfer your services, within India or abroad, to any department, establishment or place of work of the Company or to its parent Company, subsidiaries, Joint Ventures, Associates or of the concerns in which the Company or its parent Company has substantial interest in terms of ownership or management on the date of such transfer.

While working from your home or from shared space or customer/client site, you shall abide at all times by Teradata's policies and the terms of your employment contract. Additionally, while working from the customer location, you shall also abide at all times with the customer's security and confidentiality guidelines. Failure to abide by any of these policy terms and conditions will render you liable for disciplinary action by the Company.

9. Teradata caters to clients globally and you could be supporting these clients as part of your role. Depending on business needs, you may be required to work outside of normal working hours and /or work in any shift (24 X 7), as permitted by law.

10. CODE OF CONDUCT – OUR SHARED VALUES

You will be required, upon joining Teradata India, to review and become familiar with the Teradata Code of Conduct, which is the way that we conduct our business. You will be required to comply with the code of conduct and act in a manner consistent with the Teradata Shared Values.

As part of your orientation to Teradata India, employees, including senior management, are required to complete a 30-minute web-based training and certification module on the Teradata Code of Conduct. This module is designed to familiarize you with our global standard of business conduct required for a U.S. based corporation. While we recognize there are local laws and regulations that must also be followed, it is important that all employees understand and adhere to our global standard of business conduct. Directions for accessing the training are outlined below will be provided via email upon your employment with Teradata India.

Your completion of the Teradata Code of Conduct training demonstrates your personal commitment to conducting business legally and ethically. This training must be completed within 30 days of your date of hire.

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11. CONFIDENTIALITY & FIDELITY

In line with our Corporate Policies on Intellectual Property Rights, you will be required to sign a confidentiality agreement with the Company. You shall not during the continuance of your employment or any time after its termination disclose, divulge, impart or reveal to any person or company any of the trade secrets or confidential operations, processes, dealings or any information concerning the organization, business, finance, transactions or affairs of the Company or any of its related, associated or affiliated companies which may come to your knowledge during your employment, and shall not use or attempt to use any such information in any manner which may injure or cause loss either directly or indirectly to the Company or its business. As such, please be reminded that on salary and remuneration matters, you are to maintain and treat these with strict confidentiality and without disclosure to anyone, except that you may disclose such information, on a need-to-know basis, to your legal adviser and tax consultant, or to the relevant government authority if it is required under any applicable law. Refer to Appendix A for further details.

12. You shall be accountable for all property, books, papers, charts, tools, instruments, equipment, lock and key or any other property of the Company which may be in your possession by virtue of this appointment or in the course of carrying out your duties in the Company.

13. TERMINATION OF SERVICES

a) Your appointment can be terminated by the Company, without any reason, by giving you a minimum of three months' prior notice in writing or salary (Basic + FCP) in lieu thereof. You may terminate your employment with the Company, without any cause, by giving a minimum of three months' prior notice or salary (Basic + FCP) in lieu of notice. However, the Company at its own discretion may not accept the salary in lieu of notice and ask you to serve the entire or part of the notice period, as determined by the Company. The Company reserves the right to determine the relieving date based on the business needs.

b) The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence or have committed any fundamental breach of code of conduct or caused any loss to the Company.

c) On termination of your employment for whatever reason, you will promptly return to the Company all records, material, equipment and other property belonging to the Company in your possession or under your control concerning your employment with the Company or to the Company's business affairs. The Company reserves the right to recover from your Full and Final settlement any dues that you are liable to pay at the time of termination.

d) You will not be allowed to take any leave during your notice period. In case of any emergency leaves, the Company reserves the right to extend your relieving date.

e) You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect

f) On termination of employment and/or your resignation during the period of your probation or thereafter, you will immediately return to the Company all tools, software, accessories, formulae, documents, specifications, books, etc. of whatsoever nature in your custody, care or charge and obtain clearance from the relevant person(s), office(s), department(s), on production of which alone your final dues, if any, will be settled by the Company

g) Your employment gets terminated automatically when you reach the age of fifty eight (58) years.

The logo consists of a square border with the letters 'DS' in the top right corner and a stylized signature 'U' with a flourish inside the square.

14. BACKGROUND VERIFICATION

You understand and agree that this offer of employment is conditional upon you successfully passing (to the Company's satisfaction) a Background Check (as defined below in this clause), and you agree to fully and timely cooperate with the Company and/or its agents and to provide and/or execute all documentation necessary to facilitate the completion of the Background Check. You hereby consent to the Company and/or its agents to conduct an investigation into your background which may include, but shall not be limited to, a judgment and public criminal record check, credit check, criminal history check, confirmation of prior employment, confirmation of educational background and confirmation that all information and documentation submitted by you are true and accurate ("Background Check").

You agree that the results of the Background Check is the Company's opinion data kept solely for an evaluative purpose under the Personal Data Protection Act, and the Company will not be required to provide access to such results to you.

The Company is entitled to terminate this Agreement immediately upon written notice to you, and without any payment in lieu of notice, if the results of the Background Check are unacceptable to the Company in its sole discretion or if the results of the Background Check show that the information and documentation submitted by you to the Company during your hiring process for this role were in any way untrue or inaccurate.

15. You shall, while in the services of the Company, devote your entire time and attention exclusively to the business and interests of the Company and shall not engage in any other commercial business or pursuit, part-time or otherwise, and shall not undertake part-time or full-time assignment or work on advisory capacity for any other person and/or concern either on your accord or as an agent except with the prior consent in writing from the management or unless you are deputed to do so by the Company.

16. Your 1st month's salary would be paid along with the succeeding month's salary in case you join Teradata on or after 16th day of the month.

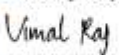
17. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of the contract of employment. The Company shall have right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

Please confirm your acceptance of the above terms and conditions of your employment by signing the copy of this letter in the appropriate place and returning it to the undersigned.

We take pleasure in welcoming you to our organization and sincerely hope that your period of employment with us will be long, pleasant and mutually beneficial.

Yours faithfully,

Teradata India Pvt. Ltd.

DocuSigned by:

Vimal Raj

Leader – Talent Acquisition

2023 February 22 | 12:55:30 PM EST

ACKNOWLEDGEMENT

Janice Monteiro will be able to commence work at Teradata India Pvt. Ltd, on January 2, 2024 and I, have read this letter and agree to accept the offer made in this letter in accordance with the above terms and conditions of appointment. I will complete all the necessary exit formalities at all my previous employers and have no pending claims whatsoever before joining Teradata.

ACCEPTED

Janice Monteiro

APPENDIX A

INVENTIONS ASSIGNMENT AND CONFIDENTIALITY AGREEMENT

Employee: Janice Monteiro

Date: 21 February, 2023

In consideration of your employment and in view of the confidential nature of employment by reason of which Employee will obtain special knowledge of TERADATA India, its holding and other affiliate companies (hereinafter called TERADATA) business, trade secrets, its necessities and plans and the information of its customers, Employee agrees:

(a) INVENTIONS & COPYRIGHTS

To assign, exclusively and irrevocably, on demand, whether during the employment or anytime thereafter, to TERADATA or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including, without limitation, right to apply for and obtain a patent) which he may create, develop or assist in creating or developing during employment which design, invention, discovery and other intellectual property relate to services provided / to be provided or products or systems manufactured or developed or licensed or sold by TERADATA or to devices especially adapted to use as part of an accounting system or to processes or apparatus peculiarly adapted to the manufacture or use of such machines, devices, or systems, or to improvements of such inventions whenever made by him and for any work made and / or created or cause to made and / or created in the course of Employee's employment, TERADATA shall be the first owner of the copyright therein and for any work made and / or created or cause to made and / or created in the course of Employee's employment, by virtue of any law or any judgment, TERADATA is not the first owner, then the Employee hereby assigns, exclusively and irrevocably, the same, wholly and generally, forever through out the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waives all his moral rights wholly in favour of TERADATA. The Employee also agrees to sign any papers and do any acts which may be deemed necessary or desirable by TERADATA to secure to TERADATA, its successors, designees, or assigns, any rights relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India, Canada, United States, or any other foreign country.

(b) RESTRICTIONS AFTER TERMINATION

For a period of one year after termination of employment, and in the territory assigned to him at the time of termination, not to engage directly or indirectly for himself or as the agent or employee of another in dealing in the products or services which he dealt in while employed by TERADATA during the three years preceding the termination of employment, or in those of the same type or nature marketed by others, nor for himself or any other person to call upon or solicit any customer or prospective customer of TERADATA which is such customer or prospective customer on the date of the termination of employment.

Further, upon termination of employment, to surrender to TERADATA all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in the possession or under the control of the Employee, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of TERADATA.



(c) CONFIDENTIAL INFORMATION

To retain strictly confidential and not to disclose directly or indirectly to anyone (except customers or potential customers during business proposal or negotiation in order to pursue business opportunities with them), any information not made available to the public which Employee may acquire during employment regarding Teradata's products or services, inventions, programs, designs, methods, systems, developments, trade secrets, certain plans and procedures, or other private or confidential matters pertaining to TERADATA or its customers without Teradata's prior written permission.

Should a court hold any provisions hereof to be invalid, the Employee agrees that it shall be construed and/or reformed by such court so as to be judged reasonable and enforceable unless to do so would be contrary to law or public policy. Further, Employee agrees that TERADATA may apply for interlocutory and injunctive relief and remedy if TERADATA reasonably believes that the Employee has violated the above provisions.

Employee shall indemnify and hold TERADATA harmless against all loss, damages, costs and expense (including attorney's fees on an indemnity basis) for any breach or violation of the provisions in this agreement.

The use of masculine gender in this agreement shall be considered to also include feminine.

ACCEPTED

Janice Monteiro

Annexure I

Name: Janice Monteiro

Job: Junior Technical Associate

Offer Elements: Rs. Per Annum

Annual Basic - Rs.180,000.00

Flexible Compensation Plan - Rs.234,000.00

Consulting Incentive Plan - Rs.54,358.00

TOTAL TARGET CASH - 468358.00

Provident Fund (12% of Basic) - Rs.21,600.00

Gratuity (4.81% OF Basic) - Rs.8,658.00

TOTAL COMPENSATION - Rs.498,616.00

Teradata (India) Pvt Ltd Confidential



CloudRock Partners India Private Limited

OFFER & CONTRACT OF EMPLOYMENT

May 18, 2023

FAO: Munduchirackal Luke Ricky Jacob
BY EMAIL: lukericky13@gmail.com

Dear Munduchirackal Luke Ricky,

Following your recent interviews, we are delighted to offer you a position with CloudRock Partners India Pvt. Ltd. This offer letter has also been sent to you via DocuSign, and we kindly request that you sign to confirm your acceptance.

We are a fast-growing company, and really hope that you're excited by the opportunity to join our team, and to have a long and successful career with us.

A Kyriacou

Signed
Ani Kyriacou
Chief Operating Officer



1. **Name:** Munduchirackal Luke Ricky Jacob
2. **Job Title:** Cloud Transformation Associate
3. **Employer and Company:** CloudRock Partners India Pvt. Ltd.
4. **Start Date:** To be confirmed (Provisionally July 10th 2023, but no later than July 31st 2023)
5. **Compensation:** See Compensation Plan in Schedule 1
The payment of any amounts by the Company will be subject to the deduction of tax at source and other statutory withholdings as may be applicable. You will be responsible for the payment of any tax on your income from the Company. The Company reserves the right to change the structure of the salary/compensation from time to time.
6. **Graduation Bonus:** On successful completion and assessment following the Cultivate Training Academy, you will be awarded a INR 1,000,00 bonus.
7. **Method of Payment:** You will be paid monthly, direct into a bank account of your choice on the last working day of every month.
8. **Medical Insurance:** You (and spouse + parents + up to 3 children if applicable) will be enrolled in the Employers medical insurance scheme.
9. **Hours of Work:** The regular working week will be minimum 40 hours (Monday to Friday) from 11:00 AM to 8:00 PM (IST) with break time of 1 hour (unpaid). These times may differ during your training, and the Company reserves the right to change your working hours.
 - a. You may be required to work such additional hours as may be necessary for the proper performance of your duties and to meet client requirements, sometimes at short notice. Unless there are exceptional circumstances, and unless expressly agreed with your Reporting Manager, you are expected to comply with such reasonable requests.
10. **Reporting Manager:** Rahul Rao, or any other person nominated by the company.
11. **Job Description:** To provide exemplary service, support, advice and delivery services to CloudRock clients, implementing cloud based technologies, either in phase 0 preparation, phase 1, or a future phase or AMS support capacity.
12. **Leave:**
 - a. You shall be entitled to Paid Time Off of up to 27 days (21 days of Casual Leave, 1 floating holiday & 5 days of sick leave) per calendar year which is January to December. All the unutilised leaves will be forfeited at year end in December and cannot be carried forward to next year. The leaves accrued during the calendar year can either be encashed or adjusted against mandatory notice period during the end of service. You are also entitled to 9 public & festive holidays. There may be occasions when the Company may have to instruct you on when to take your holidays, and these days will be notified to you.
 - b. If upon termination you have taken more leaves than your entitlement, you will be required to reimburse the Company in respect of the excess days taken and the Company is authorized to make deductions in respect of the same from your final salary payment. In the event such deductions exceed the final salary payment to you, you shall pay such outstanding amount to the Company.
13. **Nature of Duties:** As per Job Description
14. **Salary Revision:** Your salary will be reviewed annually, with an effective date of April 1st. For the avoidance of doubt, the Employee has no contractual entitlement of an upwards review.
15. **Provisional Offer:**
 - a. This offer is conditional on receiving and being satisfied, with the background checks on your academic and professional qualification and experience, any criminal records and any judgments relating to debts or insolvency thereof.
 - b. The present employment is offered to you on the basis of the information/ particulars provided by you with regards to your educational/professional qualifications, experience, criminal records any judgments relating to debts or insolvency and in the event it is discovered at any stage that any information/particulars and/or details provided by you are incorrect and/or any material information has been withheld/suppressed by you, shall constitute breach of discipline and your services will be liable to be terminated.

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16. **Confidentiality/Non-Disclosure:**
- a. The protection of confidential business information and trade secrets is vital to the interests and success of the Company. Such confidential information includes, but is not limited to, the following examples: client data, compensation data, financial information, marketing strategies, pending projects and proposals, proprietary production processes, personnel/payroll records, and conversations between any persons associated with the Company and its Clients. All Employees will be required to sign a non-disclosure agreement as a condition of employment. Any employee who improperly uses or discloses trade secrets or confidential business information will be subjected to disciplinary action, including termination of employment and legal action, even if he/she does not actually benefit from the disclosed information.
 - b. You are obliged at all times to protect information belonging to the company and their clients, collaborators and contractors that you acquire in the course of your employment.
 - c. Except as necessary to carry out your duties, you will not at any time, whether during your employment or after the end of your employment, disclose to any third party or use for your own benefit or the benefit of any other person, any trade secrets or confidential information relating to the business of the company or its clients. Such confidential information includes without limitation confidential information relating to the business affairs, management finances, personnel or administration of the Company, technical information and know-how, business strategy and plans, financial projections, pricing policies and prices, client lists, information about clients and consulting methodologies, software, any intellectual property (including but not limited to the intellectual property referred to in the next section) and any document marked 'Confidential' (or similar) or any information which you have been told is confidential or which you might reasonably expect. The Company or an Associated Company would regard as 'Confidential', or any other information which has been given to the Company or the CloudRock Partners Ltd, in confidence by clients or other persons.
17. **Data Protection:**
- a. You understand and agree that, where this is reasonably necessary for the Company or any Associated Company, for the purpose of your employment or for compliance with the Company's (and any Associated Company) contractual, statutory, management or other similar obligations, the Company (and any Associated Company) or any other authorised person appointed by them on their behalf may process Personal Data or Sensitive Personal Data relating to you or your employment. The terms "process", "Personal Data" and "Sensitive Personal Data" will have the meaning given to them under the Data Protection Act 1998 (or any other statutory re-enactment or modification).
 - b. You consent to the Company or any Associated Company monitoring and recording any use by you of their IT systems (including by CCTV) for legitimate business purposes, ensuring that the Company's and any Associated Company's procedures are being complied, and for the purposes set out in any Company data protection policy.
 - c. You will inform the Company of all changes to your personal data, including name, address, marital status, contact details and next of kin.
 - d. You will ensure that any personal data or sensitive personal data of other employees, clients, suppliers or agents of the Company or any Associated Company, which you may use or have access to during the employment or in accordance with your duties and responsibilities, is kept secure from unauthorised access or disclosure and will not be discussed or disclosed to any person except in accordance with the Company's data protection policy in force from time to time and the Data Protection Act 1998 (or any other statutory re-enactment or modification).
18. **Copyright and other Intellectual Property:** All work produced for the Company by the Employee under this agreement or otherwise and the right to the copyright and all other intellectual property in all such work is to be the sole property of the Company unless otherwise owned by the Client.
19. **Place of Work:** Your place of work shall be the Company's office in Mumbai – **Spaces, 2nd Floor, 2069, JP Road, Four Bungalow, Western Heights, Andheri West, Mumbai, Maharashtra 400053** . However, you may be required to make business travel to any location (within India or abroad) specified by the Company depending on the requirements of the business. All reasonable travel & associated expenses



shall be reimbursed by the company subject to prior written approval. The company will grant hybrid work at its exclusive discretion.

20. Probationary & Notice Periods

- a. Your employment with the company will be on the basis of a probationary period of six months. For the first two months of this probationary period, 7 days' notice in writing is required to terminate your employment by either party. Thereafter, for the remainder of the probationary period 1 months' notice in writing is required to terminate your employment by either party.
- b. On successful completion of your probationary period, three months' notice in writing must be provided by either party to terminate your employment.
- c. Please note that your service is liable to be terminated without any notice, and without payment in lieu of notice if it is proved that your certificates / qualifications are not genuine, or that any other material particulars furnished by you are false / fabricated, or if there is a breach in the confidentiality agreement, or if you are summarily dismissed for gross misconduct.
- d. Should you resign, the Company reserves the right to pay or recover salary in lieu of notice period.
- e. On the termination of your employment, during garden leave or at any other time where reasonably requested, you will immediately return to your line manager all documents, security passes, keys or any other property (including computer equipment, copies, summaries and excerpts) belonging to or relating to the business of the Company which are in your possession or under your control.
- f. At any time during your employment and during any period of notice, whether given by you or by the Company, the Company will be entitled, at its discretion, to require you to cease performing your job for such a period as the Company shall in its absolute discretion determine. The Company may require you not to carry out your duties or exercise your powers or responsibilities, nor to attend any place of work or other premises of the Company and any Associated Company. During any such period, the Company shall continue to pay your salary under this agreement and shall be under no obligation to provide work for you. During any such period, you shall keep the Company informed of your whereabouts so that you can be called upon to perform any appropriate duties as the Company may require and you shall continue to be bound by all your obligations under this agreement insofar as they are compatible with you being on garden leave.
- g. If after leaving the Company, any work remains to be completed on an assignment in which you were involved you will co-operate with the Company and any Associated Company so far as it is reasonably practicable to enable completion of that assignment. The Company and you will mutually agree on the remuneration that may be paid for work.

21. Breach or Misconduct

Notwithstanding anything herein, the Company shall be entitled to terminate this Agreement, without notice and with immediate effect, in the event you are:

- a. Found to have engaged in any act of misconduct or negligence in the discharge of your duties or in the conduct of the Company's business; or
- b. Found to have directly or indirectly, engaged or participated in any other business activities that the Company, in its reasonable discretion, determines to be in conflict with the best interests of the Company without the written consent of the Company; or
- c. Found to have engaged in any other act or omission, inconsistent with your duties; or
- d. Found to have engaged in any breach of this Agreement, or the Company Policy or lawful orders given to you by the Company;
- e. Convicted of any criminal offence; or,
- f. Found to have engaged in unauthorized absence beyond a period of seven (7) days.

22. Training

- a. As part of your employment, you will be enrolled on the Company Cultivate training programme. In the event you resign from your position or are terminated for cause within 24 months of completing the training, you will be liable to repay the full cost of the training (INR 2,00,000.00). For the avoidance of doubt, the obligation to repay the Cultivate training fees expires 24 months after the completion of the training.
- b. During the Cultivate training period, any requests for leave will only be granted in extenuating circumstances.

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- c. Following the conclusion of the Cultivate training programme, your performance will be assessed by the Company. In the event that you do not pass this assessment, your employment will be terminated in accordance with point 5 above.
 - d. At any time during your employment, you may be enrolled on additional external training courses. In each instance, you will be advised of the cost of this training in advance and will be required to agree to repay the training costs if your employment ceases within 24 months of the training ending, prior to being enrolled on the training course.
23. **Other work:** Your position with the Company calls for full time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or full time) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during your employment with the Company, without written permission from the Company.

All the above terms and conditions of employment are subject to change from time to time by the company. Any change or additions to these terms shall be communicated to you in writing.

This Agreement shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this Agreement shall not affect the binding effect of the rest of the agreement and in case of any dispute arising out of these terms and conditions, the courts at Mumbai and no other courts will have jurisdiction to adjudicate and decide the matter.

This Agreement shall be concluded and effective on your delivering a signed copy of this Agreement to us, provided that your Compensation and Other Entitlements shall not begin to accrue until you commence work for the Company.

The terms of this letter are confidential. The Company reserves the right to withdraw this letter without notice if these terms become publicly known.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing a copy of this letter to the Company within 3 days of the date of this letter, failing which, this offer stands automatically withdrawn by the Company without any further notice to you.

Human Resources

I hereby certify that I do not have any legally binding obligation with any of my previous employers which would prevent me from working for CloudRock Partners India Pvt. Ltd or any of its clients directly or indirectly and shall take full responsibility if any dispute arises from my previous employment in working for CloudRock Partners India Pvt. Ltd.

The Company will verify your background and your appointment hereunder is subject to satisfactory verification report from the concerned/relevant agencies. You understand and acknowledge that this is a requirement for your employment, and you shall not raise any objection whatsoever to the said background checks or verifications. By signing this letter, you grant your unqualified consent to the Company to provide and/or share all the personal information provided by you to the Company from time to time, including for the avoidance of doubt sensitive personal data and information, for the purpose of employment with the Company, with any third party for conducting the background checks, payroll management or for any other lawful purpose.

Non-Solicitation: Permanent Employees and Sub-Contractors

I hereby acknowledge that during my Employment and for one year thereafter, I will not, directly or indirectly,
(a) Solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any permanent employees or sub-contractors to leave a CloudRock Entity or to join any firm or business with which I may be or become affiliated,
(b) Participate in the hiring or admission of any permanent employees or sub-contractors, or
(c) Cause a permanent employee or a sub-contractor of a CloudRock Entity to cease providing services to, with, or on behalf of the CloudRock Entity.

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CloudRock Partners

I hereby accept the terms and conditions of employment herein and return the duplicate copy signed in token of my acceptance.

Signed in Acceptance

Printed Name: **Munduchirackal
Luke Ricky Jacob**

Date: May 19, 2023
Place: Mumbai

Signed by Employer

A Kyriacou

Printed Name: **A Kyriacou**

Position: **Director**
Date: **May 18, 2023**
Place: **London**

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Schedule 1

Compensation Plan

Name	Munduchirackal Luke Ricky Jacob
Employer Name	CloudRock Partners India Pvt. Ltd.
Gross Annual Salary	INR 500,000.00

Particulars	Available	Annual Package	No. of Months	Monthly Take-Home Calculation
		Annual		Monthly
Basic Salary	Yes	₹ 275,240.00	12	₹ 22,936.67
House Rent Allowance	Yes	₹ 117,960.00	12	₹ 9,830.00
Conveyance Allowance	Yes	₹ 24,000.00	12	₹ 2,000.00
Leave Travel Allowance	Yes	₹ 24,000.00	12	₹ 2,000.00
Research Allowance	Yes	₹ 24,000.00	12	₹ 2,000.00
Children Education Allowance	Yes	₹ 2,400.00	12	₹ 200.00
Food Coupons (in kind)	Yes	₹ 26,400.00	-	₹ 0.00
Phone Bills Reimbursement	Yes	₹ 6,000.00	12	₹ 500.00
Gross Salary		₹ 500,000.00	12	₹ 39,466.67
<i>Add: Employer's Provident Fund Contribution @ 12% on Basic Monthly Pay of INR 15,000, i.e., INR 1,80,000 p. a.</i>	Yes	₹ 21,600.00	-	₹ 0.00
<i>Add: Discretionary Bonus (10%)</i>	Yes	₹ 50,000.00	-	₹ 0.00
<i>Add: Graduation Bonus</i>	Yes	₹ 100,000.00		₹ 0.00
Cost to Company (CTC)		₹ 671,600.00	-	₹ 39,466.67
<i>Less: Employee's Provident Fund</i>	Yes	₹ 21,600.00	12	₹ 1,800.00
<i>Less: Profession Tax</i>	Yes	₹ 2,500.00	12	₹ 200/300
Total Payable		₹ 647,500.00	-	₹ 37,466.67

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<i>Less:</i> TDS to be deducted on monthly basis	Yes	<p>Tax will be deducted at source (TDS) every month on the taxable income (considering exempt allowances worked out above) and after considering the eligible investments / contributions made by the employee under Section 80C & 80D & 80CCD for the year.</p> <p>The TDS will be worked out on the submission of the relevant proof of investments made and other documentary evidence in support of the allowances claimed as exempt.</p>		
Net Payable		₹ 647,500.00	-	₹ 37,466.67

Notes:

1. **Employee Provident Fund (EPF):** Employee's contribution is deducted @ 12% of basic salary (capped at INR 1,800 per month or INR 21,600 per annum). The employer will be making a contribution of INR 21,600 per year, into the EPF account of the employee.
2. **Discretionary Bonus:** The discretionary bonus is payable on a quarterly basis during the year, with the first quarter of eligibility being Q4 2023 (for the period Oct 1st to Dec 31st), which is payable in January 2024.
3. **House Rent Allowance:** We have assumed that the employee will be paying house rent of INR 9,830 per month and have calculated HRA accordingly to give her the maximum tax benefit. CloudRock Partners India Private Limited will have to collect copies of rent receipts from the employee for documentation purposes.
4. **Conveyance Allowance:** Conveyance allowance is expenses incurred for the purpose of professional duty (conveyance from residence to place of business is not covered here) and is exempt from tax only to the extent of actual expenditure incurred. All such expenses must be approved by the Employer in advance, and the employee will have to maintain invoices of actual expenditure incurred.
5. **Leave Travel Allowance:** Leave Travel Allowance exemption is available for only domestic journey for the employee alone or with her family, where 'family' includes the employee's spouse, children and wholly or mainly dependent parents, brothers, and sisters of the employee. Further, it is available for only two journeys performed in a block of four calendar years (current block available is F.Y 2018-22) and the employee will have to maintain invoices of actual travel costs incurred for the journey.
6. **Research Allowance:** Research Allowance is exempt to the extent of actual expenses incurred on the academic research, training and other professional pursuits.
7. **Children's Education Allowance:** The employee can claim maximum INR 100 per month as exemption or INR 1200 per annum. The exemption is allowed for a maximum of 2 children.
8. **Food coupons:** Food coupons requisite is calculated based on 22 working days and 2 meals a day resulting in a monthly benefit of INR 2,200 (22*100). Consequently, the yearly exemption works up to INR 26,400. The tax benefit available to the employee is restricted to INR 50 per meal. The company shall be providing actual food coupons to the employees. These will not be provided in cash & hence not included in the monthly take-home salary calculation.
9. **Phone Bills Reimbursement:** The employee can claim 100% exemption for the phone bills reimbursement to the extent of actual expenditure incurred on production of phone bills.
10. CloudRock Partners India Private Limited will have to deduct profession tax of INR 2500 per annum (INR 200 each month except February, INR 300 in February) from the employees' salary.

CloudRock Partners India Private Limited will have to collect Form 12BB (declaration of tax-related investments/contributions) from the employee at the beginning of the year or within 30 days from the date of joining. Further, all supporting documentary evidence relating to tax exemptions/deductions should be collected in the month of February the same financial year.



02/06/2023

Surabhi Naik
C-32, Plot no-53, Mangalmurti CHS
Gorai-1, Borivali(W), Mumbai-400091
Mumbai, MH 400091

Dear Surabhi,

We have pleasure in offering you the position of Trainee under the Teradata Internship & Training Program based at our India Airoli, Flexible office on the following terms and conditions:

Internship Period

Your internship will be for a period of 4 months starting from September 4, 2023.

At the end of 4 months your performance will be reviewed and if the same is found to be satisfactory, you may be considered for a regular employment with Teradata subject availability of vacancies.

Remuneration

You shall be eligible for a monthly stipend of ₹INR Rs.22,000.00 & subject to deduction of tax at source as per the prevailing Income Tax Act and Rules.

Leave & Annual Holidays

You will be entitled to one day of paid leave per month. Leave will be credited to your account on a pro-rata basis at the time of joining. You can also avail of the paid holidays (scheduled declared at the beginning of the year), that fall during the period of your internship.

Professional Standards

During the period of your internship, we expect you to ensure strict compliance with the rules and regulations of the company. Any violation would result in the immediate termination of your internship.

Termination

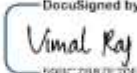
You may terminate your internship with the Company, without any cause, by giving a minimum of one week's prior notice. Teradata reserves the right to terminate your internship at any time without a reason by giving you one week's notice or stipend in lieu of the notice.

Acceptance

If you wish to accept the position in accordance with the terms and conditions set out in this letter, you should:

- sign a copy of this letter in the space indicated below and
- return copy of the signed letter

Yours sincerely,

DocuSigned by:

Vimal Raj
2023 February 7 | 3:30:03 AM EST
Leader - Talent Acquisition
TERADATA INDIA PVT LTD.

To be signed on Date of Joining

I accept this position on the terms and conditions set out in this letter


I Surabhi Naik hereby confirm that I have joined Teradata India Pvt.Ltd, office on September 4, 2023.

WITNESSED

HR Consultant

ACCEPTED

Surabhi Naik

DocuSigned by:

2023 February 7 | 11:59:50 AM EST
0700A3560978448



Appointment Letter

April 26, 2023

To

Ryan Nayak
801 2A, Sunrise CHS LTD
Sundar Cross Lane
Malad (West)
Mumbai 400 064

Dear Ryan,

We are pleased to appoint you as an **Associate ABAP Consultant** at Fourth Signal.

Your compensation will be **Rs. 500,890** per annum. Details are provided in the Annexure.

Kindly confirm your acceptance of this appointment, by signing and returning to us a copy of this letter. All other joining formalities will be completed upon your joining the Company.

We look forward to having you as part of the Fourth Signal Team!

Sincerely,

A handwritten signature in blue ink that reads "C. Barrie".

Cassandra Barrie
Human Resources
Fourth Signal (India) Private Limited





THOMSON REUTERS

PRIVATE AND CONFIDENTIAL

July 18, 2023

Tripti Krishna Nayak
Mumbai

Dear Tripti,

Congratulations!

Thank you for your interest in associating with our organisation. We are pleased to confirm your employment with SurePrep (India) Private Limited, Thomson Reuters Group Company for the **Trainee Software Engineer** role.

We are delighted to set out below the terms and conditions of your employment with the Thomson Reuters Group Company, SurePrep (India) Private Limited whose name appears on this letterhead SurePrep (India) Private Limited.

1. Commencement Date:

The date of commencement of this employment contract is **August 2, 2023**.

2. Initial position, work description, Title Use and Work Base:

a. Your work base at commencement of your employment will be **Mumbai**. Your reporting line, objectives, hours of work and other relevant details relating to the Position will be notified to you in due course. You will accept and abide by all lawful and reasonable instructions issued by any of your managers/ superiors. This may from time to time be revised by a written notice to you.

b. The Company reserves the right to redesignate or revise your Position or work description at any time by a written notice to you.

c. The Company may at any time transfer, second, depute or assign your services to any establishment or operation of the Company or any other Group Company or any successor company whether in India or abroad. Group Company means an entity that, from time to time, directly or indirectly controls, is controlled by, or is under common control of the company, or that is a successor (including, without limitation, by change of name, dissolution, merger, consolidation, reorganization, sale or other disposition) to any such entity or its business and assets. The Group Company will be deemed to be in control of an entity if it has the power to direct or cause the direction of the management or policies of such entity, whether through the ownership of voting securities, by contract, or otherwise.

d. Where agreed by your reporting manager in writing and if permissible under applicable laws and regulations, the Company may permit you to use different titles or designations solely for external representation purposes for benefit of the company or the role. If that is the case, you agree that any such title shall not in any way deemed to operate as a modification of this letter, a change in your Position or otherwise entitle you to any additional benefits in relation to your employment.

SurePrep (India) Private Limited
4th Floor, Dhanthak Plaza, Makwana Road, Marol,
Andheri (East)
Mumbai - 400059

☎ +91 22- 68536853

Regd. Office: 3, 1st Floor, Abbas Manzil
12, Nadirsha Sukhia Street,
Near City Bank, Fort,
Mumbai - 400001
CIN: U72200MH2004PTC144174



THOMSON REUTERS

b. A sole arbitrator appointed shall be appointed in accordance with the MCIA Rules. The seat and venue of the arbitration shall be Mumbai. It is also agreed that the language of the arbitration shall be English.

20. General:

a. Headers or titles are for the sake of convenience only and do not affect the construction or interpretation of your employment contract.

b. Where you wish to give notice to the Company you must send it to the Company's office located at the place where your manager is based with a copy to Human Resource team supporting your function. You agree that where we need to give you notice, the notice may be issued to you electronically or otherwise be sent to you at any of the last known contact address that you have provided to the Company. Either you or the Company may change the contact address for notices by a prior written notice to the other.

c. If the Company does not exercise a right, it does not mean that the Company has waived its right either in that instance or any subsequent instance.

We are excited about the many ways you will have opportunities to contribute to the success of the Company and look forward to your accepting employment with us. If you have queries, please do not hesitate to get in touch with the Talent Acquisition team member with whom you have been connected with.

For SurePrep (India) Private Limited
(A Thomson Reuters Group Company)

Catriona Mackness
Senior Director, Regional HR India

ACCEPTANCE

By signing below, I accept employment with the Company on the terms and conditions set out above and further agree that (a) it contains the terms of my employment with the Company including those set out in Annexure I to this letter of appointment, and the Memoranda "Terms And Conditions Of Employment - Components of C & B" and "General Policies Governing Employment", and as described further below in this document; and (b) these terms and conditions offer supersede any and all prior understandings, offers or agreements, whether oral or written.

Signature:

Name: **Tripti Krishna Nayak**
Business Title: **Trainee Software Engineer**
Date: **18 July 2023**



Annexure I - Total Rewards

Name: Tripti Krishna Nayak

Title: Trainee Software Engineer

Reporting Manager: Ajay Ghanagam

Department: Tax&Acctg Segment

Base Pay (Total Fixed Pay)

Particular/Component: (Refer Components of the Total Rewards, Terms (a))	Amount INR
Basic (per annum)	280,000
Flexible pay (per annum)	386,400
Provident Fund (per annum)	33,600
Base Pay (Total Fixed Pay)	700,000

As per the Compensation structure, below two components would be part of Flexible Salary component and calculated as:

- House Rent Allowance: 50% of Basic Salary.
- Leave Travel allowance: 20% of Basic Salary or INR 12,500 per month, whichever is lower.

** Refer to the flexi pay document for more details

Variable Pay

Target bonus Annual Incentive Plan:

- Apart from the Base Pay (Total Fixed Pay) components as specified above, you are eligible to participate in our **Variable Pay AIP Plan**, subject to the criteria of the then applicable incentive plan of the company.
- This is a discretionary bonus plan based on Individual performance and Company performance with a payout of **5.00%** of the Base Pay (Total Fixed Pay). The potential variable pay amount **INR 35,000** (An indicative amount only) on a full year basis
- Please note that the payout under this plan will always be according to the company's applicable incentive plan as may be revised and circulated every year.
- Should you be eligible to receive bonus under the Payment of Bonus Act, 1965 ("Bonus Act"), any variable pay amount as described in the paragraphs above will be deemed to be in lieu of bonus based on profits payable under the Bonus Act. If the variable pay amount payable to you, as described and calculated in the paragraphs above, is less than your entitlement under the Bonus Act, the differential amount shall separately be paid to you within the timelines set out under the Bonus Act.



Statutory Benefit

Gratuity:

Subject to the below terms and conditions and the limits set out in the Payment of Gratuity Act, 1972 you shall be eligible for Gratuity Payment.

Please note that on becoming eligible for Gratuity (a) the maximum limit of Gratuity to be exempted from tax is with accordance to the law.(b) if the PGA changes such that any of the eligibility, limit or method of calculation of payment of gratuity is/are altered, then the Company from time to time reserves the right to revise the terms of payment of gratuity in accordance with its then applicable policies.

Additional Benefits

Shift Allowance:	Where applicable and the allowance is variable based on shift timings. The details provided in the Shift Allowance Policy
Group Medclaim Insurance Policy (GMC):	Insurance cover: INR 500,000 p.a for spouse, two children and parents (Note: Maternity Benefit of INR 100, 000 for C-section and INR 75, 000 for Normal cases is included in the total Insured amount)
Group Term Life Insurance Policy (GTL):	Sum Insured: 4 times of TFP (Total Fixed Pay)
Employee's Group Personal accident insurance Policy (GPA):	Sum Insured: 4 times of TFP (Total Fixed Pay)
Employees Depository Linked Insurance (EDLI):	Fiat Sum Insured: INR. 702,000

The remuneration stated above is subject to the terms and conditions of your contract of employment of which this is a part.

Please refer the Flexi pay document to understand the terms & conditions

For SurePrep (India) Private Limited,
(A Thomson Reuters Group Company)

Catriona Mackness
Senior Director, Regional HR India

ACKNOWLEDGED AND AGREED

Signature:

Name: Tripti Krishna Nayak

Date: 18 July 2023



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

Superset ID: 3331358

Letter of Intent ("LOI")

March 09, 2023

Dear DURGESH Girish Palekar,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company). You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later. Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

We request you to carefully read and understand the Terms and Conditions of this Letter of Intent with Annexures hereto (hereinafter referred to as LOI).

- A Please note that your name mentioned in this LOI will be used to create your records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please notify before commencement of training. Please note that no changes to the record can be made later in time. The name provided by you should match with the identification documents submitted to the Company, such as Aadhar Card, PAN card, Passport, etc.
- B We are proposing compensation package and benefits post-onboarding, the details of which are set forth in **Annexure 1** to this LOI.
- C Upon accepting this LOI, you will be required to submit a set of documents as mentioned in the **Annexure- 2** . Thereafter, you will be provided access to our pre-onboarding training program, as applicable. This will enable you to learn and master the concepts and skills required to be industry ready. The pre-onboarding training program can include physical classroom training/ self-paced e-learning/ hybrid model of training. The learning journey will be inclusive of assignments, assessments, hackathons/ competitions, and webinars as deemed appropriate by Capgemini.
- D The progress made by you in this learning journey would not only help you in getting onboarded but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.
- E Pre-onboarding training Program and Terms & Conditions of the LOI
 - 1. Pre-onboarding Document Verification: Capgemini adheres to a strong document verification process. As a part of this process all the personal, educational and professional (if

applicable) information provided by you is verified, therefore you are subject to a detailed document verification as per the Company process of the document set submitted by you as per Annexure 2

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks before and during your tenure in Capgemini and by accepting this LOI you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

2. Pre-onboarding Training Program: This may also include pre-onboarding training programs as may be applicable to you and that may be a combination of trainings, assessments, working on client projects & assignments. Post issuance and acceptance of this LOI, you will be communicated appropriately about the pre-onboarding training program you have to successfully complete within stipulated time as per the Company expectations and parameters. By accepting this LOI, you agree to adhere to the terms and conditions of the training program as communicated to you by the Company. Further, please be advised that the Company may consider issuance of Employment Offer Letter ("**Offer**") based on your performance in the assigned pre-onboarding training program and as per the business requirements.

F Post successful completion of your pre-onboarding training program, final semester degree/ diploma examination and as per the Company's business requirements you will be eligible (Subject to Clause E) for the final Offer. You agree and acknowledge that the final Offer shall be subject to: -

1. Your successful completion of all curricular requirements within the stipulated timeframe, as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ timeline/ grade/ rank/ class as determined by Capgemini.
2. All the eligibility requirements laid down by Capgemini as mentioned during the recruitment process.
3. The business and skill requirement of the Company.
4. The date of joining and the location of your employment will be purely based on business requirements of Capgemini and the skill set as assessed by Capgemini.
5. The location of your initial reporting, post-onboarding training and the date of your joining for the same would be communicated to you in due course of time. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

Note 1: Your employment with Capgemini will be conclusive on you executing the Offer with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini. Post your onboarding with the Company, you may be required to (i) work on any client or Capgemini project(s) that are assigned to you from time-to-time, (ii) on any technical platforms/skills and or work in shifts as per the requirement of project/assignment/client (including night shifts).

Note 2: After commencement of employment you will be on probation for a period of six months from your date of joining and subject to the probation policy of the Company your employment will be confirmed. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period. Capgemini reserves the right to decide the continuance of your further

training and your employment depending on your performance in its opinion.

G The Company reserves the rights to withdraw and/or cancel your candidature, in case of the following circumstances:

1. Any active backlog in your academics discovered pre or post Onboarding training commencement.
2. In case the Company discovers any fraudulent means/ malpractice/ misrepresentation/ concealment of information by you during the interview process/ pre-onboarding training program or the recruitment process to seek employment including but not limited to misrepresentation of information/ forging or fabrication of documents in resume/ academic score sheet or documents submitted, malpractice during the assessment and or interview process etc.
3. Any delay in submitting any of the documents/requirements for completion of any verification process (pre-onboarding or pre-offer) as required by the Company within the stipulated timelines
4. For not agreeing to the project/assignment/location assigned by the Company or seeking change in onboarding/ training/ work location and/or delaying/ deferring the onboarding due to any reasons/ preferences whatsoever which further leads to no Offer from the Company
5. Disobedience by you to any of the mentioned Terms and Conditions in the LOI
6. Any act or omission which is in violation of any Company policy.

H This is a highly Confidential and Private document. You are required to treat this LOI and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

I You agree and acknowledge that this LOI should not be construed as an offer of employment from Capgemini or any promise thereto. Subject to the terms of this LOI the Company may at any time, at our discretion, revoke this LOI.

We would request you to review the above terms and let us know if they are acceptable to you, within the acknowledgment deadline from the date of the issuance of this LOI (the details as would be mentioned on the portal used for the said purpose).

If you have any questions, please [click here](#).

For Capgemini Technology Services India Limited

Puneet Kumra
Head - Fresher Hiring

This is a computer-generated document. No signature is required. This document is containing confidential information.

ANNEXURE 1

DURGESH Palekar, Analyst

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000 (Rupees Four Lakh only)**. Subject to the terms of the LOI and on completion of 1 year of service from your date of joining the employment of Capgemini, you will receive fixed one-time incentive of **INR 25,000(Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For Capgemini Technology Services India Limited

**Puneet Kumra
Head - Fresher Hiring**

Acceptance

I have read and understood the contents of this LOIs and accept all the terms and conditions of this LOI in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This LOI supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

I state that my acceptance of the LOI on the electronic portal to be construed as my acceptance and acknowledgment of this LOI and will act as physical acceptance of the same.

-

ANNEXURE 2

Documents for LOI acceptance

1. SSC Certificate
2. HSC Certificate
3. Diploma all marksheets
4. Diploma provisional certificate/ Degree Certificate
5. If Graduation, marksheets upto 6th Semester
6. If Post Graduation, all Graduation Marksheets, Graduation Degree Certificate and marksheets upto second semester for Post Graduation
7. Passport size photo
8. Government ID Proof



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
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www.capgemini.com/in-en

Superset ID: 3331358

Letter of Intent ("LOI")

March 09, 2023

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3. Any delay in submitting any of the documents/requirements for completion of any verification process (pre-onboarding or pre-offer) as required by the Company within the stipulated timelines
4. For not agreeing to the project/assignment/location assigned by the Company or seeking change in onboarding/ training/ work location and/or delaying/ deferring the onboarding due to any reasons/ preferences whatsoever which further leads to no Offer from the Company
5. Disobedience by you to any of the mentioned Terms and Conditions in the LOI
6. Any act or omission which is in violation of any Company policy.

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We would request you to review the above terms and let us know if they are acceptable to you, within the acknowledgment deadline from the date of the issuance of this LOI (the details as would be mentioned on the portal used for the said purpose).

If you have any questions, please [click here](#).

For Capgemini Technology Services India Limited

Puneet Kumra
Head - Fresher Hiring

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ANNEXURE 1

DURGESH Palekar, Analyst

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For Capgemini Technology Services India Limited

**Puneet Kumra
Head - Fresher Hiring**

Acceptance

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This LOI supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

I state that my acceptance of the LOI on the electronic portal to be construed as my acceptance and acknowledgment of this LOI and will act as physical acceptance of the same.

-

ANNEXURE 2

Documents for LOI acceptance

1. SSC Certificate
2. HSC Certificate
3. Diploma all marksheets
4. Diploma provisional certificate/ Degree Certificate
5. If Graduation, marksheets upto 6th Semester
6. If Post Graduation, all Graduation Marksheets, Graduation Degree Certificate and marksheets upto second semester for Post Graduation
7. Passport size photo
8. Government ID Proof



02/06/2023

Dwarkesh Patel
701, Akhil Tower
Ratan Nagar, Dahisar East
Mumbai, MH 400068

Dear Dwarkesh,

We have pleasure in offering you the position of Trainee under the Teradata Internship & Training Program based at our India Airoli, Flexible office on the following terms and conditions:

Internship Period

Your internship will be for a period of 4 months starting from September 4, 2023.

At the end of 4 months your performance will be reviewed and if the same is found to be satisfactory, you may be considered for a regular employment with Teradata subject availability of vacancies.

Remuneration

You shall be eligible for a monthly stipend of ₹INR Rs.22,000.00 & subject to deduction of tax at source as per the prevailing Income Tax Act and Rules.

Leave & Annual Holidays

You will be entitled to one day of paid leave per month. Leave will be credited to your account on a pro-rata basis at the time of joining. You can also avail of the paid holidays (scheduled declared at the beginning of the year), that fall during the period of your internship.

Professional Standards

During the period of your internship, we expect you to ensure strict compliance with the rules and regulations of the company. Any violation would result in the immediate termination of your internship.

Termination

You may terminate your internship with the Company, without any cause, by giving a minimum of one week's prior notice. Teradata reserves the right to terminate your internship at any time without a reason by giving you one week's notice or stipend in lieu of the notice.

Acceptance

If you wish to accept the position in accordance with the terms and conditions set out in this letter, you should:

- sign a copy of this letter in the space indicated below and
- return copy of the signed letter

Yours sincerely,

DocuSigned by:
Vimal Raj
569C7B67F20F4ED
Leader - Talent Acquisition

2023 February 7 | 7:06:09 AM EST

TERADATA INDIA PVT LTD.

To be signed on Date of Joining

I accept this position on the terms and conditions set out in this letter

I Dwarkesh Patel hereby confirm that I have joined Teradata India Pvt.Ltd, office on September 4, 2023

WITNESSED

HR Consultant

ACCEPTED

Dwarkesh Patel

DocuSigned by:
Dwarkesh Patel
B22637766A3B84D2

2023 February 7 | 9:59:59 PM EST



02/06/2023

Neha Pattankar
B-501, Vama Bldg, Sanghvi Nagar, Near Hatkesh, Opp. D mart
Mira Bhayandar Road, Mira Road(E)
Mumbai, MH 401104

Dear Neha,

We have pleasure in offering you the position of Trainee under the Teradata Internship & Training Program based at our India Airoli, Flexible office on the following terms and conditions

Internship Period

Your internship will be for a period of 4 months starting from September 4, 2023.

At the end of 4 months your performance will be reviewed and if the same is found to be satisfactory, you may be considered for a regular employment with Teradata subject availability of vacancies.

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Acceptance

If you wish to accept the position in accordance with the terms and conditions set out in this letter, you should:

- sign a copy of this letter in the space indicated below and
- return copy of the signed letter

Yours sincerely,

DocuSigned by:
Vimal Raj
59BC7B87E20F4ED
Leader - Talent Acquisition

2023 February 7 | 7:04:57 AM EST

TERADATA INDIA PVT LTD.

To be signed on Date of Joining

I accept this position on the terms and conditions set out in this letter

I Neha Pattankar hereby confirm that I have joined Teradata India Pvt.Ltd, office on September 4, 2023

WITNESSED

ACCEPTED

DocuSigned by:
Neha
7EGRCFDBA772438

2023 February 7 | 12:39:41 PM EST

HR Consultant

Neha Pattankar

OFFER LETTER

Date: 26 Sept 22

Vivek Pinto

Sub: Your appointment as a **Quality Engineer** ("Offer Letter")

Dear Vivek,

We, **Zeus Systems Private Limited** ("Company"), are pleased to offer you employment on the terms and conditions set out in this Offer Letter. Your employment will commence with the Company, effective from **1st July 23** ("**Effective Date**").

Roles and Functions

You shall be appointed for the designation of **Quality Engineer** and you will report to the reporting manager as intimated to you. You will perform all duties and responsibilities subject to the terms of this Offer Letter and the Appointment Letter to be entered into between yourself and the Company prior to your joining. You may be asked to perform other duties which may be assigned from time to time, based on the needs of the Company and your skills, at the Company's sole discretion.

Remuneration and Variable Pay

The Company shall pay you, in consideration of the proper performance and discharge by you of your duties and obligations, remuneration and perquisites set out herein. The Company shall pay you a fixed salary of **INR 575,000/- (Rupees Five lacs seventy five thousand only)** per annum. A detailed break up of your annual compensation including the benefits or perquisites that you shall receive from the Company, has been enumerated under **SCHEDULE 1**.

You will need to sign two years if Indemnity agreement with Zeus.

Variable bonus and increment shall be given annually at the sole discretion of the management of the Company. The increment amount will be evaluated on performance standards of the Company and feedback from the reporting manager. Other broad terms and conditions shall be contained in the Appointment Letter which would be binding on you.

Probationary Period

Your employment shall be subject to an initial probationary period of 3 (Three) month ("**Probationary Period**"). The Company may at its sole discretion extend or reduce this Probationary Period.

Location

Your employment will initially be based at the Company's main office located at 1402, Tower B, Peninsula Business Park, Ganaptrao Kadam Marg, Lower Parel, Mumbai, Maharashtra-400013, although you may be required to perform your duties and travel at other locations from time to time as per the requirements of Company. In the event of secondment at a location other than the Company's main office, no additional remuneration and/ or perquisites shall be payable by the Company except as stated under Clause of Remuneration and Variable Pay and **SCHEDULE 1** of this Offer Letter.

Hours of Work and Leaves

Your official working days will be from Monday to Friday, and you shall be expected to work for a period of 8 (eight) hours in a day, exclusive of permitted breaks in a day. The Employee shall abide by the leave policies as enumerated under the Leave Policy of the Company including any modifications or amendments thereof.

Non-Compete and Non-Solicit

The Employee understands and agrees to abide by all the non-compete and non-solicit obligations as detailed in the Appointment Letter including the Business Protection Agreement to be entered into between the Employee and the Company at the time of his joining.

Confidentiality

The Employee understands that during the term of this Offer Letter and in performance of his job duties for the Company, the Employee will be exposed to Company's and its client's information which is confidential in nature. The Employee understands that such confidential information is critical to the Company. The Employee shall abide by all his obligations to maintain the confidentiality and security of such information as enumerated in the Appointment Letter including the Business Protection Agreement to be entered into between the Employee and the Company at the time of his joining.

Termination

This Offer Letter may be terminated by either the Company or the Employee without assigning any reason by giving 15 days prior written notice to the other party.

Covenants and Warranties

- a) During your employment with the Company, you shall observe and comply with all applicable rules, regulations and policies of the Company, in force for the time being and from time to time.

- b) Prior to onboarding the Company, you shall furnish the following documents at the first day of your joining the Company:
- Copy of certificates/ mark sheets in support of your qualifications and other certificates, if any;
 - Copy of relieving letter/ last drawn salary slip from your previous employers;
 - Copy of government identities; and
 - 5 latest passport size photographs.
- c) Other detailed terms and conditions of your appointment with the Company shall be as enumerated under the Appointment Letter and shall, inter alia, contain the below mentioned provisions: (i) Your duties towards the Company, (ii) Business Protection Agreement; and (iii) termination.

You are requested to indicate your acceptance of the terms contained herein by signing/ executing and returning a copy to the Company.

Sincerely yours,
For and on behalf of **Zeus Systems Private Limited**
For Zeus Learning,

For ZEUS SYSTEMS PVT. LTD.


Authorized Signatory
Minal Chodankar
Director-Admin

I have received a copy of this Offer Letter and have read and understood the above terms and conditions of employment and the implication thereof I hereby accept the aforesaid terms and conditions and agree to abide by the same.

Vivek Pinto
26 Sept 22

SCHEDULE 1

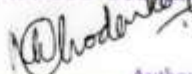
The Breakup of your compensation is as follows:

Components of Salary	(Figures in INR/ per annum)
Basic	1,71,432
HRA	1,02,864
Conveyance Allowance	19,200
Special Allowance	2,14,308
Company PF Contribution	22,968
Total	5,30,772
Annual Discretionary Bonus	44,231
Gross Annual Compensation	5,75,003

In addition to the above, you (and your dependents) shall also be covered under the Group Medical Insurance Policy of the Company. The policy is up to an annual limit of Rs. 5,00,000/- (Rupees Five Lakhs only) subject to the terms and conditions of the insurance provider.

For and on behalf of **Zeus Systems Private Limited**
For Zeus Learning,

For ZEUS SYSTEMS PVT. LTD.


Minal Chodankar
Director-Admin
26 Sept 22





Offer: Computer Consultancy
Ref: TCSL/CT20223949485/Mumbai
Date: 01/10/2022

Mr. Domingos Julio Pinto
A-205, Shivai Chs Satya Nagar, Borivali(W),
Andawala Egg And Veg Chinese Cuisine,
Mumbai-400092,
Maharashtra.
Tel# -

Dear Domingos Julio Pinto,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a challenging role in any Business Unit as per the business requirements of TCSL.

Your gross salary including all benefits and Retention Incentive will be **INR 7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs. 60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after

TCS Confidential
TCSL/CT20223949485

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Withdrawal of Offer

If you fail to accept the offer from TCSL within 3 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn. Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Domingos Julio Pinto
Designation	Systems Engineer
Institute Name	St. Francis Inst. Of Tech, Borivali

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
2) Performance Pay		
Monthly Performance Pay	4,300	51,600
Performance Bonus*	3,100	37,200
3) City Allowance	400	4,800
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
TOTAL GROSS	51,844	7,00,022
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,272	2,07,264
GROSS BOUQUET OF BENEFITS	26,522	3,18,264



Strictly Private & Confidential

Anushree Poojary

May 18, 2023

Dear Anushree,

Employment Agreement ("Agreement")

We are pleased to make this conditional offer of employment to you with **BNP Paribas India Solutions Pvt. Ltd. ("BNPP")** in India on the terms and conditions set out in this agreement.

For the purposes of this Agreement, an "**affiliate**" shall include any subsidiary or holding company of BNPP.

1. Commencement Date & Location

- 1.1. Your employment will commence on **June 19, 2023 at Mumbai**, unless otherwise mutually agreed by you and BNPP in writing.
- 1.2. Your employment with BNPP will initially be subject to a probationary period of 6 months from the date of your commencement of employment with BNPP in India. You will not be considered as having successfully completed your probationary period unless and until a written confirmation is issued to you by Human Resources. For the avoidance of doubt, BNPP may extend your probationary period at its sole discretion.

2. Position

You will be employed on a full time basis as **Associate Software Engineer** with **Global Markets IT Department** and shall perform all duties commensurate with and appropriate to your position. Your corporate title shall be **Associate**. BNPP may amend your position, corporate title (if applicable) and/or reporting line as appropriate in the future to align your role with applicable policies, procedures or practices.

3. Remuneration

- 3.1 Your annual salary will be **INR 600,058** (less applicable deductions), payable over 12 months, for each complete month of service (pro-rated for any incomplete month of service), inclusive of all the following allowances and benefits:

Basic Salary	INR 180,000
House Rent Allowance	INR 90,000
Executive Allowance	INR 240,600
Leave Travel Allowance	INR 25,000
Conveyance Allowance	INR 19,200
Medical Allowance	INR 15,000
Provident Fund	INR 21,600
Gratuity Fund valued @ 4.81% of Basic Salary	INR 8,658
Total Cost to Company	INR 600,058



BNP PARIBAS

**The bank
for a changing
world**

- You will not be in breach of any contractual obligation from any previous employer and are available to commence employment with BNPP on or before the commencement date mentioned in clause 1.1 without being subject to any restrictions from any previous employers;
- You duly present a valid India Identity Card, and where applicable, the necessary work visa or permit and/or other relevant document(s) enabling you to commence employment with BNPP in India on or before the commencement date mentioned in clause 1.1 ; and
- Your agreement to abide by the prescribed policies, procedures and guidelines of BNPP, as notified to you from time to time.

Please signify your agreement to the above by signing and returning the enclosed copy of this letter. This offer will be valid for 7 days from the date of receipt of this letter and will lapse if you have not returned an original signed copy of this letter to us on or before such expiry date.

Please report to Human Resources, at the office location mentioned in clause 1.1 at 9:30 a.m. on your start date.

We look forward to welcoming you as a member of BNPP.

Yours sincerely,
For and on behalf of
BNP Paribas India Solutions Pvt. Ltd.


Digitally signed
by IMRAN
SULEMAN
PATEL
Date:
2023.05.23
19:41:53 IST
Authorized Signatory 1


Digitally signed
by RUPESH
RAMACHANDR
AN
Date:
2023.05.22
18:00:09 IST
Authorized Signatory 2

I have read and agree to the terms and conditions of this Agreement.


Signed by
Anushree
Poojary
Date:
2023.05.26
18:03:33

Anushree Poojary



PRIVATE AND CONFIDENTIAL

July 18, 2023

Somnath Pratik Rajesh
Mumbai

Dear Somnath,

Congratulations!

Thank you for your interest in associating with our organisation. We are pleased to confirm your employment with SurePrep (India) Private Limited, Thomson Reuters Group Company for the **Trainee Software Engineer** role.

We are delighted to set out below the terms and conditions of your employment with the Thomson Reuters Group Company, SurePrep (India) Private Limited whose name appears on this letterhead SurePrep (India) Private Limited.

1. Commencement Date:

The date of commencement of this employment contract is **August 2, 2023**.

2. Initial position, work description, Title Use and Work Base:

a. Your work base at commencement of your employment will be **Mumbai**. Your reporting line, objectives, hours of work and other relevant details relating to the Position will be notified to you in due course. You will accept and abide by all lawful and reasonable instructions issued by any of your managers/ superiors. This may from time to time be revised by a written notice to you.

b. The Company reserves the right to redesignate or revise your Position or work description at any time by a written notice to you.

c. The Company may at any time transfer, second, depute or assign your services to any establishment or operation of the Company or any other Group Company or any successor company whether in India or abroad. Group Company means an entity that, from time to time, directly or indirectly controls, is controlled by, or is under common control of the company, or that is a successor (including, without limitation, by change of name, dissolution, merger, consolidation, reorganization, sale or other disposition) to any such entity or its business and assets. The Group Company will be deemed to be in control of an entity if it has the power to direct or cause the direction of the management or policies of such entity, whether through the ownership of voting securities, by contract, or otherwise.

d. Where agreed by your reporting manager in writing and if permissible under applicable laws and regulations, the Company may permit you to use different titles or designations solely for external representation purposes for benefit of the company or the role. If that is the case, you agree that any such title shall not in any way deemed to operate as a modification of this letter, a change in your Position or otherwise entitle you to any additional benefits in relation to your employment.



3. Remuneration:

a. At the commencement of this contract effective **August 2, 2023**, your remuneration will be as set out in the attached Annexure I.

b. Monthly or periodic components of your remuneration will be paid to you in accordance with the normal payment schedule for the time being applicable to the establishment of the Company.

Such payment shall be subject to deductions of applicable taxes, and other levies, contributions, etc. as per the relevant laws and contractual terms as may be applicable and amended from time to time. Your remuneration includes any amounts or components that law, or regulation requires the Company to pay you as an employee (Statutory Payments). If the law revises the rates of any Statutory Payments or imposes an additional tax burden on the Company on the payment of any component of your Salary, the Company may revise the individual components of your remuneration such that the total amount of cost incurred by the Company on account of your remuneration continues to remain the same after revising the individual components.

c. The Company may at its sole discretion from time to time review your remuneration, normally once annually. Where the Company agrees to revise your remuneration, you will be notified of it in writing. Until the Company notifies you of a revision in your remuneration, the latest written communication to you giving details of your Salary shall apply. You agree that all such revisions shall be binding on you.

d. Provident Fund Contributions - Both employee and employer are part of your Base Pay compensation and accordingly deductions on Provident Fund would be done basis the same.

4. Probation:

a. Your appointment will be on probation for a period of six months (Probation Period). You will be advised in writing upon satisfactory completion of the Probation Period. If you receive no such communication, the Probation Period will be deemed to have been extended until the Company advises you in writing of confirmation in your appointment or notifying you otherwise.

b. The Company may terminate your employment by a prior written notice of at least 1 (one) month (or payment of proportionate remuneration for any shortfall in the notice period) at any time during or at the end of the Probation Period without assigning any reason for such termination.

c. You may terminate your employment by giving the Company a prior written notice of at least 1 month at any time during the or at the end of the probation period.

5. Statutory Benefits:

a. Subject to clause 3 above, you will be eligible to statutory benefits such as provident fund and gratuity, as detailed in the Memorandum of **"Terms and Conditions of Employment"**, and under the relevant policy in force as revised and amended from time to time.

6. Leave:

a. You will be entitled for leaves, in accordance with the policies (defined below) of the Company for the time being in force. At the commencement of your employment, your leave entitlement will be as set out in the Memorandum



of **"Terms and Conditions of Employment"** (Attached Separately). Please review the enclosed documents carefully prior to signing them.

7. Information Provided by You, Reference Checks, Background Check:

a. The information and documents submitted by you before the commencement of your employment (or subsequently) (including your resume, application forms, etc.) or at anytime thereafter form the basis of, as relevant, offering employment to you and continuation of your employment.

b. You have confirmed to the Company that you neither have any freelance, advisory, partner or any similar engagement contract with any third party nor have a business set-up that may give rise to a conflict with your employment or amounts to being in competition with Company's business, except your financial investment in a partnership firm (as a dormant partner) involved in real estate activities without your involvement in running the partnership firm. You shall promptly inform the Company if any such work or business is conflicting with your employment or competes with the Company's business. If, in the reasonable opinion of the Company, such work or business you undertake gives rise to a conflict or is in competition to the Company's business, the Company may terminate your employment without further notice.

c. The Company reserves the right to make such inquiries, background or reference checks (including criminal background checks) as it considers necessary. By accepting employment: (i) you agree to the conduct of such checks including by way of engaging third party agencies to conduct such checks; and (ii) you consent to your personal details to be used for conducting such background checks (including providing them to the third party agencies solely for this purpose). The Company shall have the right, and you hereby consent to monitoring of your performance and your activities during the period of employment with the Company as the Company deems fit.

d. The commencement or continuation of your employment with the Company is contingent upon a background check and check of references satisfactory to the Company. Further, the Company shall have the right, and you hereby consent to such monitoring of your performance and your activities during the period of employment with the Company as the Company deems fit.

e. You shall submit to the Thomson Reuters Human Resource team a pre-approved document list as detailed in Annexure II to this letter of appointment and bring the appropriate documents with you on your first day of work. Failure to present this identification may result in, as relevant, a delay in the commencement date of your employment or termination of your employment.

8. Changes to the Terms and Conditions of Employment Applying to you:

a. You acknowledge that over a period of time, considering the market conditions, business environment it will be necessary for the Company to make changes or modifications to (or replacement of) the terms and conditions of employment. The Company reserves the right to make changes or modifications to (or replacement of) any of the terms and conditions of your employment as the Company acting reasonably considers necessary in the context of changes in the business environment, market practices or other circumstances. Minor changes of detail (e.g. in procedures) may be made from time to time and will be effective through a general notice to employees.

b. You will normally be given not less than 15 (fifteen) days written notice before any significant changes are made to the terms and conditions of your employment and you hereby grant your express acceptance and readiness to comply Company rules, regulations and policies in existence together with any changes or modifications thereof from time to time.



c. You are requested to acknowledge and sign the confirmation of acceptance of terms and conditions regarding compensation and benefits apart from other general employment terms as detailed in **Annexure III**.

9. Code of Conduct:

a. The Company is part of the Thomson Reuters group of companies and upholds the shared values and standards of ethics and conduct that apply generally across the Company and its Group of Companies. As an employee of Thomson Reuters or its Group Company you shall uphold the Thomson Reuters Code of Business Conduct and Ethics and any other codes that the Company may from time to time notify as applying to its employees, including any modifications, alterations, additions, deletions or replacement of any of them at its sole discretion (together, Codes; each a Code).

b. The Codes are integral to the Company and are an important source of guidance to the Company's employees as to the standards of conduct expected of each of the Company's employees. While no document could possibly cover every question or circumstance regarding your conduct and discipline as the Company's employee, the Codes provide guidance on some of the conduct issues that are critically important to us. Just as important, the Codes can help you identify when it's time to ask for guidance from your manager, a Thomson Reuters Human Resources business partner or a Thomson Reuters lawyer.

c. You may be asked for a written or signed acknowledgement for certain Codes. If so requested, please acknowledge that you have received access to and read those Codes and that you understand your obligations to comply with the Code. Regardless of whether you have provided such written or signed acceptance, you expressly agree that each of the Codes are binding on you and that it is important for you to always comply with them at all times. If you have computer access, you will likely be able to submit your acknowledgement electronically. Information will be provided to you as to how to submit your electronic acknowledgement. If you do not have computer access, you should sign a copy of the acknowledgement form at the end of the Code and return it to your local Human Resources department.

d. The Company reserves the right to terminate your employment at any time if it does not receive your acknowledged, signed copy of any of the Codes. You acknowledge that non-compliance with any of the Codes may result in disciplinary action against you, including, where the Company considers necessary under the circumstances, termination of your employment.

10. Confidential Information and Invention Assignment Agreement

Your agreement with the Company is contingent upon you entering into the attached Confidential Information and Invention Assignment Agreement (attached separately). Please review the enclosed documents carefully prior to signing them.

11. Confidentiality:

a. You acknowledge that information of a confidential nature pertaining to the Company or any other Group Company may come into your possession or become otherwise known to you in the course of your employment. Such information may include (but is not limited to) trade secrets, know-how, business processes, product information, pricing, business strategy, customer lists, supplier terms and conditions, employment practices, employee particulars, etc. All such information is called Confidential Information.

b. You will keep confidential the Confidential Information and not use it for any purpose other than the performance of your duties as an employee of the Company. You will not disclose it to any third party, except to the extent necessary for the relevant third party to know in order for you to perform your duties as an employee of the



Company, and provided you take appropriate and reasonable steps to make sure such third party understands the confidential nature of the Confidential Information and is appropriately bound by confidentiality obligations consistent with these terms or more stringent as the circumstances may warrant.

c. Confidentiality obligations set out in this clause 11 do not apply to information that the Company generally makes known to the public or otherwise comes into public domain through no fault of yours.

12. Intellectual Property Rights:

a. Your employment with the Company shall at all times be subject to your signing (and acting in a manner consistent with) an undertaking in favour of the Company vesting in the Company all intellectual property rights in the works created by you in accordance with the form attached to this letter as **Annexure IV**.

13. Termination:

a. Without limiting clause 4, the Company may at any time terminate your employment:

i. The company may at any time terminate your employment without cause by giving you prior written notice of at least **60 days** (Notice Period) or paying you amount equivalent to the proportionate Payslip Total for any shortfall in the Notice Period.

Payslip Total means the total gross monthly salary as shown on your latest salary slip provided by the Company to you (including taxable reimbursements) but excluding amounts payable upon retirement, your committed or discretionary bonus and any reimbursements:

ii. With immediate effect without any compensation by a written notice to you if:

A. You are (or the Company acting reasonably is of the view that you are) in material breach of the terms and conditions of your employment and the Code of Business Conduct and Ethics.

B. The Company, acting reasonably, is of the opinion that you have engaged in fraud, misconduct, material violations of any Policies or have been grossly negligent or reckless in your conduct;

The Company at any time discovers that any information or document submitted by you is fraudulent, materially false or incorrect; or the Company following the conduct of background or reference checks referred to in Clause 7 or otherwise receives information or becomes aware of information concerning you which the Company, acting reasonably, considers to be materially detrimental to its interests should your employment continue; or

iii. With immediate effect if for any reason you are considered no longer medically fit to perform your duties as an employee by a medical practitioner of the Company's choice or your absence from work due to medical reasons exceeds 2 (two) months in any calendar year;

iv. By a written notice at any time during or at the end of the Probation Period without assigning any reason for such termination;

v. By a written notice, where in the event your appointment is made subject to your passing your educational qualification and you do not within the time limit stipulated to you by the Company produce a certificate of passing your educational qualification to the reasonable satisfaction of the Company, and



vi. With immediate effect if you are absent from work for a period of 8 (eight) working days without the written approval of your reporting manager (including where you overstay your leave/training).

b. You may terminate your employment without cause at any time by giving the Company a prior written notice of at least **60 days** (Notice Period Days).

c. Company reserves all rights to recover the shortfall of Notice period in the event of early relieving as per the request of the employee.

d. In the event of a notice for termination or notice of resignation being served in accordance with this Letter, notwithstanding the date of effectiveness of the dismissal or resignation, the Company shall have the right, at its sole option and discretion, to place you on garden leave from the date of the notice of termination or resignation until the expiry of the notice period ("Garden Leave Period"), during which period you may be required not to come to the office, and cease to undertake work in the capacity of an employee of the Company. However, if required by the Company, you shall make yourself available for work during the Garden Leave Period, including for transition of your role and other work different from your normal duties.

You may not be engaged or employed by or take up any office or partnership in any other company, firm or business, or trade on your own account. In addition, you may not contact or attempt to contact any client, customer, supplier, agent, professional adviser, or any employee of the Company without the prior written permission of the Company. Salary and other contractual benefits shall continue to be paid during the Garden Leave Period, subject to you complying with the terms of your employment, and any other reasonable conditions that may be imposed by the Company.

14. Intimation of certain events by the employee

You agree that you will notify the Company immediately on occurrence of any of the following events:

- a. on your conviction for any offence involving fraud or dishonesty;
- b. on your conviction for any offence under legislation relating to outsourcing of financial services;
- c. on presentation of a petition for bankruptcy or order against you;
- d. on imposition of disciplinary measures or sanctions by any regulatory authority in relation to your professional or business activities; or
- e. on any order by a court disqualifying you from being associated with the management of the Company.

15. Company Policies:

a. You acknowledge and agree that during the course of your employment you will be governed by the rules, policies, guidelines, codes and internal regulations as are for the time being in force (together, "Policies"). The key current Policies will be made available to you; however, you acknowledge that it is your responsibility to know and keep yourself updated of the Policies from time to time. Please get in touch with the relevant Human Resources team for assistance on where and how you may access the Policies.

b. You acknowledge that the Company continues to operate in a dynamic environment due to which it may from time to time be necessary for the Company to make changes to its Policies. You therefore acknowledge and agree that the Company may from time to time at its discretion revise, modify, add, delete or replace any of the Policies. You agree to be bound by all such changes.



16. Notice Pay Reimbursement (If applicable):

- a. Where the Company reimburses to you any amount that you have to (or have had to) pay to your previous employer in lieu of any shortfall in your termination notice period with your previous employer (Notice Pay Reimbursement), you agree that: a. You are responsible to properly account for and pay any applicable statutory taxes or levies on such payment;
- b. In the event of resigning voluntarily or getting terminated due to poor performance evaluation within one (1) year from the date of joining, the Company reserves the right to reclaim the reimbursed Notice Period Payment in full.
- c. You authorise the Company to deduct any such recovery from the amounts that the Company may be obliged to pay you at the time of settling your dues following cessation of employment.

17. Non-Solicitation:

You undertake that a period of six (6) months from the date of termination of service or expiry of services with the Company, you will not, whether directly or indirectly in any manner whatsoever, endeavour to solicit or entice away any person who is engaged with the Company, whether as an employee, consultant, adviser or in any other capacity. You also agree that in the event of your separation from the Company for whatever reason, for a period of one (1) year from the date of termination of services or expiry of services with the Company (except with the written approval of the Company), you will not solicit business in competition with the Company.

- a. You will not divulge information of the Company to any third party/client of the Company neither will you in competition offer or supply products or services, which competes directly with those products or services offered by the Company or its group companies.
- b. You will not solicit, encourage, or induce or attempt to solicit, encourage, or induce any employee, marketing agent or consultant of the Company or Group Company to terminate his/her employment, agency, or consultancy with the Company or Group Company.
- c. For a period of one (1) year from date of termination of services or expiry of services with the Company (except with the written approval of the Company) you will not be employed with or provide consultancy services directly or indirectly to a customer of the Company or to any of its group companies.
- d. You will not induce or attempt to induce any current or potential customer to terminate its relationship with the Company or Group Company not to establish a relationship with the Company or Group Company.

18. Governing Law and Jurisdiction

The terms of this letter is governed by, and shall be construed in accordance with the laws of India. Subject to Clause 19, the Company and you hereby consent to the exclusive jurisdiction and venue of courts in Mumbai for all matters arising out of or relating to this Letter.

19. Dispute Resolution

- a. If any dispute, controversy or claim of whatever nature arises out of or in connection with this Letter, including any question regarding its existence, validity or termination arising out of or in connection with this Letter then it, shall be referred upon the application of a party to arbitration, and finally settled in accordance with arbitration rules of the Mumbai Centre for International Arbitration ("MCIA Rules") in force at the relevant time.



THOMSON REUTERS

b. A sole arbitrator appointed shall be appointed in accordance with the MCIA Rules. The seat and venue of the arbitration shall be Mumbai. It is also agreed that the language of the arbitration shall be English.

20. General:

a. Headers or titles are for the sake of convenience only and do not affect the construction or interpretation of your employment contract.

b. Where you wish to give notice to the Company you must send it to the Company's office located at the place where your manager is based with a copy to Human Resource team supporting your function. You agree that where we need to give you notice, the notice may be issued to you electronically or otherwise be sent to you at any of the last known contact address that you have provided to the Company. Either you or the Company may change the contact address for notices by a prior written notice to the other.

c. If the Company does not exercise a right, it does not mean that the Company has waived its right either in that instance or any subsequent instance.

We are excited about the many ways you will have opportunities to contribute to the success of the Company and look forward to your accepting employment with us. If you have queries, please do not hesitate to get in touch with the Talent Acquisition team member with whom you have been connected with.

For SurePrep (India) Private Limited
(A Thomson Reuters Group Company)

Catriona Mackness
Senior Director, Regional HR India

ACCEPTANCE

By signing below, I accept employment with the Company on the terms and conditions set out above and further agree that (a) it contains the terms of my employment with the Company including those set out in Annexure I to this letter of appointment, and the Memoranda "Terms And Conditions Of Employment - Components of C & B" and "General Policies Governing Employment", and as described further below in this document; and (b) these terms and conditions offer supersede any and all prior understandings, offers or agreements, whether oral or written.

Signature:

Name: **Somnath Pratik Rajesh**

Business Title: **Trainee Software Engineer**

Date:



Annexure I - Total Rewards

Name: Somnath Pratik Rajesh

Title: Trainee Software Engineer

Reporting Manager: Ajay Ghanagam

Department: Tax&Acctg Segment

Base Pay (Total Fixed Pay)

Particular/Component: (Refer Components of the Total Rewards, Terms (a))	Amount INR
Basic (per annum)	280,000
Flexible pay (per annum)	386,400
Provident Fund (per annum)	33,600
Base Pay (Total Fixed Pay)	700,000

As per the Compensation structure, below two components would be part of Flexible Salary component and calculated as:

- House Rent Allowance: 50% of Basic Salary.
- Leave Travel allowance: 20% of Basic Salary or INR 12,500 per month, whichever is lower.

** Refer to the flexi pay document for more details

Variable Pay

Target bonus Annual Incentive Plan:

- Apart from the Base Pay (Total Fixed Pay) components as specified above, you are eligible to participate in our **Variable Pay AIP Plan**, subject to the criteria of the then applicable incentive plan of the company.
- This is a discretionary bonus plan based on Individual performance and Company performance with a payout of **5.00%** of the Base Pay (Total Fixed Pay). The potential variable pay amount **INR 35,000** (An indicative amount only) on a full year basis
- Please note that the payout under this plan will always be according to the company's applicable incentive plan as may be revised and circulated every year.
- Should you be eligible to receive bonus under the Payment of Bonus Act, 1965 ("Bonus Act"), any variable pay amount as described in the paragraphs above will be deemed to be in lieu of bonus based on profits payable under the Bonus Act. If the variable pay amount payable to you, as described and calculated in the paragraphs above, is less than your entitlement under the Bonus Act, the differential amount shall separately be paid to you within the timelines set out under the Bonus Act.



Statutory Benefit

Gratuity:

Subject to the below terms and conditions and the limits set out in the Payment of Gratuity Act, 1972 you shall be eligible for Gratuity Payment.

Please note that on becoming eligible for Gratuity (a) the maximum limit of Gratuity to be exempted from tax is with accordance to the law.(b) if the PGA changes such that any of the eligibility, limit or method of calculation of payment of gratuity is/are altered, then the Company from time to time reserves the right to revise the terms of payment of gratuity in accordance with its then applicable policies.

Additional Benefits

Shift Allowance:	Where applicable and the allowance is variable based on shift timings. The details provided in the Shift Allowance Policy
Group Medclaim Insurance Policy (GMC):	Insurance cover: INR 500,000 p.a for spouse, two children and parents (Note: Maternity Benefit of INR 100, 000 for C-section and INR 75, 000 for Normal cases is included in the total Insured amount)
Group Term Life Insurance Policy (GTL):	Sum Insured: 4 times of TFP (Total Fixed Pay)
Employee's Group Personal accident insurance Policy (GPA):	Sum Insured: 4 times of TFP (Total Fixed Pay)
Employees Depository Linked Insurance (EDLI):	Flat Sum Insured: INR. 702,000

The remuneration stated above is subject to the terms and conditions of your contract of employment of which this is a part.

Please refer the Flexi pay document to understand the terms & conditions

For SurePrep (India) Private Limited,
(A Thomson Reuters Group Company)

Catriona Mackness
Senior Director, Regional HR India

ACKNOWLEDGED AND AGREED

Signature:

Name: Somnath Pratik Rajesh

Date:



THOMSON REUTERS

Annexure II

LIST OF DOCUMENTS TO BE SUBMITTED

- Copy of Experience & Relieving letter from last employer (If applicable).
- Identity Proof for Bank Account Opening (Copy of passport, Pan Card, Driving License & Aadhar card).
- 3 Passport Size Photographs in White background.



THOMSON REUTERS

Annexure III

CONFIRMATION OF ACCEPTANCE OF TERMS AND CONDITIONS REGARDING COMPENSATION AND BENEFITS AND GENERAL EMPLOYMENT TERMS

I **Somnath Pratik Rajesh**, hereby confirm that I acknowledge having received a copy of and agree to the contents of the following memorandum:

- Terms and Conditions of Employment & Flexi Pay Components.

I understand that this memorandum, together with any amendments and modifications thereto, shall be available on the intranet portal of the Company, and I further understand that it is my responsibility to check for any modifications or amendments to the memorandum mentioned above from time to time. Where such memorandum sets out terms and conditions, I agree that the Company may from time to time revise them and any such terms and conditions or their revisions will be binding on me. I agree to comply with them as are for the time being in force.

ACKNOWLEDGED AND AGREED

Signature:

Name: Somnath Pratik Rajesh

Title: Trainee Software Engineer

Date:



Annexure IV

SurePrep (India) Private Limited
(A Thomson Reuters Group Company)

Intellectual Property related Undertaking

By this undertaking (**Undertaking**), I agree, acknowledge and undertake as follows:

1. If at any time in the course of my employment with the Company, I make or discover or participate in the making or discovery of any Intellectual Property, I: i. Will promptly make full and complete disclosure about the Intellectual Property to the Company; and ii. Hereby agree that all such Intellectual Property will be the absolute property of the Company and that I shall have no rights with respect to such Intellectual Property. The term 'Intellectual Property' means and includes inventions (whether patentable or not), copyrightable works, improvements, developments, discoveries, proprietary information, trade marks, logos, know how, processes, designs, utility models, mask work rights, rights in databases and moral rights and all works, whether present or arising in future (whether or not, patent, copyright or other similar protection has been applied for registration or granted registration) or forms of protection having equivalent effect anywhere in the world. For the avoidance of doubt, this Undertaking does not limit my moral rights to the extent permitted by law.
2. I will do all things necessary, at the Company's request and expense (whether during or after the term of your employment) to ensure that all rights in the Intellectual Property vest in the Company including without limitation: (a) execution of necessary documents and written confirmations; (b) execution of powers of attorney or letters of authority in favour of the Company or its nominees to make applications for registration of such Intellectual Property or enforcing the Company's rights in such Intellectual Property; (c) joining in any action to perfect or enforce the Company's rights in the Intellectual Property. I agree that the benefits of any proceeds from any action that the Company takes in relation to enforcing its rights in the Intellectual Property belong exclusively to the Company. I further agree that the Company's rights granted by me by this Undertaking will not be impaired by any non-use of the Intellectual Property vested in the Company.
3. I agree that payment of remuneration by the Company to me includes consideration for the rights granted by me under this Undertaking and that there are, in addition, no royalties or any other payments that are due or will accrue to me in consideration of the rights granted by me under this Undertaking.
4. Where I have any moral rights under law with respect to any such Intellectual Property, I hereby waive any such rights to the fullest extent permitted by law from time to time. Even where law does not permit such waiver of moral rights, I hereby undertake not to exercise such moral rights in any manner that is inconsistent with the vesting of the Intellectual Property rights in the Company.
5. I will not do anything that is inconsistent with the rights granted by me under this Undertaking or otherwise take advantage of any legal possibility of staking a claim or right over any part of the rights in the Intellectual Property assigned to the Company under this Undertaking.

I will not use any Intellectual Property otherwise than in relation to the Company's business and will use the Company's Intellectual Property only in accordance with the Company's instructions from time to time or the Company's policies for the time being in force.



THOMSON REUTERS

ACKNOWLEDGED AND AGREED

Signature:

Name: Somnath Pratik Rajesh

Date:

SurePrep (India) Private Limited
4th Floor, Dhanthak Plaza, Makwana Road, Marol,
Andheri (East)
Mumbai - 400059

☎ +91 22- 68536853

Regd. Office: 3, 1st Floor, Abbas Manzil
12, Nadirsha Sukhia Street,
Near City Bank, Fort,
Mumbai - 400001
CIN: U72200MH2004PTC144174

 TR2011



THOMSON REUTERS CONFIDENTIAL INFORMATION
AND INVENTION ASSIGNMENT AGREEMENT

As a condition of my becoming employed or continuing to be employed by Thomson Reuters or any of its current or future subsidiaries, affiliates, successors or assigns (collectively, the "Company"), and in consideration of the foregoing, I agree to the following:

1. **Confidential Information:**

- a. **Company and Third Party Information:** I agree at all times during the term of the employment relationship between the Company and me, whether commenced prior to or upon the date of this Agreement (referred to herein as the "Relationship") and following my separation from the company, to hold in strictest confidence, and not to use, except for the benefit of the Company, or to disclose to any person, firm, corporation or other entity without written authorization of the President of the Company, any Confidential Information of the Company which I am exposed to, obtain or create. I further agree not to make copies of such Confidential Information except as authorized by the Company. I understand that the terms and definitions of "Confidential Information" are defined as they relate to Company and Third Parties in Code of Business Conduct and Ethics (incorporated here by reference) and given to me at the time of my employment as well as any subsequent Code of Business Conduct and Ethics in effect during my employment and that I will adhere to those policies. I further acknowledge that "Confidential Information" includes some of the Company's most valuable assets, such as: innovations, inventions, and ideas including patentable or copyrightable subject matter, trade secrets; pricing policies; business plans and outlooks; brand formulations; nonpublic financial results; new product developments or plans; customer lists; author or consultant contracts; subscription lists; software or computer programs; merger, acquisition or divestiture plans; and personnel acquisition plans or major management changes.
- b. **Third Party Information:** I represent that I will not use or disclose to the Company, or induce the Company to use, any inventions, confidential or proprietary information or material (including open source code) belonging to any previous employer or any other party. However, I understand that I may use open source code provided that such use complies with the Company's current open source software policy.

2. **Inventions:**

- a. **Inventions Retained and Licensed:** In case of any inventions retained and licensed, on a confidential basis, a list describing the details should be submitted to Human Resources Department which should contain particularly all inventions, original works of authorship, developments, improvements, and trade secrets which were made by me prior to the commencement of the Relationship (collectively referred to as "Prior Inventions"), which belong solely to me or belong to me jointly with another, which relate in any way to any of the Company's businesses or proposed businesses, products or research and development, and which are not assigned to the Company hereunder; or, if no such list is attached, I represent that there are no such Prior Inventions. If, in the course of my Relationship with the Company, I induce or suggest the incorporation of and/or incorporate into a Company product, process or machine a Prior Invention owned by me or in which I have an interest, the Company is hereby granted and shall have a non-exclusive, royalty-free, irrevocable, perpetual, worldwide license (with the right to sublicense) to make, have made, copy, modify, make derivative works of, use, sell and otherwise distribute such Prior Invention as part of or in connection with such product, process or machine and I agree not to license such Prior Invention to a competitor of the Company.
- b. **Assignment of Intellectual Property Rights:** I agree that I will promptly make full written disclosure to the Company and hereby assign to the Company, or its designee, all my right, title and interest throughout the world in and to any and all Confidential Information including but not limited to



inventions, original works of authorship, developments, concepts, know-how, improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which I may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, while employed by the Company, during or after regular hours of my employment (collectively referred to as "Inventions"), except as provided in Section 2(d) below. I further acknowledge that all inventions, original works of authorship, developments, concepts, know-how, improvements or trade secrets which are made by me (solely or jointly with others) within the scope of and during the period of my Relationship with the Company are "works made for hire" (to the greatest extent permitted by applicable law). If for any reason these Inventions would not be considered a "work made for hire" under applicable law, I hereby assign and transfer to the Company, its successors and assigns, the entire right, title and interest in and to the Inventions, any copyrightable material related thereto and any trademarks I create or domain names that I register in the course of my employment. The assignment above includes assignment of all income, royalties, damages, claims and payments now or hereafter due or payable with respect thereto, and in and to all causes of action, either in law or in equity for past, present, or future infringement based on the Confidential Information, and in and to all rights corresponding to the foregoing throughout the world.

c. **Patent and Copyright Rights:** I agree to assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Confidential Information, and any copyrights, patents, trademarks, domain names, mask work rights, moral rights, or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments, recordations, and all other instruments which the Company shall deem necessary in order to apply for, obtain, maintain and transfer such rights and in order to assign and convey to the Company, its successors, assigns and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any Confidential Information, copyrights, patents, trademarks, mask work rights, moral rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, when it is in my power to do so, any such instrument or papers shall continue after the termination of my Relationship with the Company. If the Company is unable for any reason to secure my signature, including my refusal to do so, to apply for or to pursue any application for any United States or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and in my behalf and stead to execute and file any such applications and to do all other lawfully permitted acts to further the application for, prosecution, issuance, maintenance or transfer of letters patent or copyright registrations thereon with the same legal force and effect as if originally executed by me. I hereby waive and irrevocably quitclaim to the Company any and all claims, of any nature whatsoever, which I now or hereafter have for infringement of any and all rights in the Confidential Information, and any copyrights, patents, trademarks, mask work rights, moral rights or other intellectual property rights relating thereto.

d. **Exception to Assignments:** I understand that the provisions of this Agreement requiring assignment of Inventions to the Company will exclude any inventions that I developed entirely on my own time without using the Company's equipment, supplies, facilities, or trade secret information, and that do not either relate at the time of conception or reduction to practice of the invention either to the Company's business, or actual or demonstrably anticipated research or development of the Company; or resulting from any work performed by me for the Company.

3. **Returning Company Documents:** I agree that, at the time of termination of my Relationship with the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, laboratory notebooks, materials, flow charts, equipment, other documents or property, or reproductions of any aforementioned items developed by me pursuant to the Relationship or otherwise



Confidential Information belonging to the Company, its successors or assigns. I further agree that any property situated on the Company's premises and owned by the Company, including disks and other storage media, filing cabinets or other work areas, is subject to inspection by Company personnel at any time with or without notice.

4. **Notification to Other Parties:** In the event that I leave the employ of the Company, I hereby consent to notification by the Company to any subsequent employer and other interested parties about my rights and obligations under this Agreement. I further agree to notify any subsequent employer about my obligations under this Agreement.
5. **At-Will Relationship:** I understand and acknowledge that my Relationship with the Company is and shall continue to be at-will, meaning that either the Company or I may terminate the Relationship at any time for any reason or no reason, with or without notice.
6. **General Provisions:**
 - a. **Governing Law:** The validity, interpretation, construction and performance of this Agreement shall be governed by the laws of Mumbai, without giving effect to the principles of conflict of laws.
 - b. **DTSA Notice:** In accordance with the Defend Trade Secrets Act ("DTSA"), you will not be held criminally or civilly liable under any federal or state trade secret law if you disclose a trade secret in confidence to federal, state, or local government officials, to their attorneys solely for the purpose of reporting or investigating a suspected violation of law, or in a sealed complaint or other sealed document filed in a lawsuit or other proceeding. Further, if you file a lawsuit alleging retaliation by the Company for reporting a suspected violation of law you may disclose the trade secret to your attorney and use the trade secret information in the court proceeding if you: (a) file the document containing the trade secret in a sealed court document and (b) do not disclose the trade secret, except pursuant to court order. The DTSA does not, however, offer protection from liability if you accessed and/or obtained trade secrets by unlawful means.
 - c. **Entire Agreement:** This Agreement, along with the Code of Business Conduct and Ethics, and any restrictive covenant that I may be subject to, sets forth the entire agreement and understanding between the Company and me relating to the subject matter herein. No modification or amendment to this Agreement, nor any waiver of any rights under this Agreement, will be effective unless in writing signed by the party to be charged. Any subsequent change or changes in my duties, obligations, rights or compensation will not affect the validity or scope of this Agreement.
 - d. **Severability:** If any provision of this Agreement, or its application to any person, place, or circumstance, is held by an arbitrator or a court of competent jurisdiction to be invalid, unenforceable, or void, such provision shall be enforced to the greatest extent permitted by law, and the remainder of this Agreement and such provision as applied to other persons, places, and circumstances shall remain in full force and effect. The Company and I shall comply with all applicable laws in performing under this Agreement.
 - e. **Successors and Assigns:** The Company may assign this agreement at the Company's sole discretion. This Agreement will be binding upon my heirs, executors, administrators and other legal representatives and will be for the benefit of the Company, its successors, and its assigns.
 - f. **Survival:** The provisions of this Agreement shall survive the termination of the Relationship and the assignment of this Agreement by the Company to any successor in interest or other assignee.
 - g. **Voluntary Execution:** I certify and acknowledge that I have carefully read all of the provisions of this Agreement and that I understand and will fully and faithfully comply with such provisions.

Signature:

Name: Somnath Pratik Rajesh

Date:



Strictly Private & Confidential

Janhavi Rane

May 18, 2023

Dear Janhavi,

Employment Agreement ("Agreement")

We are pleased to make this conditional offer of employment to you with **BNP Paribas India Solutions Pvt. Ltd. ("BNPP")** in India on the terms and conditions set out in this agreement.

For the purposes of this Agreement, an **"affiliate"** shall include any subsidiary or holding company of BNPP.

1. Commencement Date & Location

- 1.1. Your employment will commence on **June 19, 2023 at Mumbai**, unless otherwise mutually agreed by you and BNPP in writing.
- 1.2. Your employment with BNPP will initially be subject to a probationary period of 6 months from the date of your commencement of employment with BNPP in India. You will not be considered as having successfully completed your probationary period unless and until a written confirmation is issued to you by Human Resources. For the avoidance of doubt, BNPP may extend your probationary period at its sole discretion.

2. Position

You will be employed on a full time basis as **Associate Software Engineer** with **ALMT IT Department** and shall perform all duties commensurate with and appropriate to your position. Your corporate title shall be **Associate**. BNPP may amend your position, corporate title (if applicable) and/or reporting line as appropriate in the future to align your role with applicable policies, procedures or practices.

3. Remuneration

- 3.1 Your annual salary will be **INR 600,058** (less applicable deductions), payable over 12 months, for each complete month of service (pro-rated for any incomplete month of service), inclusive of all the following allowances and benefits:

Basic Salary	INR 180,000
House Rent Allowance	INR 90,000
Executive Allowance	INR 240,600
Leave Travel Allowance	INR 25,000
Conveyance Allowance	INR 19,200
Medical Allowance	INR 15,000
Provident Fund	INR 21,600
Gratuity Fund valued @ 4.81% of Basic Salary	INR 8,658
Total Cost to Company	INR 600,058



- 3.2 Your salary and benefits will be subject to applicable taxes which will be withheld by BNPP from your salary or bonus payment.
- 3.3 Any remuneration which you receive from BNPP shall be inclusive of any fees, expenses or other remuneration which you may be entitled to receive in relation to any office or directorship you may be required to perform in connection with your employment and includes consideration for all covenants made by you under this Agreement (including without limitation the covenants and restrictions set out in clauses 9 and 10).
- 3.4 You will receive provident fund and related benefits in accordance with [the provisions of the Employees' Provident Fund & Miscellaneous Provisions Act 1952 (as amended from time to time).
- 3.5 You will be entitled to gratuity benefit in accordance with the Payment of Gratuity Act 1972 (as amended from time to time).
- 3.6 You will be entitled to employee state insurance coverage in accordance with the Employees State Insurance (Central Rules) 1950 (as amended from time to time).

4. Discretionary Bonus

- 4.1 You may be eligible to receive a discretionary bonus in respect of a given performance year, based on BNPP's results, your individual performance and conduct, and such other factors as BNPP may consider relevant. Provided you are eligible to be considered for a discretionary bonus award, the terms, conditions, nature and amount of such discretionary bonus award (if any) will be determined at the absolute discretion of BNPP. BNPP reserves the right to defer all or part of any discretionary bonus award granted to you in accordance with the applicable bonus deferral arrangement in force from time to time, and to impose such reasonable conditions as BNPP considers appropriate; any such discretionary bonus awarded will be subject to the terms of any Group incentive or deferral plan in respect of variable compensation for the relevant performance year.
- 4.2 If you are eligible to receive a statutory bonus pursuant to the Payment of Bonus Act 1965 (as amended from time to time), any discretionary bonus which may be awarded to you shall take into account any statutory bonus payable to you.
- 4.3 Any bonus awarded will only be paid to you if (i) you are employed by BNPP on the payment date; and (ii) you have not given or received notice to terminate your employment, or otherwise ceased your employment with BNPP, prior to the payment date.
- 4.4 You acknowledge and agree that you do not have a contractual right to receive a bonus annually and any discretionary bonus award is at the absolute discretion of BNPP, except for statutory bonus if applicable to you in accordance with the Payment of Bonus Act 1965 (as amended from time to time). The payment of any discretionary bonus in respect of any year, and the amount of such discretionary bonus if paid, shall not give rise to any expectation of the payment or amount of any bonus in any future year of employment. Other than as set out in this Agreement, you acknowledge that no representation, assurance or guarantee has been provided by or on behalf of BNPP with respect to the payment of any discretionary bonus and you also acknowledge that you may receive a nil bonus.

5. Relocation Benefits

In the event you give or receive notice to terminate your employment, or otherwise cease your employment with BNPP (except for reason due to redundancy, disability or death), within the first 12 months of your employment, you will be required to repay to BNPP the full gross amount of the relocation benefits availed by you.



6. Staff Benefits

In addition to the salary and benefits set out in clause 3 above, you will be eligible to enjoy staff benefits in accordance with applicable laws and BNPP's policies (where applicable) in force from time to time, including the following:

- (a) Insurance coverage under BNPP's medical and other applicable insurance schemes; and
- (b) Annual leave, sick leave, and other types of leave in accordance with applicable laws and prevailing policies of BNPP.

For details, please refer to the relevant policies and procedures of BNPP.

7. Place of Work

Your place of employment will be at our office location as mentioned in clause 1.1 or such other location within India as BNPP may require from time to time. During the course of your employment with BNPP, you may be required to work in any current or future divisions or departments of BNPP or its affiliates as BNPP may decide at its discretion. You may also be required to travel within India or overseas as BNPP may request from time to time.

8. Hours of Work

Your core working hours are from 9:30 a.m. to 6:00 p.m., Monday to Friday including half an hour lunch break. Your normal rest day will be Sunday (or such other day scheduled as a rest day). Saturday will normally be a contractual day off (unless an alternative contractual day off is scheduled). You acknowledge and agree that you are expected to devote sufficient time to perform your duties efficiently, which may require you to attend the office, or be available to perform your duties, outside of your core working hours.

9. Confidentiality Obligations

- 9.1 At any time during your employment with BNPP and after termination of your employment with BNPP, you must not, without the prior written consent of BNPP, disclose or make use of any confidential information (as defined below) relating or belonging to BNPP or any of its affiliates, or their customers or clients.

"Confidential information" means details of customers and their requirements, details of suppliers and their terms of business, the prices charged to and terms of business with customers, marketing plans and sales forecasts, financial information, results and forecasts (save to the extent that these are included in published audited accounts), any proposals relating to the acquisition or disposal of a company or business or any part thereof or to any proposed expansion or contraction of activities, details of employees and officers and of the remuneration and other benefits paid to them, information relating to research activities, formulae and product lines, know-how, any information which you are told is confidential and any information which has been given to BNPP or any of its affiliates in confidence by customers, suppliers or other persons.

- 9.2 All notes, memoranda, records, lists of customers and suppliers and employees, correspondence, documents, computer and other discs and tapes, data listings, codes, designs and drawings and other documents and material whatsoever (whether made or created by you or otherwise) relating to the business of BNPP or any of its affiliates, and any copies of the same:

- (a) Shall be and remain the property of BNPP or the relevant affiliate; and
- (b) Shall be returned to BNPP or the relevant affiliate on demand and in any event upon termination of your employment.



- 9.3 All developments, productions, written work, inventions and improvements of inventions, whether patentable or not, made by you or to which you would have contributed in the course of your employment, and all industrial and intellectual property rights and copyrights made by you or to which you would have contributed in the course of your employment shall be and remain the exclusive property of BNPP or the relevant affiliate, and to the extent necessary you assign any potential rights relating thereto to BNPP. This includes without limitation all research and research products, "know-how" developed in whatever form and systems developments.

10. Restrictive Covenants

- 10.1 During your employment with BNPP and for a period of 6 months after the termination of your employment with BNPP, you must not, without the prior written consent of BNPP, directly or indirectly and whether on your own behalf or in conjunction with or on behalf of any other person:
- (a) solicit, engage, or otherwise endeavour to entice away any employees or agents of BNPP or any of its affiliates, or induce or persuade any such persons to cease working for, or representing, or doing business with BNPP or any of its affiliates;
 - (b) canvass, solicit, contact or approach any BNPP's or any of its affiliates' clients, customers, suppliers or agents with whom or which you had dealings in the course of your employment with BNPP during the period of 12 months immediately preceding the date of termination of your employment, or have any business dealings with any such clients, customers, suppliers or agents.
- 10.2 You agree that the restrictions contained in clause 10.1 above are reasonable and necessary for the protection of the legitimate interests of BNPP and its affiliates; however, in the event that any such restrictions are held to be void but would be valid if part of their wording were deleted or the period of application reduced or the geographical scope narrowed, such restriction shall apply with such modification as may be necessary to make it valid or effective.
- 10.3 If you receive an offer to be involved in another business in any capacity during your employment or prior to the expiry of the last of the restrictive covenants above, you must provide the person or entity making the offer a copy of clause 10 (but no other part of this Agreement) and you must inform BNPP the identity of that person or entity as soon as possible after accepting the offer.
- 10.4 The restrictions set out in clause 10 shall remain in full force and effect and survive the termination of this Agreement for any reason whatsoever.
- 10.5 You acknowledge that damages will be inadequate compensation for breach of any of the restrictive covenants contained in clause 10 and, subject to a court's discretion, BNPP may (for itself or on behalf of any affiliates of BNPP) restrain, by injunction, equitable relief or similar remedy, any conduct or threatened conduct by you which is or will be a breach of clause 10.

11. Termination

- 11.1 During your probation period, either you or BNPP may terminate this Agreement at any time by giving 30 days prior written notice to the other party. After successful completion of your probation period, either you or BNPP may terminate this Agreement at any time by giving 90 days prior written notice to the other party. BNPP may provide you with a payment in lieu of all or part of the applicable notice period. Under certain exceptional circumstances, BNPP may consider shortening the notice period for you. For the avoidance of doubt, without such express agreement from BNPP, your notice period will remain unchanged. BNPP may also deduct any amount (including but not limited to any outstanding payment in lieu of notice) which you owe to BNPP or any of its affiliates from any amounts which may be payable to you in connection with the termination of your employment, to the extent permitted under applicable laws and in accordance with applicable policies of BNPP.



- 11.2 The contractual and normal age of retirement is 60. Upon reaching the age of 60, you will be required to retire from your employment with BNPP.
- 11.3 Nothing in this Agreement shall otherwise limit either party's right to terminate this Agreement with or without notice in accordance with applicable laws and prevailing policies of BNPP.

12. Garden Leave/Administrative Leave

BNPP reserves the right to require you not to attend its premises and/or not to undertake all or any of your duties of employment during any period of notice of termination or at any other time during the period of your employment with BNPP. During any such period, all your express and implied duties under this Agreement (including without limitation your obligations of good faith, loyalty and fidelity to BNPP) shall continue to apply.

13. Other Conditions

- 13.1 You acknowledge and agree that during your employment with BNPP:
- (a) You must serve BNPP faithfully and diligently to the best of your abilities, and exercise reasonable care and skill in the performance of your duties as assigned to you by BNPP from time to time, whether during or outside the BNPP's normal business hours, at such places as BNPP requires and for BNPP or any affiliates of BNPP as required by BNPP;
 - (b) You must act in BNPP's best interests and use all reasonable efforts to promote the interests of BNPP;
 - (c) You must comply with all directions of BNPP from time to time and report to the person(s) nominated by BNPP from time to time;
 - (d) You must comply with all legal, regulatory and mandatory obligations applicable to your position and the duties assigned to you; and
 - (e) You must inform BNPP immediately if you become aware of or suspect any unlawful act or omission by any employee, contractor or officer of BNPP.
- 13.2 You further acknowledge and agree that during your employment with BNPP:
- (a) You must provide services exclusively to BNPP and, save with the prior written consent of BNPP, you must not be directly or indirectly employed, engaged, concerned or interested in any other occupation, business or trade; and
 - (b) You must not act in conflict with BNPP's best interests or your obligations to BNPP. If you become aware of any actual or potential conflict of interest, you must immediately disclose such conflict of interest to BNPP.
- 13.3 You acknowledge and agree that you shall be wholly and solely responsible for fulfilling all your tax obligations, including without limitation declaration and payment of all taxes arising from your professional and personal income, wherever and whenever they arise.
- 13.4 You will keep the existence and terms of this Agreement in strictest confidence and will not disclose this Agreement or its terms to anyone other than your spouse, lawyer or accountant without the prior written consent of BNPP.



13.5 BNPP reserves the right to vary any terms and conditions of your employment from time to time, to the extent permitted under applicable laws. You are required to comply with the Code of Conduct, compliance policies, and any other policies, procedures and guidelines as issued and/or amended by BNPP from time to time. Application of such policies, procedures and guidelines is at BNPP's discretion and is not a contractual entitlement unless otherwise specifically stated in the relevant documents. BNPP reserves the right to change, amend, supplement, withdraw or discontinue its policies, procedures and guidelines at its discretion in accordance with applicable laws. You are responsible for keeping yourself up-to-date with the latest version of these policies, procedures and guidelines. For the avoidance of doubt, this Agreement shall prevail over any of those documents to the extent of any inconsistency.

14. Data Privacy

You consent to BNPP and any of its affiliates holding and processing the data it collects in relation to you in the course of your employment, for the purpose of BNPP's administration and management of its employees and its business and for compliance with applicable laws, regulations and procedures, and to the transfer, storage and processing of such data in and outside India.

Please refer to BNPP's General Policy on Employee Personal Data Protection and Employee Personal Data Protection Notice for further details relating to data privacy.

15. Third Party Rights

No one other than a party to this Agreement shall have any right to enforce any of its terms.

16. Entire Agreement

This Agreement constitutes the entire agreement between you and BNPP, and shall supersede any prior written or oral agreement or understanding between you and BNPP in relation to the matters dealt with herein. You acknowledge and agree that you are not entering into this Agreement in reliance on any representation, warranty or undertaking not expressly set out in this Agreement. No variations to the terms of this Agreement will be valid unless they are authorized in writing by BNPP.

17. Governing Law and Jurisdiction

This Agreement and all aspects of your employment shall be governed by and construed in accordance with the laws of India. In the event of any dispute, the matter shall be resolved in India and the employee shall submit to the exclusive jurisdiction of the courts of location as mentioned in clause 1.1.

This offer is conditional upon the following terms and may be withdrawn or rescinded without liability on the part of BNPP should any or all of them not be satisfied.

- BNPP receives satisfactory employment references about you and you have all the qualifications and prior work experience stated at interview and/or provided during your recruitment/employment screening process;
- You successfully complete employment screening to the satisfaction of BNPP, including without limitation credit history check, criminal record check, and information provided by you during the employment screening process. In the event any matter is identified pursuant to such background checks which requires the consent of any regulatory authority, the offer is also subject to such consent;
- You obtain, where applicable, all necessary registration(s) and/or licence(s) with the relevant regulatory authorities in India within 3 months of your commencement of employment;



BNP PARIBAS

Janhavi Rane

**The bank
for a changing
world**

- You will not be in breach of any contractual obligation from any previous employer and are available to commence employment with BNPP on or before the commencement date mentioned in clause 1.1 without being subject to any restrictions from any previous employers;
- You duly present a valid India Identity Card, and where applicable, the necessary work visa or permit and/or other relevant document(s) enabling you to commence employment with BNPP in India on or before the commencement date mentioned in clause 1.1 ; and
- Your agreement to abide by the prescribed policies, procedures and guidelines of BNPP, as notified to you from time to time.

Please signify your agreement to the above by signing and returning the enclosed copy of this letter. This offer will be valid for 7 days from the date of receipt of this letter and will lapse if you have not returned an original signed copy of this letter to us on or before such expiry date.

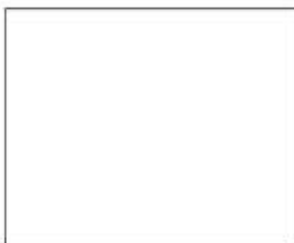
Please report to Human Resources, at the office location mentioned in clause 1.1 at 9:30 a.m. on your start date.

We look forward to welcoming you as a member of BNPP.

Yours sincerely,
For and on behalf of
BNP Paribas India Solutions Pvt. Ltd.



I have read and agree to the terms and conditions of this Agreement.



.....
Janhavi Rane



Offer: Computer Consultancy
Ref: TCSL/CT20224011224/Mumbai
Date: 21/04/2023

Mr. Avnish Jayprakash Raut
F/603, Om Sai Aaradhna Chs Ltd Ashokvan, Hanuman Tekdi, Borivali East,
Near Saurashtra Patel Samaj Hall,
Mumbai-400066,
Maharashtra.
Tel# -8691835951

Dear Avnish Jayprakash Raut,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a role in the **TCS Digital (TCS Digital)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential
TCSL/CT20224011224

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check

COMPENSATION AND BENEFITS

Basic Salary

You will be eligible for a basic salary of ₹15,000/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

House Rent Allowance (HRA)

Your HRA will be ₹7,500/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA

Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

Personal Allowance

You will be eligible for a monthly personal allowance of ₹17,272/- per month. This component is subject to review and may change as per TCSL's compensation policy.

Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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TCSL/CT20224011224

TATA CONSULTANCY SERVICES

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Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹4,300/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹3,100/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹400/- per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

RETENTION INCENTIVE

You are eligible for Retention Incentive of ₹70,000 payable to you on an annual basis. This component is in appreciation of continuity of service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.



XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.



Loans

You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships

You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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

TERMS AND CONDITIONS

1. Relevant Experience

As per the recommendation of our management review panel, out of your total experience, 0.0 years are being considered to be relevant to the business of our organization.

At the time of Induction, your experience from date of management review by TCSL (while in service with current employer) till the date of relieving from your current employment will be added to your total and relevant experience subject to signing of declaration to that effect followed by validation of relevance of your experience during Background Check process.

2. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of



your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

3. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

4. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

5. Probation Period

You will be on probation for three months. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory.

6. Working Hours

Your working hours are governed by applicable law. You may be required to work in



shifts and/or over time depending upon the business exigencies as permitted by law.

7. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

8. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

9. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

10. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

11. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

12. Work in SBWS mode

TCS' Secure Borderless Workspaces(SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.



It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

13. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

14. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

15. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

16. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.



ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

17. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

18. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

19. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

20. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

21. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed Original Documents for verification on your joining day.

- Permanent Account Number (PAN) Card
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation (if you are a Postgraduate)



- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
 - Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
 - Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
 - Passport / Acknowledgement letter of passport application
 - Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
 - 4 passport sized photographs
 - Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
 - An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
 - If you were employed, a formal Relieving letter & Experience letter from your previous employer
- The original documents will be returned to you after verification.

In addition to the above original documents, Please carry photocopies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

22. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very



seriously to enable you to add maximum value to your professional and personal growth.

23. Letter of Appointment

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

24. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

25. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

26. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement



activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Avnish Jayprakash Raut
Designation	Systems Engineer
Institute Name	St. Francis Inst. Of Tech, Borivali

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
2) Performance Pay		
Monthly Performance Pay	4,300	51,600
Quarterly Variable Allowance*	3,100	37,200
3) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
4) City Allowance	400	4,800
TOTAL GROSS	51,844	7,00,022
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)



Component Category	Monthly	Annual
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,272	2,07,264
GROSS BOUQUET OF BENEFITS	26,522	3,18,264



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q.City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



30th June 2023

Mr. Ben Abraham Ray

Mumbai

Sub: Letter of Offer

Dear Ben,

This is in reference to the discussion you had with us. We are pleased to know that you would like to become a member of the Airpay family. We would like to offer you the position of **Management Trainee - Product**.

You'll be joining us on **Monday, 10th July 2023**. You will be entitled to a consolidated all-inclusive compensation of **Rs. 6,14,373** (Six Lakhs Fourteen Thousand Three Hundred and Seventy -Three only) per annum, subject to deduction of taxes.

Please note that this offer is valid subject to your acceptance within **one day** of receiving it.

The Company reserves the right to terminate the employee in the event the background check conducted by the Company on the employee is not satisfactory to the Company in the Company's sole discretion.

We welcome you and are delighted that you have chosen to be part of our family. We hope your association with us will be mutually beneficial, pleasant, and fulfilling.

Airpay Payment Services Pvt. Ltd.

registered office: 104 sir vithaldas chambers, 16 mumbai samachar marg, fort, mumbai - 400 023.

corporate office: 03rd floor, empresa 14, western express highway, sahar airport rd, andheri east ,mumbai,400099

CIN Number: U65100MH2012PTC229364 www.airpay.co.in

CTC Break-up		
Compensation Component		Per Month (Rs.)
Salary & Allowances	Basic + DA	₹ 15,100.00
	House Rent Allowance	₹ 7,550.00
	Other Allowance	₹ 7,125.00
	Advance Statutory Bonus	₹ 1,258.00
	Monthly Gross	₹ 31,033.00
Other Benefit	Mobile Allowance	₹ 500.00
Statutory Contributions	Provident Fund (employer contribution)	₹ 1,800.00
	Monthly Fixed CTC	₹ 33,333.00
Employee Deductions	Provident Fund (employee contribution)	₹ 1,800.00
	Profession Tax	₹ 200.00
	Deductions	₹ 2,000.00
	NET TAKE (before Tax)	₹ 29,533.00
	(A) Fixed Annual CTC	₹ 4,00,000.00
	(B) Performance Linked Incentive (PLI)*	₹ 2,00,000.00
Annualised Benefits		Annual (Rs.)
	Gratuity, as per The Payment of Gratuity Act, 1972	₹ 8,716.00
	Group Mediciam policy	₹ 4,393.00
	Group Personal Accident Insurance	₹ 203.85
	Group Term Life Insurance	₹ 1,060.00
	(C) Total Annualised Benefits	₹ 14,372.85
	Total Compensation (A+B+C)	₹ 6,14,373.00

Note: *Performance incentives are paid annually, however in your case as an exception we will pay 30% of your variable i.e. Rs. 60,000/- (tax at source) once you successfully complete 6 months with us. Balance will be paid along on pro rata bases with appraisals in July 2024 (as per your individual performance and appraisal ratings).

** Since it is paid as an exception, if you resign before 31st July 2024 this amount will be fully recovered by the company.

***Your new remuneration includes your YEARLY STATUTORY BONUS divided into twelve equal parts & added to salary & is subject to any taxes or levies as per government guidelines in force from time to time.

***Gratuity, Mediciam, Term Life & Accidental Insurance is covered over and above the CTC and is applicable as per law and company policy.

Airpay Payment Services Pvt. Ltd.

registered office: 104 sir vithaldas chambers, 16 mumbai samachar marg, fort, mumbai - 400 023.

corporate office: 03rd floor, empressa 14, western express highway, sahar airport rd, andheri east ,mumbai,400099

CIN Number: U65100MH2012PTC229364 www.airpay.co.in



Date: November 10, 2022

Ref: LTI/HR/EN9/Campus/2023

Name: Riddhi Bharat Sansare Bharat B Sansare

College: St. Francis Institute of Technology (SFIT)

LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE

Dear Riddhi Bharat Sansare Bharat B Sansare,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer '**Annexure 1**') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 25000 pm**.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in '**Annexure-1**'. Your appointment is in accordance with the Apprentices Act, 1961.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer '**Annexure-2**')
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.ltinfortech.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled.

Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.

8. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with LTI will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:
 - Failing to meet the qualification criteria during the Training Program assessments
 - Unauthorized absence during the Training Program
 - Integrity and other disciplinary expectations
9. All Annexures appended herewith shall form an integral part of this letter.
10. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
11. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in 'Annexure-3'.
14. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For LTI Ltd.



Thiagu Dharmalingam
Senior Manager - Talent Acquisition

I have read the letter and accept the same.

Signature and Date

ANNEXURE-1

Eligibility Criteria for Engineering - Year 2023 Batch		
Qualification:	B.E./B.Tech.	M.E./M.Tech/MCA/M.Sc
Branches:	All Branches	M.E./M.Tech(All branches) MCA, M.Sc (five-year integrated CS/IT)
Age Criteria: As on 1st July of Passing year (2023)	Less than 24 years	Less than 26 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma which should not be more than 2 years. No Year drop allowed.	
SSC, HSC Percentages/CGPA:	60% & Above OR Equivalent CGPA	
	NOTE: <ul style="list-style-type: none"> SSC /HSC should have cleared in FIRST ATTEMPT only. Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. For Diploma Holders, <u>final semester</u> should have cleared in FIRST ATTEMPT only. For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration. 	
Diploma/Graduation Percentage/CGPA :	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA	
	<ul style="list-style-type: none"> For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered Aggregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule) Conversion from CGPA into Percentage must be calculated as per your respective University norms Provisional/Passing Certificate must state First Class 	
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation, Post Graduation)	<ul style="list-style-type: none"> No active/live backlogs allowed at the time of the interview process All backlogs (if any) must be cleared <u>with the final semester exams</u> All final semester subjects <u>must be attempted and cleared in the First Attempt.</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear. 	
Nature of Course:	All Full Time courses Only	
Year of Passing:	(2023) SUMMER Pass outs Only	
Citizenship:	Resident Indian Citizens Only	
Your College/Institution MUST be:	UGC / AICTE / State Board Approved ONLY	
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence	
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at the time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS	
Training phase:	The period of training (classroom/virtual) and the subsequent technology & communication tracks assigned for training are purely subjected to the business requirements. Non-performance during technical & communication trainings/on the job phase is subjected to separation from the organization	
Flexibility:	Should be flexible to work in any technology/work-shift/domain and work from any development center/partner premise/customer location as per business needs	
Cooling Period:	Should NOT have appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.(If found so, LTI may take immediate action and cancel the candidature at ANY stage)	
Eligibility for Maternity Leave:	As per the Maternity Benefit Act, 1961, employee would be entitled for maternity leave if she has worked for a minimum of 80 days in the organization in the twelve months immediately preceding the date of her expected date of delivery	

Self-Declaration:

1. You should meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. LTI may take immediate action at any time during or after the Interview/Selection/Joining if found hiding any information/involved in any sort of malpractices/producing incorrect information or not meeting all the criteria mentioned above.
3. This recruitment process is completely free of cost.

Candidate Signature: _____

Name: _____

Institute Name: _____

Mobile No: _____

ANNEXURE-2

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the Graduate Engineer Trainee Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

Attested copies of the following are required:

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

ANNEXURE-3

Name : Riddhi Bharat Sansare Bharat B Date : November 10, 2022
 Sansare
 Salary Grade : P1

Components	INR. (p.a.)	INR. (p.m.)
Basic	180000	15000
Bouquet of Benefits	162180	13515
Bonus	21000	1750
Base Salary (p.a.)	363180	30265
Annual Incentive	0	
Total Variable (p.a.)	0	
TTC(p.a.)	363180	
PF	21600	1800
Gratuity	8658	722
Mediclaime Premium(p.a)	12929	1077
Retirals & Other Benefits(p.a)	43187	3598
Cost to Company (CTC)	406367	33863

Medical Insurance Premium:

The Group Mediclaime Policy of Company covers Employee, Spouse & upto 3 dependent children (below 25 yrs of age). Coverage limits are as per company policy.

You would also be eligible to be covered under the Voluntary Group Term Life and Group Accident Insurance policy as per the company policy.

Notes:

- 1)Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2)Bouquet of Benefits* /Flexi Pay consists of Flexi-components which may include HRA, Conveyance, LTA, Meal Allowance and Adhoc allowance.
- 3)H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 4)The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 5)Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
- 6)Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

LETTER OF APPOINTMENT

30-Apr-23

SOHAM TUSHAR SAVE

Mumbai

sohamsave7801@gmail.com

Company ID: 245934

Dear Soham,

With reference to our discussion and agreement, we are pleased to extend this letter of appointment ("Appointment Letter") to you as "**Associate Manager-Central Operations-Projects**" within **Operations - Retail Banking Operations** at IDFC FIRST Bank Limited (the "Bank"). You are expected to join on or before **13/Jun/2023** ("Date of Joining"). Your Total Fixed Pay ("TFP") will be **INR. 8,00,000/- (Rs.Eight Lakh only)** per annum. The position is currently based at **Thane-Quantum-Hiranandani Estate Office**

This appointment is subject to you being medically fit to perform your role effectively. It is also subject to verification, as per the norms of the Bank, of information and particulars submitted (electronically or signed) by you, including but not limited to Authorization / Undertaking / Declaration Form. Kindly confirm your acceptance to this Appointment Letter by uploading a signed and scanned copy of the letter on the authorized joining portal within 5 working days of receipt of this Appointment Letter, post which the Appointment Letter stands revoked, as per the discretion of the Bank, and all the terms and conditions hereunder shall be null and void, and neither party shall have any obligation in relation thereto. Your acceptance to this Appointment Letter shall also mean the acceptance to the terms and conditions mentioned herein including annexures hereto, as may be modified by the Bank.

It may be noted that this Appointment Letter is to be considered final for all purposes, and supersedes all prior/ contemporaneous letters, discussion, negotiations, commitments, agreements and writings with respect to the subject matter hereof.

If any provision of this Appointment Letter is found to be illegal, invalid or unenforceable by the Bank, then such provision shall be severed from this Appointment Letter and the remaining provisions of shall continue in full force and effect and operate as if the severed portion had not been included.

The Bank reserves the right to revoke the Appointment Letter without any liability of any kind thereof even after acceptance of this appointment for just cause in the sole opinion of the Bank including but not limited to any non-compliance of any law on your part or any act or deed on your part, as per the sole opinion of the Bank, damages the reputation and brand image of the Bank in any manner.

You are requested to complete the joining formalities, on the authorized online portal of the Bank and submit the documents as required by the Bank.

Your Compensation Details and general terms and conditions for appointment are as per the enclosed Annexure/s

Further, your appointment is subject to your abiding to, in Appointment Letter and spirit,

- Code of Conduct
- Code of Conduct for Prohibition of Insider Trading for the Bank

Please note that you are required to keep the salary & other perquisites / benefits offered to you strictly confidential and not share information regarding the same with anyone.

This Appointment Letter shall be effective from your actual date of joining with the Bank.

Congratulations on your appointment and we wish you a successful career with IDFC FIRST Bank Limited.

Thank You,

For **IDFC FIRST Bank Limited**

Digitally Signed by
DS IDFC FIRST BANK LIMITED I
30-Apr-2023 08:14 AM +05:30 Indian Standard Time
+91 44 4564 4000
+91 44 4564 4022

Digitally Signed by

Deepika Mahajan

Head Talent Acquisition & Employer Branding

I, **SOHAM TUSHAR SAVE**, do hereby accept the above and the Annexures provided herein. I also, certify/confirm the following

- Date of Joining the Bank: 13/Jun/2023
- PAN: FZZPS5646M
- Email ID: sohamsave7801@gmail.com

Signature:

Aadhaar signed by Soham Save, Email: s.
sohamsave7801@gmail.com, Date: 01-May-
2023 03:46 PM +05:30, DocID: 9b2c379e-
8b4f-42a0-8726-6b4a0f111c2.

Date:

**Annexure 1
COMPENSATION DETAILS**

Employee Name	SOHAM TUSHAR SAVE
Grade	Management Trainee-2
Business Unit	Operations - Retail Banking Operations
Location	Thane-Quantum-Hiranandani Estate Office

Component	Per Month(In INR.)	Per Annum (in INR.)
Basic Salary	13,333	1,60,000
Flexible Benefit Plan	51,533	6,18,400
Annual Guaranteed Cash (AGC)	64,867	7,78,400
Employer PF	1,800	21,600
Total Fixed Pay (TFP)	66,667	8,00,000

* As per the EPFO notification dated February 28, 2019 and basis the new PF rules, your PF will be as mentioned herein

Notes:

- * Flexible Benefit Plan (FBP) comprises of HRA, Meal Card, Professional Development Expenses, Communication Expenses, LTA, Bank's Owned Car / Reimbursement & National Pension Scheme or any other plan applicable as per Bank's policy. The employee gets to allocate the pool amount under various components as desired. Tax Benefits will be based on declaration & as per IT law.
- * In addition to TFP, Insurance premium is paid by the bank towards your life, accident & medical insurance. This is a notional premium amount & is not paid in cash to you
- * Provident Fund contributions shall be made by the Bank to the fund.
- * Gratuity will be applicable as per the Payment of Gratuity Act.
- * The notice pay reimbursed, joining bonus, guaranteed bonus, relocation expenses and any other amounts, if any, paid, at the time of joining would be recovered in full, in case of your resignation/separation (whichever is earlier) within twelve months from the date of joining.

RECOVERY CLAUSE:

If the employee resigns within one year of joining IDFC FIRST Bank, he/she would have to pay back an amount of Rs. 1,00,000/- to the company towards joining and training expenses incurred by IDFC FIRST Bank

JOINING BONUS:

In addition to Total Fixed Pay, a joining bonus of Rs. 1,00,000 (Pre Tax) will be payable to you along with your second monthly salary subject to satisfactory completion of background verification. Joining Bonus (Pre Tax) would be recovered in full in case of your resignation/separation (whichever is earlier) from the organization within twelve months from the Date of Joining.

INDICATIVE TARGET BONUS:

Based on the agreed performance deliverable with your reporting Manager, you would be eligible for Performance based indicative variable pay of Rs. 1,20,000 (Pre Tax) in the Annual Appraisal cycle. This is paid subject to individual, team & Bank's performance and solely at the discretion of the Bank. The Incentive / Performance Bonus plan will be communicated by your reporting Manager.

Annexure 2

TERMS & CONDITIONS FOR APPOINTMENT

REVOKING THE APPOINTMENT

- The Bank reserves the right to revoke the Appointment Letter without any liability of any kind thereof even after acceptance of this appointment for just cause in the sole opinion of the Bank including but not limited to any non-compliance of any law on your part or any act or deed on your part, as per the sole opinion of the Bank, damages the reputation and brand image of the Bank in any manner.

CHANGE IN TERMS AND CONDITIONS

- The terms and conditions of the Appointment Letter are subject to revision and change by the Bank, without notice. The revised terms and conditions shall be applicable and abided by all the employees, effective from the date of revision or change.
- The present designation and terms of services including your emoluments are subject to change depending upon work assignment from time to time

DURATION/VALIDITY OF THE APPOINTMENT LETTER:

- If this Appointment Letter is not accepted by applicant within Five (5) days of receiving the letter, it shall stand revoked, at the discretion of the Bank, and all terms and conditions considered null and void, and neither party shall have any obligation in relation thereto.
- It may be noted that this Appointment Letter is to be considered final for all purposes, and supersedes all prior/ contemporaneous letters, discussion, negotiations, commitments, agreements and writings with respect to the subject matter hereof.
- If any provision of this Appointment Letter is found to be illegal, invalid or unenforceable by the Bank, then such provision shall be severed from this Appointment Letter and the remaining provisions shall continue in full force and effect and operate as if the severed portion had not been included.

Annexure 3

TERMS AND CONDITIONS OF EMPLOYMENT

The following are the terms and conditions of your employment at IDFC FIRST Bank Limited

For the purpose of this document "Bank" or "Company" shall mean IDFC FIRST Bank Limited and all its subsidiaries, associate or group companies.

1. Postings and Transfers

- 1.1 Your joining location will be the same as mentioned in your appointment letter. However, during your employment, you may be posted / transferred to any of the offices / branch/projects / divisions / departments / units / subsidiaries / sister concerns of the Bank, existing or to be set up at any other location, without any additional remuneration, in the interest of the Bank without assigning any reasons.
- 1.2 If your role is a Remote Working role you will additionally have to adhere to the Bank's policy/guidelines for Remote Working, existing and/or as may be framed and amended from time to time.

2. Leave and Absence

- 2.1 You shall be eligible for holidays and leave as per the Bank's leave policy/guidelines, as may be amended from time to time.
- 2.2 You will be entitled to Earned Leave in a financial year running from April to March as per the Bank's Policy. In case of your joining the Bank in the middle of the said financial year, you will be entitled to leave on pro-rata basis. You will be required to avail of mandatory leave as per the Bank Policy in every financial year, this will be part of your Earned Leave entitlement.
- 2.3 While counting the number of days of leave, intervening days of the weekend and Bank Holidays will not be counted.
- 2.4 You should obtain prior approval before proceeding on leave. Failure to do so may invite disciplinary action or such other action as deemed appropriate.

3. Total Fixed Pay

- 3.1 Your Total Fixed Pay ("TFP") is as stated in the annexure of our Offer/Appointment Letter. Based on it, your compensation will be paid to you on a monthly basis by the end of the month to which it relates.
- 3.2 The Bank provides you choice as regards certain reimbursements within your aforesaid Total Fixed Pay, amount in keeping with the Bank's guidelines in this regard. To exercise such choice, you will have to provide to the Bank your choice at the time of joining and in the beginning of the financial year, in the prescribed manner which currently is by uploading the details of your choice of reimbursements on the Bank's Payroll Portal.
- 3.3 All amounts payable to you by the Bank (including the joining bonus, relocation expenses or notice period pay agreed to be reimbursed to you by the Bank in relation to your earlier employment) will be subject to and paid to you after deduction of income tax (or any other) at source (TDS).
- 3.4 Please note that your compensation and benefit details, are to be kept confidential at all times.
- 3.5 Your performance will be subject to periodic review based on which you will be considered for revision of compensation/grade in keeping with the Bank's policies and practices.
- 3.6 The Bank will cover you under the group medical insurance policy from the date of your joining provided you have completed all formalities and documentation pertaining to it.
- 3.7 In addition to the above, you will be covered under the Group Term Life Insurance and Personal Accident Insurance. This is over and above your TFP.
- 3.8 Your Total Fixed Pay increase and future prospects in the Bank shall entirely depend on the individual, business unit and the Bank's performance. Increase in Total Fixed Pay, in no case, and under no circumstances shall be automatic and/or a matter of right.

4. Performance Bonus/Incentive Payments

- 4.1 The Bank may, in its absolute discretion, pay you a bonus/variable incentive of such amount, at such intervals, based on your performance as well as performance of your team and the Bank and subject to such conditions as the Bank, may, in its absolute discretion, determine from time to time, in accordance with the Bank Policy.
- 4.2 An employee will not be entitled to any variable payout/compensation on his resignation/dismissal/job abandonment/cessation.
- 4.3 The exercise of discretion to pay a bonus in one financial year shall not bind the Bank or act as a precedent for the exercise of discretion in any other financial year.
- 4.4 If, on or before the date when a bonus/incentive might otherwise have been payable, your employment has terminated or either party has given notice of cessation of employment, you will not be entitled to receive any such bonus or incentive (whether in cash, shares or any other form).

5. Malus / Clawback

- 5.1 Malus provision, inter-alia, enables prevention of vesting of all or part of deferred component of variable pay including cash and share linked components and Clawback enables the Bank to recover previously paid or vested remuneration in cash or share linked compensation, etc
- 5.2 The Bank reserves its right to incorporate malus/clawback mechanism to address subdued or negative financial performance of the bank and/or the relevant line of business in any year, material failure of risk management, misconduct and other instances of non-compliance of statutory and regulatory stipulations.

6. Statutory Payments / Deductions

- 6.1 All statutory payments / deductions will be as per the applicable law and may change from time to time based on changes in the law of the land.

7. Deductions from Total Fixed Pay/Annual Gross Remuneration Package

- 7.1 You agree that, at any time during your employment, or after cessation of employment, the Bank may deduct and recover, from your Total Fixed Pay /Annual Gross Remuneration Package/Full and Final Settlement/ Bank Account any overpayment made, or any amounts owed by you to the Bank. This includes, but is not limited to, any excess leave, outstanding loans, advances, credit card dues, relocation expenses, joining bonus, and the cost of repairing any damage or loss to Bank's property or equipment caused by you.
- 7.2 You agree that, at any time during your employment, or after cessation of employment the Bank may recover any shortfall /loss on account of any negligence or any act of commission by you, while executing your responsibilities.

8. Tax

- 8.1 You will be fully liable for the payment of Income Tax (or any other applicable taxes) on your total remuneration including bonuses/ variable pay to the Income Tax/concerned authorities including other statutory dues/taxes and this will be your personal responsibility. The Bank shall deduct any statutory dues/taxes from amounts paid to you, as per applicable laws.

9. Medical Fitness and Verification of Particulars

- 9.1 Your appointment is subject to you being medically fit and continuing to remain fit thereafter. In case you subsequently develop any illness, which restricts you from performing your official duties or in any way puts your other colleagues at risk, you are required to inform HR about the same; failure to inform the Bank/HR about such illness at the time of appointment and subsequently after developing, the same may be considered as a misconduct and Bank reserves its right to terminate /conclude your employment.

- 9.2 Your employment is also subject to clearing the Personal and Professional Background Verification as per norms of the Bank, including your antecedents and documents submitted.
- 9.3 In case particulars mentioned in your application / Curriculum Vitae / Resume/ pre - employment declaration or any such document/data/information shared by you are found false or unsatisfactory, your services would be liable for termination as per the discretion of the Bank at any time without any notice or any compensation in lieu thereof.
- 9.4 Your date of birth mentioned in the Aadhaar Card or other such acceptable statutory document submitted by you will be deemed to be the conclusive proof of your date of birth.

10. Normal Retirement Age

- 10.1 You will automatically retire from the employment of the Bank, as the case may be, on attaining retirement age of 58 years or as decided by the Bank and unless concluded earlier or extended further as per the discretion of the Bank. By virtue of this clause, you shall not claim a right of employment with the Bank, as your employment is subject to the terms and conditions laid down by the Bank, as amended from time to time.

11. CONFIDENTIALITY:

- 11.1 You will not, either during your employment or at any time post resignation/cessation from services, use or communicate to any person, any information of a confidential nature concerning the business of the Bank, or of any of their customer(s), supplier(s) or other person(s) having dealings with the Bank as the case may be, and which comes to your knowledge during the course of your employment other than in connection with your services to the Bank.
- 11.2 If you are a supervisor, then in your capacity as the leader of your team, you would be in possession of highly sensitive and confidential information with regard to and not limited to each and every employees' compensation, rating, performance, sensitivities, promotions and career expectations. You would be expected to maintain complete confidentiality of the said information and not use the same in any capacity whatsoever.
- 11.3 Complete confidentiality should be maintained by you of all the information of any nature, including as to the affairs of any person having any dealing with any constituent of the Bank or any of its subsidiaries or the business of any person having any dealing with any constituent of the Bank or any of its subsidiaries and including any documents, books or records thereof, that you have had access to by virtue of your service in the Bank and you shall not directly or indirectly disclose or cause the disclosure of any such information to any person unless required to do so by any regulatory, administrative or judicial authority to such authority.
- 11.4 In performing your duties, you may from time to time receive or obtain information/data/documents from the Bank or related or associated to the Bank, its subsidiary or affiliates or otherwise and have access to information relating to their clients or business information, business plans, systems, personnel, or other information of a confidential nature (this will be termed as "the Information").
 - 11.4.1 In consideration of the Bank making the Information/ data/ documents available, you undertake and agree that you will.
 - a. Keep the Information/data/documents confidential at all times and not divulge or communicate to any person, other than those approved in writing by the Bank, any of the Information/data/documents which you may (whether before or after the date of your appointment receive or obtain.
 - b. Not use the Information/data/documents for any purpose other than in connection with your services to the Bank;
 - c. Immediately return or destroy (at the Bank's option) the original and all copies of any records of the Information/data/documents (in whatever form) and all notes and other documents embodying any of the Information on the first to occur of any of the following:
 - i. on the Bank's demand;
 - ii. on termination or expiration of your employment contract with the Bank.

12. Other Media, Internet, Blogs, Social Media & External Persons

- 12.1 Employees are not authorized to share any information about the Bank on any social media or other platform. This includes but is not limited to information about any internal activity, awards, achievements, certificates, colleagues, projects or initiatives. Violation of the same will be a breach of confidentiality and invite disciplinary action. Any behavior on the social media that could potentially

bring disrepute to the Bank may also invite suitable punitive/disciplinary action including termination of your employment at the discretion of the Bank.

12.2 All concerns and grievances need to be raised and redressed through the channels available or by reaching out to your HR Business Partner. The defined Escalation Matrix needs to be followed. Raising internal organization matters on social media, in the public domain or with external individuals will be considered a breach of conduct and may lead to termination of your employment at the discretion of the Bank.

13. Data Protection

- 13.1 The Bank may be required to process, transfer and store your personal and sensitive data in any of the other locations used by the Bank/any of the locations as specified by the Bank.
- 13.2 By agreeing to adhere to the policies of the Bank and/or by signing/accepting your appointment letter, you acknowledge and agree that the Bank is permitted to hold/use/process your personal/sensitive information about you as part of our personnel and other business records and that the Bank may use such information in the course of its business including but not limited to your employment purposes, all administrative and human resource related matters; administration of pay rolls, administering your insurances, investigations, identification, facilitating compliance with any law, order and regulations which may be applicable, etc.
- 13.3 You agree that the Bank may disclose such information to third parties in the event that such disclosure is, in Bank's view, required for the proper conduct of our business or that of any associated companies, management of your employment and for the matters contained herein. This clause applies to information held, used or disclosed in any medium.

14. Compliance

- 14.1 In your role at the Bank, it is expected that you will abide and ensure all aspects of compliances, in letter and spirit, staying true to the law of the land.
- 14.2 You are aware that there are laws against trading securities using material non-public information and you agree to comply with such laws.
- 14.3 During the continuance of your employment with the Bank, you are expected to comply with the Bank's policies, practices and procedures.

15. Restrictive Covenant

- 15.1 You are committed not to hire anyone or engage in any sort of discussion related to hiring or solicitation with an employee of the Bank or any of its subsidiaries for at least one year from your last working date in the Bank. This is applicable even during your period of employment whether approached by the employee or officers of the Bank, or by you or by any other intermediary or by any other means whatsoever. This Covenant further specifically requires that employees or officers of the Bank or any of its subsidiaries should not be solicited or encouraged to leave the Bank or any of its subsidiaries to join the organization which you may join in any capacity or any of its subsidiaries, joint ventures, affiliates or associates, for a period of one year from the date of separation from the Bank.
- 15.2 You agree that during your period of employment with the Bank and for a period of one year from termination or expiration of your employment with the Bank, you shall not solicit or entice, by any means whatsoever any client of the Bank. Your agreement "not to solicit" means that you will not, initiate any contact or communication of any kind whatsoever, for the purposes of inviting, encouraging or requesting any deal/ mandate/ account/ person:
- 15.2.1 to transfer from the Bank to you or to your new employer or to any other person or entity; or
 - 15.2.2 to enter into a new deal/ mandate with you or your new employer or with any other person or entity; or
 - 15.2.3 to otherwise discontinue its patronage and business relationship with the Bank.
- 15.3 You agree that for a period of six (6) months from termination or expiration of your employment with the Bank, you shall not work at the capacity of Executive or Non-Executive member of the board or any management position of any supplier, vendor or partner of the Bank.

16. Assignment

- 16.1 If you (whether alone or with others) shall, during your engagement with the Bank, make or create an idea, method, invention, discovery, design or other work either in the course of providing your services or relating to or capable of being used in those aspects of the businesses of the Bank (hereinafter called "Work") you shall promptly disclose full details thereof to the Bank and irrespective of disclosure or non-disclosure by you, all Works, shall belong exclusively to the Bank and you hereby irrevocably assign the ownership, right, title, interest, ownership of copyrights of such Works and those of any other derivative works, to the Bank. You will promptly provide to the Bank a complete written disclosure for each such Works identifying the features or concepts you or the Bank believe to be new or different. You grant to the Bank an irrevocable, nonexclusive, worldwide, perpetual, paid-up license under these Works (whether now existing or brought into being in the future).
- 16.2 The license scope is to make, have made, use, have used, sell, license or transfer items of such Works and to practice and have practiced methods pertaining to such Works. You are specifically made aware that you will not be liable to any compensation for such acts of yours, and that any rewards which the Bank may choose to bestow will not be deemed to confer any rights towards that invention, discovery or improvement in system or method, for you. You shall promptly upon intimation by the Bank, sign and execute such document, papers, declarations including deed of assignment as may be required by the Bank from time to time.
- 16.3 You (i) hereby assign to the Bank all right, title and interest in any Work (whether now existing or brought into being in the future) which is or may become a copyright work anywhere in the world and (ii) shall consider yourself as a trustee for the Bank in relation to all other Works and shall in either case at the request and expense of the Bank do all things necessary to vest all right, title and interest in any Work in the Bank or its nominee absolutely as legal and beneficial owner and to secure patent or other appropriate form of protection therefore.
- 16.4 You shall not (except as provided in this letter of appointment or as may be necessary in the course of your duties for the Bank) disclose or make use of any Work without the Bank's prior consent in writing.

17. Resignation and Notice Period

- 17.1 You may resign from the employment of the Bank by giving to the Bank a notice in writing, the notice period for all employees is 90 days. In case of your resignation from the services of the Bank, the Bank at its sole discretion shall have a right, but not an obligation, to waive off the notice period and in such cases the Bank will not be liable to make any payment of salary to the employee in lieu of the waived off notice period. It is understood that you will not have a right to insist upon it.
- 17.2 To the extent the Bank does not waive all or part of the Notice Period/Notice Pay,
- the employee shall remain employed through the Notice Period (or portion thereof), OR
 - payment in lieu of any unserved notice period will be recovered from the employee.
- 17.3 Recovery of notice pay will attract GST/applicable taxes. GST/applicable taxes once deducted will not be reversed under any circumstances.
- 17.4 In case your last working day falls on a weekly off or a holiday, the previous working day will be considered as the Last Working Day (LWD), further the same date would be considered for the purpose of calculation of notice period recovery/payment if necessary.
- 17.5 The Bank will not be bound to accept from you a notice of period longer than 90 days.
- 17.6 Notice Pay in lieu of notice period is defined as TFP less retirals and non cash benefits.
- 17.7 In case of your resigning from the employment of the Bank within 12(twelve) months or being terminated by the Bank in terms of Clause 18, you shall be liable to repay to the Bank and the Bank shall have a right to recover from you the amount(s) paid by the Bank to you or any others towards your joining bonus, notice period pay in relation to your previous employment, relocation expenses and all other amounts related to your joining the Bank.
- 17.8 During notice period, any leaves availed may extend the notice period by that many days, however, Bank reserves the right to amend/modify this at its sole discretion. Notwithstanding anything foregoing, in case you have been subjected to gardening/garden leave by the Bank, you will not be entitled for any leave and leave encashment thereof for the period of gardening/garden leave, as per the Bank's policy/guidelines thereof. Bank reserves its right to apply/sanction gardening leave to employees in Broad Band 'Role' and above and any of its employee as it deems fit. You are required to familiarize yourself with the Bank Policy/guidelines on Garden Leave, as may be amended from time to time. The Garden Leave for employees for Broad Band 'Role' is three months.
- 17.9 Upon the termination of your employment agreement, you are required to return to the Bank, in acceptable condition, all such properties of the Bank which are in your possession.
- 17.10 Post your resignation from the services of the Bank, if you discontinue/stop attending office before completion of your required or

accepted notice period, the Bank shall treat such absence as unauthorized and shall be liable to take disciplinary action against you.

17.11 If any involvement of yours is suspected or found in fraud/cheating/theft/ any unethical / unprofessional act, etc. the Bank can initiate suitable action as deemed fit even post separation from the services of the Bank.

17.12 You hereby agree that in order to process the Full and Final Settlement on your separation it shall be your responsibility to get No Dues Clearance from the relevant stakeholders of the Bank.

18. Termination of Employment Agreement:

18.1 If you absent yourself without leave for continuous five (5) working days, or as per norms of the Bank which may change from time to time, or remain absent beyond the period of leave originally granted or subsequently extended by five (5) working days, you shall be considered as willfully absconding from your employment and disciplinary action can be initiated against you, at the discretion of the Bank. This may include termination of your employment or considering it as voluntarily abandonment of employment by you and concluding your employment thereof. In case your employment is terminated or concluded under this clause, the Bank shall be entitled to recover from you such amounts as specified in above Clause (Resignation and Notice Period) in lieu of notice period. In addition to the above, the Bank may also claim damages and other reliefs to which it is entitled under contract, law or equity

18.2 Your services are liable to be terminated without any notice or salary/payment in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, fraud, disloyalty, consistent non-performance, sexual harassment or any such act of breach of yours that brings disrepute to the Bank, commission of an act involving moral turpitude, any act of indiscipline or inefficiency, any act of bankruptcy or make any composition or arrangement with your creditors. In case of termination on account of misconduct, Bank will not be liable to give any notice or payment in lieu thereof.

18.3 The Bank reserves the right to terminate your employment if your performance is determined to be unsatisfactory (as per the Bank's standards), by giving you prior written notice. The notice will be 90 days for all grades. In the event of early relieving, you will be paid notice pay in lieu of notice or part thereof. Employees who have been rated as below par or poor in the 'Annual appraisal Cycle' will be considered as underperformers and misfit for the organization and separation process would be initiated post communication of the ratings.

18.4 In the event your employment is terminated by reason of an eventuality caused by (your) death, your nominee(s) beneficiaries will receive further compensation as deemed fit by the Bank which shall be paid to your designated beneficiary/nominee provided. However, in cases, where the nominee details are not provided, the spouse of the employee is considered as the sole nominee for married employees, and parents, as the sole nominee for unmarried employees. Any further settlement from the Bank would be drawn in the nominee's name.

18.5 The Bank has the right to terminate your services for any reasons other than mentioned herein by giving notice in writing or payment of Total Fixed Pay (excluding retinals and other non-cash benefits) in lieu of notice. The notice will be 90 days for all grades.

18.6 You will be covered by the employment rules and regulations including conduct, discipline, and administrative orders and any such other rules or orders of the Bank that may come in force from time to time. The Bank shall have absolute discretion to reject or refuse to accept your resignation in case of staff accountability or disciplinary action proceedings are contemplated or pending against you.

19. Non Conflict of Interest and No External Employment

19.1 You will not, during your employment with the Bank, undertake other full time or part time work for remuneration or any activity that may adversely affect your professional image and integrity as an employee of the Bank.

20. Receipt of Payments and Benefits from Third Parties

20.1 Subject to the Bank regulations issued and amended from time to time, neither you nor any member of your family, nor any Bank or business entity in which you or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by you or on behalf of the Bank. If you or, any member of your family or any Bank or business entity in which you or they have an interest, directly or

indirectly obtain any such payment, discount, rebate, commission or other benefit you will forthwith account to the Bank for the amount received or the value of the benefit so obtained.

21. Code of Conduct and Expected Employee Conduct

- 21.1 You are bound by the Bank's Code of Conduct. The Bank may implement the disciplinary procedure if you fail to comply with the Code of Conduct and in certain circumstances, this could amount to gross misconduct leading to dismissal.
- 21.2 You are expected to work, while in the employment with the Bank, punctually and diligently employing your best efforts with honesty and integrity to protect the interest of the Bank and observing at all times the Bank's terms and conditions and the applicable guidelines, policies and regulations.
- 21.3 You are expected to be well groomed and formally dressed at work.

22. Staff Dealing Rules

- 22.1 You must comply with the Bank's Code of Conduct for Prevention of Insider Trading for the Bank and should familiarize yourself with them by reading the Policy and any relevant guidelines.

23. Intellectual Property Rights

- 23.1 For the purposes of this clause, "IPR" means intellectual property rights of all kinds including, in particular, patents, inventions, trademarks (and associated goodwill), designs, design right, copyright (including copyright in computer software), confidential information and know-how, database rights, applications for any of the foregoing, and all other intellectual and industrial property and rights of a similar or corresponding nature in any part of the world.
- 23.2 To the extent that ownership of IPR does not vest in the Bank by operation of law, you agree that all IPR generated by you during your employment will be owned by the Bank in perpetuity. You will co-operate fully, and do all acts required (at the Bank's expense), to assign IPR with full title guarantee worldwide to the Bank in perpetuity. You agree to appoint the Bank to act as your attorney for the purposes of securing grant and ownership of the IPR. You also agree to do nothing, during or after your employment, to affect the validity of any IPR, in particular, you agree not to make any non-confidential disclosure of any detail of the IPR outside of the Bank before protection for the IPR has been sought or such disclosure has otherwise been authorized. You also agree to waive all moral rights to all work, where the Bank owns or will own the copyright or design right to it.
- 23.3 Nothing in this document and your employment contract shall oblige the Bank to seek patent or other protection for any IPR generated during the course of your employment. The Bank may delegate its rights and/or obligations under this clause to a group company or other nominee. Rights and obligations in this clause shall survive termination of your employment for any reason.

24. Information, Assets and Systems

- 24.1 When you join the Bank, you may have access to phones, e-mail, internet and other equipment and systems. These form part of our IT and communication systems and you will be required to use them in accordance with the Bank policies relating to them. You should refer to the Code of Conduct for further information on these policies. You will be responsible for the safe keeping and return in good condition and order of all the properties of the Bank, which may be in your use, custody, care or charge. For the loss of any property of the Bank in your possession, the Bank will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.
- 24.2 Information Security Compliance: All employees are expected to be aware of their responsibility relating to protection of information and information assets of the Bank. Accordingly, you are required to familiarize yourself with the Information Security Policies and Procedures of the Bank and abide by it in spirit and practice.

25. Other terms and conditions:

- 25.1 The Bank reserves the right to make changes to any of your terms and conditions of employment. Any changes will take effect from the date stated in the communication.
- 25.2 In the event of a criminal case being filed against you in your personal capacity (not in the course of or arising out of employment), the Bank may, at its discretion, ask you to proceed on leave or suspend your employment till the issue is sorted out and you are acquitted. During this period, you will be paid as per applicable laws. If convicted, your employment will stand withdrawn/terminated.
- 25.3 Bank reserves the right to place you under suspension pending enquiry into the charges of misconduct or otherwise as deemed fit by the bank.
- 25.4 You will intimate in writing to the Bank any change of address within a week from change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.
- 25.5 As an employee you are responsible to provide correct personal email ID and phone number. The personal email ID and phone number as provided by you will stand valid for all communication from the Bank. In case of change in communication information, you are liable to update the same with the Bank within Seven (7) days of such change. Failing which, any communication sent on your last recorded address/email shall be deemed to have been served on you. The email ID provided by you, until updated with the Bank, shall be considered as one of your unique identification ID.
- 25.6 The present designation is subject to change depending upon work assignment from time to time.
- 25.7 During your employment, you will be subject to the Code of Conduct, employment rules, regulations and policy of the Bank applicable and amended from time to time. The terms and conditions contained herein shall be read along with the instructions, guidelines, policies, etc. and amendments thereof as presently applicable to you and as may be amended from time to time and as may be made applicable to you by the Bank subsequently during the course of your employment.

26. Indemnity

- 26.1 You shall indemnify, keep indemnified and hold harmless the Bank against any loss, damage, expense, costs, fines, charges, proceeding which the Bank might suffer due to or arising out of any wrongful acts, wrongful gains, fraud, mala fide acts, gross negligence and /or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Bank to terminate your services on such count or the right of the Bank to seek other remedies which the Bank may have to make good the Loss or damage.

27. Force Majeure

- 27.1 Notwithstanding anything contained herein, if the regular operations of the Bank are suspended resulting from general economic conditions or other general market effects or Acts of God or governmental or regulatory restrictions other cause of similar or different nature beyond the control of the Bank, the Bank may suspend the performance of services by you and the payment of compensation herewith. During the continuation of such suspension of operations, the Bank may, by written notice, terminate employment agreement or change the terms and conditions of your employment with no further liability whatsoever.

28. Foreclosure:

- 28.1 The Bank reserves the right to suspend or terminate the performance of services by you and the payment of compensation, in case of any unforeseen circumstances that might lead to suspension of the operations of any unit or business of the Bank. In such case, the general terms and conditions related to termination of employment shall stand valid.

29. Warranty

- 29.1 You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment, or any of them, in accordance with the terms and conditions of this letter.

30. Governing Law

30.1 The interpretation and enforcement of this contract/document shall be governed by and construed in all respects in accordance with the law of India and the parties submit to the non-exclusive jurisdiction of the Mumbai courts.

Accepted & Agreed:
Signature:
Date:



Name: **SOHAM TUSHAR SAVE**

Date: 30-Apr-2023

Company ID: 245934

EMPLOYEE VALUE PROPOSITION

Congratulations! We are delighted to welcome you to the IDFC FIRST Bank family.

At the IDFC FIRST Bank we aim at giving each employee an opportunity to succeed. You are an integral part of our growth story and our success stories are now intertwined.

There's a lot to learn with us, not only the work but also about our culture and values. Our employee value proposition below portrays the value and experience you will gain by working at our bank.

Be part of a **winning team**.

Drive change with **cutting edge technology**.

Join a work force that is high on **integrity**.

Be where **growth** is not just a number.

Make a **social impact**, make a difference to the society.

Be **dynamic**, agile, responsive, bold, disruptive.

We are excited about you joining the bank and wish you great success in your new role.

Kindly indicate your agreement with these terms by signing and dating the agreement.

Please share a signed copy of this letter with us not later than five days from the receipt of this letter.

Warm Regards

Deepika Mahajan

Head Talent Acquisition & Employer Branding

Human Resource Department.

IDFC FIRST BANK LTD.

Annexure 4

**PRE JOINING DOCUMENT CHECKLIST
(TO BE UPLOADED ON THE IDFC FIRST BANK HR SYSTEM)**

S.No	Document Name	Acceptable Proof
1	Permanent Address Proof	Passport/Driving License/Voters Id Card
2	Current Address Proof (if different from permanent address)	Passbook/Rent Agreement
3	Cancelled Cheque for Alternate Bank Account	If cheque book is not available, copy of the passbook with account number and address can be submitted
4	Employment Documents (Only for experienced candidates)	Relieving Letter/ Experience letter required for all the employments mentioned on the resume. Kindly note that, relieving letter for the last employment is required to be submitted within 45 days of joining.
5	Education Documents	Mark sheets and certificates for all relevant qualifications, as mentioned on the resume.
6	Resignation proof for last employment (Only for experienced candidates)	Scanned copy of resignation proof/Resignation Email/ System Screenshot of resignation submission
7	Photo	High resolution clear passport size photograph with white background is required. This will be printed on your ID card
8	Driving License (Only for candidates applying to rural roles)	Driving License copy can be uploaded
9	Insurance Book (Only for candidates applying to rural roles)	Copy of the insurance book can be uploaded
10	RC Book (Only for candidates applying to rural roles)	RC Book copy can be uploaded. In case, you do not own a vehicle, an authority letter is to Navigation: Me > Onboarding
11	Accepted Copy of the Appointment Letter with signature of the applicant and acceptance date	



07 February, 2023

LIAN SEQUEIRA
A-wing Flat- 203, Building No. B-5 Sukhmani CHS,
Yashodham, Opposite Dindoshi Depot, Goregaon East
Mumbai, MH 400063

Dear LIAN,

We have pleasure in offering you the position of Trainee under the Teradata Internship & Training Program based at our India, Airoli office on the following terms and conditions

Internship Period

Your internship will be for a period of 4 months starting from September 4, 2023.

At the end of 4 months your performance will be reviewed and if the same is found to be satisfactory, you may be considered for a regular employment with Teradata subject availability of vacancies.

Remuneration

You shall be eligible for a monthly stipend of ₹INR Rs.22,000.00 & subject to deduction of tax at source as per the prevailing Income Tax Act and Rules.

Leave & Annual Holidays

You will be entitled to one day of paid leave per month. Leave will be credited to your account on a pro-rata basis at the time of joining. You can also avail of the paid holidays (scheduled declared at the beginning of the year), that fall during the period of your internship.

Professional Standards

During the period of your internship, we expect you to ensure strict compliance with the rules and regulations of the company. Any violation would result in the immediate termination of your internship.

Termination

You may terminate your internship with the Company, without any cause, by giving a minimum of one week's prior notice. Teradata reserves the right to terminate your internship at any time without a reason by giving you one week's notice or stipend in lieu of the notice.

Acceptance

If you wish to accept the position in accordance with the terms and conditions set out in this letter, you should:

- sign a copy of this letter in the space indicated below and
- return copy of the signed letter

Yours sincerely,

DocuSigned by:


Vimal Ray
Vimal Ray

2023 February 7 | 5:11:07 AM EST

Leader - Talent Acquisition

TERADATA INDIA PVT LTD.

To be signed on Date of Joining

I accept this position on the terms and conditions set out in this letter

I LIAN SEQUEIRA hereby confirm that I have joined Teradata India Pvt.Ltd, office on September 4, 2023

WITNESSED

HR Consultant

ACCEPTED

LIAN SEQUEIRA

DocuSigned by:


EEBF70CD08A6488

2023 February 7 | 3:16:35 PM EST



21 February, 2023

LIAN SEQUEIRA

A-wing Flat- 203, Building No. B-5 Sukhmani CHS, Yashodham, Opposite Dindoshi Depot, Goregaon East
Mumbai, MH 400063

Dear LIAN,

This Offer is subject to successful completion of your Internship period between September 4, 2023 and January 1, 2024 with Teradata India Pvt. Ltd. Upon successful completion of the internship, you will be offered the position of **Junior Technical Associate** effective **January 2, 2024**. This letter outlines the detailed terms and conditions of your employment with Teradata.

1. You are currently designated as **Airoli, Navi Mumbai – Flexible** employee. Changes in Teradata's real estate and business requirements may result in reassignment of this position to another Teradata office, location, customer site or shared office space
2. Your total Gross Compensation (including Basic, Flexible Compensation Plan, Incentive Plan & Retiral Benefit) will be **Rs.498,616.00** per annum, the details of which are outlined in Annexure I.

2.1 FLEXIBLE COMPENSATION PLAN

You shall be eligible for a payment equivalent to 130% of your Basic salary under the Flexible Compensation Plan.

This plan will enable you to:

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

Detailed policies/procedures/rules and regulations governing the Flexible Compensation Plan will be given to you on your joining the Company. Deduction of tax at source will be as per the Income Tax Act and Rules. Reimbursements are required to be supported by vouchers.

2.2 CONSULTING INCENTIVE PLAN (CIP)

In addition to your base salary, you will be eligible to participate in Teradata's Consulting Incentive Plan (CIP), which is designed to incent solution service employees to achieve levels of enhanced performance in support of Teradata's go-to-market strategy. Your CIP provides a target incentive opportunity of 13.13% of your incentive eligible base salary, which would bring your potential total targeted compensation to Rs.468,358.00 However, no CIP payment is guaranteed, and the conditions for earning a CIP payment are outlined in the Plan Guidelines, as they may be changed by Teradata from time-to-time in its discretion.

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by such court so as to be judged reasonable and enforceable unless to do so would be contrary to law or public policy. Further, Employee agrees that TERADATA may apply for interlocutory and injunctive relief and remedy if TERADATA reasonably believes that the Employee has violated the above provisions.

Employee shall indemnify and hold TERADATA harmless against all loss, damages, costs and expense (including attorney's fees on an indemnity basis) for any breach or violation of the provisions in this agreement.

The use of masculine gender in this agreement shall be considered to also include feminine.

ACCEPTED

DocuSigned by:

EEBE7CD09A6488

2023 February 27 | 1:17:29 AM EST

LIAN SEQUEIRA

Annexure I

Name: LIAN SEQUEIRA

Job: Junior Technical Associate

Offer Elements: Rs. Per Annum

Annual Basic - Rs.180,000.00

Flexible Compensation Plan - Rs.234,000.00

Consulting Incentive Plan - Rs.54,358.00

TOTAL TARGET CASH - 468358.00

Provident Fund (12% of Basic) - Rs.21,600.00

Gratuity (4.81% OF Basic) - Rs.8,658.00

TOTAL COMPENSATION - Rs.498,616.00

Teradata (India) Pvt Ltd Confidential



Volkswagen Group Technology Solutions India
Rajiv Gandhi Infotech Park - Pune

HR/AL/2023
vaibhau.vijay@volkswagen.
co.in

July 28, 2023

Your Reference
Your Letter from
Our Reference
Extension:
Fax
E-Mail

Date

To,
Ms. Sara A.M. Shaikh
Pune

Sub: Appointment Letter

Dear Sara,

We are pleased to inform you that you are hereby offered employment in **Volkswagen Group Technology Solutions India Pvt. Ltd. (VWITS)**, herein after referred to as "Company" and required to join on or before **August 16, 2023**. This offer is based on your application for employment, and our subsequent discussions and interview.

You will be employed by the Company on Grade **10** as **Software Engineer - Trainee** in the VWITS at **Pune** location on the following terms and conditions:

Offer and Compensation Package: Your total annual remuneration (Cost to Company) will be INR. **500000(Five Lakh Only)**. The detailed breakup of your remuneration is enclosed in Annexure I. All other allowances shall be as per statutory provisions and as per Company policies / guidelines/ procedures as applicable. Your salary has been fixed so as to include any overtime work if any arises. Your employment will be governed by the policies, guidelines and procedures of the Company as applicable to you from time to time; however your attention is particularly drawn to the following points:

Probation: You will be on probation for a period of six months from the date of your joining our company. During this period your performance will be subject to review by the management. In case your performance is not found satisfactory your probation period could be extended by another period not exceeding three months, or your services could be dispensed with at the sole discretion of the management.

Volkswagen Group Technology Solutions India Private Limited
(Formerly known as Volkswagen IT Services India Private Limited)

Embassy Techzone,
9th Floor, L3 Congo Building,
Rajiv Gandhi Infotech Park,
Hinjewadi - Phase II,
Pune - 411057,
Maharashtra, India

Phone: +91-20-3915 7000
www.vwits.in

CIN: U72900PN2015TC155348



Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concern regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that VWITS may as per the need of the business can do more check related to your background after getting promotion or transfer.

Performance Incentive (P.I): The performance incentive will be paid annually & it will be subject to the assessment of your performance by your departmental head. The P.I can vary from 50% to 150%. The decision of the departmental head in terms of releasing the incentive will be discretionary and no argument in this regard by the associate shall be entertained by the Management.

The following may kindly be noted:

a) The above offer is made on the basis of and subject to the information provided by you in your application and during the interviews. In case at a later date it is seen that the data provided by you is Incorrect and/or misleading, then Company retains the right to withdraw this offer at any time.

b) In all cases the interpretations regarding the service rules shall be as per the Model / certified standing orders prevailing at that time.

We hope this would be a beginning of a long and successful association.

Yours sincerely,

For Volkswagen Group Technology Solutions India Pvt. Ltd.

Amit Khatri

Head – Talent Acquisition

I have read and understood the terms of this appointment letter and hereby accept the same and have affixed my signature as a token of my acceptance thereof.

(Sara A.M. Shaikh)



Reference Number: CCIN/HR/NGOFL/2023/016

Date – June 1, 2023

To,
Harshit Shetty,
L-1/302, Poonam vihar, 100 Feet Road, Opp Sector 2
Shanti Nagar, Mirabhayander, Thane- 401107
Maharashtra, India

Dear Harshit Shetty,

Subject: Appointment Letter

We are pleased to appoint you as **Associate Consultant** at Career Level 3 with Cognitus Consulting IT Services Private Limited (hereinafter referred to as the Company) with effect from **June 5, 2023**. Your initial place of posting will be at **Mumbai**. The Company has clearly defined objectives and management philosophies which provide the broad corporate framework to your employment with us. Your appointment with the company is subject to terms of this Letter of Employment and the Company policies and procedures including the amendments made therein from time to time.

You will be bound by company's policies introduced and enforced by the management, from time to time in relation to conduct, discipline, working hours, leave, holidays or any matter relating to service conditions which will be deemed as rules, regulations, and orders in the part of these terms of employment. The Management reserves the right to modify, alter or delete the existing service rules or to introduce fresh service rules which will be binding upon you.

The Company requests you to duly sign
Annexure "A" – Roles & Responsibilities
Annexure "B" – Remuneration
Annexure "C" – Non-disclosure and Non-solicitation

Kindly return one set of duly executed copy of this Letter of Employment along with the Annexure for our records.

The following terms will govern your employment with us:

1. COMMENCEMENT DATE

Your appointment as Company's full-time employee shall be effective from the date of your joining which shall not be later than **June 5, 2023**. It may be noted that if you do not report for work on or before the date specified above or do not intimate the reasons for delay to the Company and seek approval, this Letter of Employment shall stand automatically withdrawn with effect from the said date without any obligation to the Company. You may be required to undergo training either in India and/or abroad at times for development of skills and for maximization of your performance. In the event thereof, you may be required to execute a security bond or such other agreement on such terms and conditions as the Company may deem to be fit in its absolute discretion.

2. WORKING HOURS

The working hours of the Company are from 12:30 p.m. to 09:00 p.m. for five (5) days a week Monday to Friday with flexibility to work on a schedule as per the demand of project. However, you shall ensure your availability, as and when required, depending upon the urgency of the work. At your level we expect a fair amount of travel around the region with short notice at times and would need your full support and commitment for the same if the company requires that.

3. ROLE & RESPONSIBILITIES

You shall perform task that may include but not limited to tasks detailed in Annexure "A". You are aware that your role and responsibilities may change from time to time as required by the Company and you will undertake the same effectively, solely to pursue Company's interest.

4. REMUNERATION

Your total gross salary will be as per Annexure "B".

5. PROBATION

In the first instance you will be on probation for a period of 6 months from the date of your joining, where after the probation period may be either extended at the discretion of the management or may be dispensed with either earlier or on completion or thereafter till confirmation. You will be deemed as probationer in the initial or extended period of probation.

During the probation period, the Letter of Employment may be terminated by the company without any notice. 30 days' notice is required by the employee in probation period.

6. LEAVES

During the tenure of your employment, you will be entitled to leave with wages and national & festival holidays with wages as per the provisions of Telangana Shops and Establishments Act and Telangana National and Festival Holidays Act respectively.

7. LOCATION OF EMPLOYMENT

While your initial home base of employment is **Mumbai**, you will appreciate that the Company's projects cover a wide geographical area and are derived by the Company's assessment of client's requirements. The Company have business operations at various locations globally, and you may be transferred to other locations within the city/country/overseas, for the reasons including but not limited to redundancy or restructuring or acquisition or merger of business/s or scaling down of business or on account of any other critical business decision/s. The relocation benefits/allowances, if any, shall be payable as per the Company's policy.

During your employment with the Company, you may be required to work for other related or group companies and/or the affiliates of the Company. However, no additional benefits will accrue for this work.

8. MEDICAL EXAMINATION

Your appointment and its continuance are subject to you being found and remaining medical (physically and mentally) fit. You may be required at the discretion of the company to undergo a confidential medical examination, which will be carried out by a medical practitioner selected by the Company. In such cases the final appointment will be subject to a satisfactory medical examination report being received. During your period of service with the Company, you may be required to undertake additional medical examinations or tests, where occupational health, safety and wellbeing issues are concerned.

9. RETIREMENT AGE

By accepting this letter of employment, you are required to submit to the Company, the certificate ascertaining your age. You will be retired from the services of the Company on the last day of calendar month in which you attain the age of 58 years unless the Company at its sole discretion permits you to continue your services or as permitted by law.

10. TAXATION

It is your responsibility to meet all requirements under the tax laws of India, including tax compliance and filing of tax returns. The Company will withhold income tax, profession tax and other statutory deductions as per the applicable laws. Any penalties or interest due to tax, which is caused by your failure to provide the company with relevant information or failure to file the tax return, will be your responsibility.

11. HEALTH AND SAFETY ISSUES

The company intends to provide a pleasant, healthy work environment. As employee of the Company, you will be expected to ensure that safety precautions are taken. Smoking is not allowed on the Company's work premises. The use of illegal drugs and any other substance abuse are forbidden.

12. GROUP HEALTH INSURANCE

You will be enrolled for the health insurance that will cover you and your dependents under the company's Health Insurance Scheme (HIS). Basic premium for self, spouse and up to two children is entirely borne by the company provided these members are explicitly enrolled by you under the scheme. Entitlement – You and your enrolled dependents will be entitled for a total medical cover of INR 500,000/-.

13. NOTICE PERIOD

13.1 During the probation period, the Letter of Employment may be terminated by the company without any notice. 30 days' notice is required by the employee in probation period.

13.2 Any notices sent hereunder will be registered mail, return receipt requested or by email, to the respective address of parties as contained in this Agreement and communicated by the parties to each other.

13.3 On confirmation as permanent employee, this Letter of Employment may be terminated by either party giving to the other 90 days written notice. You shall be required to make payments in lieu of the notice period for early release. However, if you fail to provide the required notice, as stated herein or fail to work through the said notice period and/or cooperate in satisfactory handover of your work, the Company shall have the right to withhold/deduct the payments. These provisions shall not prevent the summary termination of employment based on the Company policy and procedure on account of misconduct or misrepresentation or breach of trust or negligence or breach of the terms of this Letter of Employment or any policy and procedure of the Company.

14. TERMINATION

14.1 - In case of any breach of the terms of this Letter of Employment including misconduct, misrepresentation, unsatisfactory or poor performance, unauthorized absence or any breach of the terms stipulated herein, the Company reserves the right to terminate your services without any notice or any further obligations. The Company's decision on this would be final and you shall be bound to abide by the same. This employment is subject to satisfactory investigation of your credentials and if it is found at any time that you have made any false statements or suppressed any material information, irrespective of whether such acts impact directly or indirectly, it shall lead to termination of your services by the Company without any notice or compensation or any further obligations. The Company and/or its related or group companies shall have the rights to take suitable action against you for your breach in any of the terms of this Letter of Employment. If it is found that you are engaged in any activity which is against the public policy and illegal, the Company shall have the right to terminate your services without any notice.

14.2 - During the tenure of your employment, if it comes to knowledge of the Company from any source that a criminal complaint has been lodged against you for any crime related to person or property or otherwise, for violation of the applicable laws, in which your involvement may in any matter, either direct or indirect, adversely affecting the interest of the Company, then the Company shall have the right to terminate your services and such decision of the Company shall

be final and binding on you.

14.3 – Further you are also bound to inform the Company in writing, if any legal action is initiated against you during the tenure of your employment or engagement with the Company. You are aware that your intentional failure to disclose about the above shall adversely affect the Company's interest and therefore allow the Company to take suitable action against you including terminating your services for misrepresentation, breach of trust and such other similar causes.

14.4 – Upon leaving the services of the Company, you will return all properties of the Company/related or group companies or of any of its affiliates, including but not limited to all documents (and copies) created or acquired during the course of your employment. Your full and final settlement shall be subject to you returning the Company's, related group companies and/or its affiliates properties/assets lying with you, if any.

Automatic Termination:

Absence for a continuing period of 8 days without leave or prior permission and including leave though applied for but not granted and when overstayed for a period of 8 days, would make you to lose your lien on service and the same shall be automatically come to an end without any notice or even intimation. In such eventuality, the management will draw an irresistible presumption that by remaining absent continuously and unauthorizedly, you have abandoned your job which will have the effect as if you have resigned from your job.

15. FORCE MAJEURE

If during the term of this Agreement, due to any Force Majeure event which is beyond the control of the party/s including but not limited to labour disputes, government regulations/orders, war, pandemics, epidemics or other calamities or any extraordinary situation beyond both or either party/s control (collectively, "Force Majeure Event") and the Company shall have the right upon minimum 7 days prior notice to the Employee, to take any suitable measure including suspension of Employee's services for the duration of such Force Majeure Event, or for any part thereof or adjust/ reduce hi/her monthly compensation (salary) payable or accrued to the Employee.

16. CONFIDENTIALLY

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use, utilize such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

17. OTHER EMPLOYMENT AND ASSIGNMENT

17.1 – You will not take up any employment or assignment, remuneration or honorarium from any other organization or any person without the consent of the Company in writing during the tenure of your employment with the Company. You are required to make a full and frank disclosure of any dealing you propose to enter directly or through any of your relatives or family member with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like by whatever name called.

17.2 - This Letter of Employment is personal to you, and you shall not assign any rights and obligations to any third party in any manner whatsoever. The failure/silence of the Company at any time to insist on performance of any obligation under this Letter shall not be treated as a waiver of its rights.

18. POLICIES & PROCESSES

18.1 – While in the service of the Company, you will be governed by the Company's Policies and Processes currently in existence, and those, which may be introduced from time-to-time hereafter including but not limited to address changing circumstances and to all common law and statutory provisions, which may be applicable.

18.2 – All policies and procedures of the Company including any modifications thereof shall be deemed to be read,

understood and accepted by you. Any act in violation of the policies your and procedures of the Company will be deemed to be the breach of this Letter of Employment.

18.3 – At all times, during your tenure with the Company, you shall remain loyal and trustworthy to the Company and ensure that your acts and interests shall not adversely affect and/or be contrary to the interests of the Company. You shall always conduct yourself in good faith and in a lawful manner including that you shall not complete on your own or on behalf of others with the Company during your employment. You are aware that any non-disclosure of adverse interest amounts to violation of the Letter of Employment.

18.4 – You shall ensure that you shall not act for commercial gain for yourself or any third person/entity, at any point in time during your tenure with the Company. You shall at all times deal fairly in all the transactions related to the Company. You are aware and agree that the Company's interest is of paramount importance, and you shall not place yourself in a position where in your duties and the Company's interest may conflict.

19. LAWS OF COUNTRY

This Letter of Employment is governed by and shall be construed and interpreted in accordance with the laws of India and the parties submit to the exclusive jurisdiction of the courts at Telangana.

20. YOUR UNDERTAKINGS

20.1 – During the period of employment with the Company, you shall neither give/accept any gifts nor favors from any Clients. The Company values honesty of intent and purpose in all the business transactions with its employees, customers, suppliers, vendors, government agencies, public bodies, media and associates. Equity and fairness shall be the benchmark of the Company's dealings with them. Any violation to the prescribed code of conduct including the Handbook of the Company will be viewed seriously and will be considered as a breach of this Letter of Employment. You shall maintain utmost discipline and good conduct in your dealings with your colleagues, customers etc., The Company values every employee as an individual and an asset of the Company and will not tolerate any objectionable behavior including however not limiting to verbal abuse, sexual harassment gender discrimination, misuse of Company's property, theft, cheating, any other illegal act or any such act of any individual or body of individuals, for which if proved, will result in summary dismissal, Company's policies including the code of conduct and Handbook shall be always applicable to you and it shall form part of the Letter of Employment.

20.2 - You have represented that document submitted as proof of academic qualifications are genuine and all the details and information supplied by you are correct.

Address of Communication:

The above address furnished by you is the Communication address of you. Any change of residential address should be intimated in writing within one week from the date of such change. In case if you have not updated the change, the last known address shall be deemed to be the residential address by the company for all communication purposes. "

21. ENTIRE AGREEMENT

This Letter contains the entire understanding between yourself and the Company and supersedes any previous agreement and arrangements relating to your employment. The Company shall be free to modify the terms of this Letter and notify you of the same and such amendments shall be binding on you.

Please signify your acceptance of the conditions by signing in the space provided and return to us the attached copy of this Letter.

We welcome you to Cognitus Consulting family and wish you a long and happy work association.

For Cognitus Consulting IT Services Pvt. Ltd

Mohit Agrawal
Authorized Signatory

ACCEPTANCE

I, **Harshit Shetty**, have read, understood and hereby confirm the acceptance of the foregoing conditions as well as all the policies, procedures, and terms of the Company.

Sign: _____

Date: _____

Place: Mumbai

DECLARATION

I, **Harshit Shetty**, hereby, affirm that all the documents and information provided/stated/disclosed by me to the Company and under this Agreement are true and correct.

Sign: _____

Date: _____

Place: Mumbai

Annexure A

Roles and Responsibilities

- You will be involved in full cycle, large-scale and end-to-end international projects where Cognitus team play a key role in designing and delivering solution to the client.
- Working in a project team
- Work in SAP Implementation / Development / Support projects assigned by Resource Management.
- You will drive industry innovation by delivering SAP S/4HANA solutions. By unlocking your potential, you will be playing an active role in building new and innovative applications and industry solutions
- Business process and data analysis
- Testing the system and its extensions or modifications
- Development of project documentation like Technical/Functional specs.
- Upgrade skills as per the requirement whenever needed and be hands on in the projects.
- Role and responsibilities are not limited to the above and can change as per business needs

**Annexure B
REMUNERATION**

Your remuneration package comprises:

Salary breakup:

Your annual CTC is ₹650,000.00 Detailed break up is as follows. Your salary and other remunerations are considered confidential, and you are not to disclose or discuss your remunerations with anyone.

Name	Harshit Shetty	
Position	Associate Consultant	
Career Level	3	
Description	Monthly (Rs. Per Month)	Annually (Rs. Per Annum)
Basic Pay	₹24,375.00	₹292,500.00
House Rent Allowance	₹12,187.00	₹146,250.00
Conveyance Allowance	₹4,875.00	₹58,500.00
Communication Allowance	₹2,437.00	₹29,250.00
Personal Development Allowance	₹3,075.00	₹36,900.00
Employer Contribution to PF	₹1,800.00	₹21,600.00
Variable	-	₹65,000.00
Total Gross Salary	₹48,750.00	₹650,000.00
<ul style="list-style-type: none"> • The variable pay is conditional on the company and individual performance as per company's performance management system and company policy and is not guaranteed. At your level, the variable bonus could range from 0-10 % of your salary. • You will receive pro-rated salary for the said month which will be paid to you in the same month payroll. (Payroll cut off). • Please also note that if your Date of Joining is on or after 25th of a month, your salary for the rest of the days for that month will be processed in the following month's payroll cycle. • Gratuity shall be payable as per the payment of Gratuity Act 1972. • Contributory Provident Fund, which is 12% of Basic Salary or Rs 1800/- whichever is less. 		

Annexure C
NON-DISCLOSURE AND NON-SOLICITATION

This Non-disclosure, Non-solicitation and agreement made between Cognitus Consulting, IT Services Pvt Ltd (hereinafter "Company"), and Harshit Shetty (hereinafter "Employee").

DEFINITIONS

- a) As used in this Agreement, the term "Confidential Information" shall include all information which: (a) is disclosed to or becomes known to the Employee as a consequence of or through his employment by the Company, regardless of whether it was disclosed to or became known to the Employee during working hours; (b) is not generally known in the industry in which the Company is or may be engaged; and (c) is about the Company's products, processes and services, including, but not limited to, information related to research, design, development, methods, inventions, manufacturing, engineering, marketing, prospective and executed contracts and other business arrangements, sources of supply, customers, customer lists and trade secrets.
- b) As used in this Agreement, the term "Customer of the Company" shall refer to all persons, firms, or entities that have purchased products from the Company during the term of the Employee's employment by the Company, and all persons, firms, or entities that control or are controlled by the same person, firm or entity controlling such purchasers.
- c) As used in this Agreement, the term "Company" shall also include any entity owned or controlled by Cognitus Consulting IT Services Private Limited for which the Employee has performed services during his employment with Cognitus Consulting IT Services Private Limited.

EMPLOYEE ACKNOWLEDGMENT

The Employee recognizes and acknowledges:

The value of the opportunity for additional training, the enhancement of his experience, and the associations that he will be afforded through employment with the Company; and
That during his employment by the Company, he will have access to and work with Confidential Information vital to the successful operation of the Company; that he will be called upon to establish relationships with Customers of the Company; that the Company is engaged in a highly competitive enterprise, and that any disclosure of Confidential Information would cause immediate and irreparable injury to the business and goodwill of the Company.
That, as a consultant, his training, experience, and technical skills are of such breadth that he can employ them to advantage in other fields, and that, consequently, the terms of this Agreement will not unreasonably impair the Employee's ability to engage in business activity after termination of his employment with the Company.

IN CONSIDERATION OF the value of employment with the Company, recognized and acknowledged above in this section of the Agreement, and in recognition of the Company's just purpose in protecting its investments and the training and experience afforded to the Employee at the Company's expense by the employment offered to him, through avoiding for limited times competition by through, and from persons trained and/or given experience by the Company, and through avoiding disclosures of confidential information by such persons, the Company and Employee agree as follows:

Non-Disclosure. Both during this employment and after termination of employment by the Company, the Employee agrees:

To make a prompt and complete disclosure upon request to any executive officer of the Company and to no other person without the express written permission of the Company of any Confidential Information.
That every item of Confidential Information is the property of the Company, and the Employee hereby assigns all such property to the Company.
That upon the Company's request, but without expense to himself, he will execute any and all applications, assignments, and other legal instruments which the Company deems necessary or convenient for the protection of its Confidential Information in the Any foreign countries, and that he will render aid and assistance in all proceedings pertaining to said Confidential Information.

That upon termination of employment for any reason, and at any time during employment if requested by the Company, the Employee will give and surrender to the Company all documents, notes, models, and other such materials, including any customer or potential customer lists, produced by him or coming into his possession through his employment by the Company, and agrees that all such materials are at all times the Company's property. The Employee also agrees that he will not make or retain any copies of such materials without the express written authorization of the Company.

That the Company's business interests require a confidential relationship between the Company and the Employee, and the fullest possible protection and confidential treatment of its Confidential Information conceived or learned by the Employee during his employment. Accordingly, the Employee agrees to keep secret and to treat confidentially all the Company's Confidential Information, whether patentable, patented or not, and not to use or aid others in using any such information, without the express written authorization of an executive officer of the Company. Employee further agrees to take all reasonable precautions to protect against the intentional, negligent, or inadvertent disclosure of the Confidential Information to any other person or business entity.

Non-Solicitation of Employees. Employee agrees that he shall not, at any time during the term of his employment with Company, and for a period of two years after the date of termination of his employment with the Company, for his own purposes or for the account of any other person or business entity, directly or indirectly, hire, employ or solicit for employment any other type of affiliation, any present employee of Company.

Disclosure of Agreement. Company may notify anyone employing Employee, or in Company's opinion evidencing an intention to employ Employee, in any of the businesses in which Company is engaged at the time of Employee's termination, of the existence and provisions of this Agreement. Disclosure may occur before or after termination of Employee's employment and may be made for any reason. Disclosure will not be deemed to constitute the breach of any duty by Company to Employee, including without limitation, duties under the concepts of interference with contractual and prospective contractual relations and interference with prospective advantage. Employee hereby waives and releases any claims that may arise because of Company's disclosure of this Agreement.

Injunctive Relief. Consistent with the acknowledgments contained above in this Agreement, the Employee further acknowledges that a breach by the Employee of any provisions contained in this Agreement will cause the Company immediate and irreparable injury and damage, the loss of which cannot be fully and adequately compensated for in damages in an action at law. Accordingly, the Employee agrees that the Company shall be entitled, in addition to any other remedies it may have at law, to enforce this Agreement in equity by means of an injunction or decree of specific performance, and/or any other forms of equitable relief. This provision shall not, however, be construed as a waiver of any other rights which the Company may have, including the right to receive money damages. The Employee agrees to indemnify, defend and save harmless Company and its officers, employees and agents from and against all suits, causes of action, judgments, liabilities, damages (including without limitation reasonable attorneys' fees and costs), or claims of any nature whatsoever which may arise out of or occur because of any violation of any provision of this Agreement by Employee.

Period of Employment. The Employee recognizes and acknowledges that his employment and compensation can be terminated at the option of either the Company or the Employee, and that no agreement for employment for any specified period or contrary in any way to the foregoing is valid unless made in writing and signed by an executive officer of the Company. [FOR AT-WILL EMPLOYEES ONLY]

1. Attorney's Fees. Employee agrees to indemnify, defend, and save harmless Company and its officers, employees and agents from and against all suits, causes of action, judgments, liabilities, damages (including without limitation reasonable attorneys' fees and costs), or claims of any nature whatsoever which may arise out of or occur because of Employee's violation of any provision of this Agreement.
2. Non-Competition. The Employee agrees that during his employment by the Company and for a period of two (2) years after termination of employment, said period to be extended by any period of violation or by any period of time required to obtain enforcement of this covenant, he will not, on his own behalf or as a partner, officer, director, employee, agent or consultant of any other person, firm or entity, directly or indirectly engage in any business activity that is the same as or similar to the business of the Company with respect to any product or service which the Company did sell, offer to sell, develop, or commence to develop, and in which the Employee was involved or to which the Employee had access during the Employee's employment by the Company, either a) within the geographical area in which the Employee did business during his employment; or
b) with any of the Company's Customers; or
c) with any of the Company's Customers about which the Employee had access to information through his employment with the Company; or

d)with any of the Company's Customers with which the Employee did business during his employment with the Company.

3. Acknowledgment of Understanding. The Employee acknowledges that he has read this Agreement in its entirety and understands all its terms and conditions. The Employee acknowledges that he has had the opportunity to consult with any individual of his choice regarding his agreement to the provisions contained herein and that he is entering into this employment relationship of his own free will, without coercion from any source, and agrees to abide by all the terms and conditions herein contained.
4. Entire Agreement. This Agreement contains the entire understanding of the parties. It may not be changed orally but only by an agreement in writing signed by the party against whom enforcement of any waiver, change, modification, extension, or discharge is sought.

IN WITNESS WHEREOF, the parties have duly executed this Agreement as of the day and year first above written.

Sign: _____

Date: _____

Place: Mumbai

For Cognitus Consulting IT Services Pvt. Ltd

BY: _____
MOHIT AGRAWAL
(CHIEF FINANCIAL OFFICER - Asia Finance)



PRIVATE AND CONFIDENTIAL

July 14, 2023

Manjot Kaur Sokhi
Mumbai

Dear Manjot Kaur,

Congratulations!

Thank you for your interest in associating with our organisation. We are pleased to confirm your employment with SurePrep (India) Private Limited, Thomson Reuters Group Company for the **Trainee Software Engineer** role.

We are delighted to set out below the terms and conditions of your employment with the Thomson Reuters Group Company, SurePrep (India) Private Limited whose name appears on this letterhead SurePrep (India) Private Limited.

1. Commencement Date:

The date of commencement of this employment contract is **August 2, 2023**.

2. Initial position, work description, Title Use and Work Base:

a. Your work base at commencement of your employment will be **Mumbai**. Your reporting line, objectives, hours of work and other relevant details relating to the Position will be notified to you in due course. You will accept and abide by all lawful and reasonable instructions issued by any of your managers/ superiors. This may from time to time be revised by a written notice to you.

b. The Company reserves the right to redesignate or revise your Position or work description at any time by a written notice to you.

c. The Company may at any time transfer, second, depute or assign your services to any establishment or operation of the Company or any other Group Company or any successor company whether in India or abroad. Group Company means an entity that, from time to time, directly or indirectly controls, is controlled by, or is under common control of the company, or that is a successor (including, without limitation, by change of name, dissolution, merger, consolidation, reorganization, sale or other disposition) to any such entity or its business and assets. The Group Company will be deemed to be in control of an entity if it has the power to direct or cause the direction of the management or policies of such entity, whether through the ownership of voting securities, by contract, or otherwise.

d. Where agreed by your reporting manager in writing and if permissible under applicable laws and regulations, the Company may permit you to use different titles or designations solely for external representation purposes for benefit of the company or the role. If that is the case, you agree that any such title shall not in any way deemed to operate as a modification of this letter, a change in your Position or otherwise entitle you to any additional benefits in relation to your employment.

SurePrep (India) Private Limited
4th Floor, Dhanthak Plaza, Makwana Road, Marol,
Andheri (East)
Mumbai - 400059

O +91 22- 68536853

Regd. Office: 3, 1st Floor, Abbas Manzil
12, Nadirsha Sukhia Street,
Near City Bank, Fort,
Mumbai - 400001
CIN: U72200MH2004PTC144174

ir.com

Annexure I - Total Rewards

Name: Manjot Kaur Sokhi

Title: Trainee Software Engineer

Reporting Manager: Ajay Ghanagam

Department: Tax&Acctg Segment

Base Pay (Total Fixed Pay)

Particular/Component: (Refer Components of the Total Rewards, Terms (a))	Amount INR
Basic (per annum)	280,000
Flexible pay (per annum)	386,400
Provident Fund (per annum)	33,600
Base Pay (Total Fixed Pay)	700,000

As per the Compensation structure, below two components would be part of Flexible Salary component and calculated as:

- House Rent Allowance: 50% of Basic Salary.
- Leave Travel allowance: 20% of Basic Salary or INR 12,500 per month, whichever is lower.

** Refer to the flexi pay document for more details

Variable Pay

Target bonus Annual Incentive Plan:

- Apart from the Base Pay (Total Fixed Pay) components as specified above, you are eligible to participate in our **Variable Pay AIP Plan**, subject to the criteria of the then applicable incentive plan of the company.
- This is a discretionary bonus plan based on Individual performance and Company performance with a payout of **5.00%** of the Base Pay (Total Fixed Pay). The potential variable pay amount **INR 35,000** (An indicative amount only) on a full year basis
- Please note that the payout under this plan will always be according to the company's applicable incentive plan as may be revised and circulated every year.
- Should you be eligible to receive bonus under the Payment of Bonus Act, 1965 ("Bonus Act"), any variable pay amount as described in the paragraphs above will be deemed to be in lieu of bonus based on profits payable under the Bonus Act. If the variable pay amount payable to you, as described and calculated in the paragraphs above, is less than your entitlement under the Bonus Act, the differential amount shall separately be paid to you within the timelines set out under the Bonus Act.



Statutory Benefit

Gratuity:

Subject to the below terms and conditions and the limits set out in the Payment of Gratuity Act, 1972 you shall be eligible for Gratuity Payment.

Please note that on becoming eligible for Gratuity (a) the maximum limit of Gratuity to be exempted from tax is with accordance to the law.(b) if the PGA changes such that any of the eligibility, limit or method of calculation of payment of gratuity is/are altered, then the Company from time to time reserves the right to revise the terms of payment of gratuity in accordance with its then applicable policies.

Additional Benefits

Shift Allowance:	Where applicable and the allowance is variable based on shift timings. The details provided in the Shift Allowance Policy
Group Medclaim Insurance Policy (GMC):	Insurance cover: INR 500,000 p.a for spouse, two children and parents (Note: Maternity Benefit of INR 100, 000 for C-section and INR 75, 000 for Normal cases is included in the total Insured amount)
Group Term Life Insurance Policy (GTL):	Sum Insured: 4 times of TFP (Total Fixed Pay)
Employee's Group Personal accident insurance Policy (GPA):	Sum Insured: 4 times of TFP (Total Fixed Pay)
Employees Depository Linked Insurance (EDLI):	Flat Sum Insured: INR. 702,000

The remuneration stated above is subject to the terms and conditions of your contract of employment of which this is a part.

Please refer the Flexi pay document to understand the terms & conditions

For SurePrep (India) Private Limited,
(A Thomson Reuters Group Company)

Cetriona Mackness
Senior Director, Regional HR India

ACKNOWLEDGED AND AGREED

Signature:

Name: Manjot Kaur Sokhi

Date:



Reference Number: CCIN/HR/NGOFL/2023/010

Date: April 14, 2023

**To,
Alvin Alexander Solomon
Mumbai**

Dear Alvin,

Subject: Offer Letter

Congratulations!

We are pleased to inform you that you have been selected for the position of **Associate Consultant** in our organization at our Mumbai office. Your annual compensation will be **INR 6,50,000/- per annum**, including Variable Pay of 10% as given in Annexure A. You will also have Medical insurance for self, spouse and kids up to **INR 5 lakhs** and personal accident coverage for employee up to **INR 10 Lakhs**.

You are expected to join us by **5th Jun'23**, failing which this offer stands automatically cancelled. This offer is not a contract of employment. The terms & conditions of your appointment will be stated in detail in your Appointment Letter, which will be issued to you later. You will be required to sign a service agreement with us for a period of **2 years** from your date of joining. During these 2 years, if you leave/resign/abandon your services at Cognitus, you will have to pay an amount of **INR 3,00,000/-** to the Company. A detailed service agreement will be shared with you along with the Appointment Letter.

This intent to offer is subject to your successful completion of graduation by **August 2023** and furnishing of correct information. In the event of any of the information being proved to be incorrect, the Company will nullify this offer. Please confirm your acceptance of this offer of employment by **17th April'23**.

We look forward to a mutually beneficial association.

Thanks & Regards,

For Cognitus Consulting IT Services Private Limited

DocuSigned by:

7C16DC436F06442
Mohit Agrawal
Chief Financial Officer - Asia Finance

Cognitus Consulting IT Services Pvt. Ltd.
CIN: U72900TG2015PTC100122
Smartworks – Aurobindo Galaxy
Sy No 83/1, Hyderabad Knowledge City,
TSIC Raidurg Panmaktha, Serilingampally Mandal,
Plot No 1, Hitec City Main Rd, Gachibowli,
Hyderabad, Telangana 500081

Registered Address:
H.No 19-8/1A, Vivekananda
Nagar, Gachianaram,
Hyderabad-500060,
Telangana, India
info@cognitusconsulting.com
www.cognitusconsulting.com



**Annexure A
Remuneration**

Description	Annual (Rs per annum)	Monthly (Rs per month)
Basic Pay	2,92,500.00	24,375.00
House Rent Allowance	1,46,250.00	12,187.50
Conveyance Allowance	58,500.00	4,875.00
Communication Allowance	29,250.00	2,437.50
Personal Development Allowance	36,900.00	3,075.00
PF - Employer	21,600.00	1,800.00
Variable	65,000.00	-
Total Gross Salary	6,50,000.00	48,750.00

- The variable pay is conditional on the company and individual performance as per company's performance management system and company policy and is not guaranteed. At your level, the variable bonus could range from 0-10 % of your salary.
- You will receive pro-rated salary for the said month which will be paid to you in the same month payroll. (Payroll cut off).
- Please also note that if your Date of Joining is on or after 25th of a month, your salary for the rest of the days for that month will be processed in the following month's payroll cycle.
- Gratuity shall be payable as per the payment of Gratuity Act 1972.

For Cognitus Consulting IT Services Private Limited

DocuSigned by:

 7C18DC436F00442
Mohit Agrawal
Chief Financial Officer - Asia Finance

Cognitus Consulting IT Services Pvt. Ltd.
 CIN: U72900TG2015PTC100122
 Smartworks – Aurobindo Galaxy
 Sy No 83/1, Hyderabad Knowledge City,
 TSIC Raidurg Panmaktha, Serilingampally Mandal,
 Plot No 1, Hitec City Main Rd, Gachibowli,
 Hyderabad, Telangana 500081

Registered Address:
 H.No 19-8/1A, Vivekananda
 Nagar, Gachianaram,
 Hyderabad-500060,
 Telangana, India
 info@cognitusconsulting.com
 www.cognitusconsulting.com



Appointment Letter

April 26, 2023

To

Anthony Thaikadavil
G 202, Panchvan Complex CHS LTD
I C Colony
Borivali (West)
Mumbai 400 103

Dear Anthony,

We are pleased to appoint you as an **Associate ABAP Consultant** at Fourth Signal.

Your compensation will be **Rs. 500,890** per annum. Details are provided in the Annexure.

Kindly confirm your acceptance of this appointment, by signing and returning to us a copy of this letter. All other joining formalities will be completed upon your joining the Company.

We look forward to having you as part of the Fourth Signal Team!

Sincerely,

A handwritten signature in blue ink that reads "C. Barrie".

Cassandra Barrie
Human Resources
Fourth Signal (India) Private Limited



Date: 17th July 2023

To,

**Joel Thalakkottur,
Pune – 411015**

Subject: Offer letter for appointment as Trainee Software Development Engineer

Dear Joel Thalakkottur,

We are delighted to welcome you as Trainee Software Development Engineer (**Trainee-SDE**) starting from **1-August-2023** and the details are as given below

Title: Trainee Software Development Engineer, (**Trainee-SDE**)

Description: Design and Development of Web applications in Python Odoo, MERN and MEAN stack.

Job Location: Pune

Duties and Responsibilities and detailed offer letter will be shared and signed on the day of joining.

We look forward to a valuable and faithful association.

Thanking you



Pioneer Cloud Solutions

06/02/2023

Offer Letter

Dear **Ashita Tiwari**,

Appointment as **Business Development Manager**

We are pleased to offer you the position with Campusconnect Technologies Private Limited effective from 19th June 2023 under the following terms and conditions:

1. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests 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 shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company.

2. Remuneration

You will be on probation for a period of 60 days. Under select circumstances, the period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing. Your total monthly remuneration during your probation will be Rs 30000/- (Rs Thirty Thousand only). On confirmation, your total monthly remuneration will be Rs 30000/- (Rs Thirty Thousand only). It is expected that individual remuneration would not be shared with other employees.

3. Taxes

All taxes regarding your remuneration are and shall remain your responsibility and will be borne by you. The Company will report your remuneration to the appropriate tax authority and will withhold tax deductions at source as required by law.

4. Confidentiality

By signing this agreement, you acknowledge that, in the course of your employment with the Company, you are likely to obtain knowledge of trade secrets, Intellectual Property Rights and other Confidential Information of the Company and its Affiliates and to have dealings with the customers and suppliers of the Company. You acknowledge that as a consequence of your employment under this Agreement, you have been and will be provided and given access to Confidential Information and you agree that while being employed by the Company, and upon termination, for any reason, you shall not, directly or indirectly, use for yourself or use for, or disclose to any Person any Confidential Information, other than for the benefit of Company and its Affiliates and in the course of performing your duties under this Agreement.

You hereby agree that the provisions of this Clause 4 shall survive for a period of 12 (twelve) months post the date of your termination of this Agreement in accordance with Clause 9 below.

5. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters.

6. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you proves to be false, or if you are

found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

7. Non Compete

By signing this agreement, you undertake you shall not, for the duration of your employment with the Company, and for a period of 12 (twelve) months thereafter, engage directly or indirectly, and whether as an individual, through a partnership or as a shareholder where shareholding is at least 25% or more, joint venture partner, collaborator, consultant, advisor, principal contractor or sub-contractor, director, trustee, committee member, office bearer or agent or in any other manner whatsoever, whether for profit or otherwise, any business, including but not limited to any other Maths, Science, Coding or Logical Reasoning classes, which competes with the whole or any part of any Business being carried on or proposed to be carried on by the Company;

8. Non Solicitation

You further undertake that, during the period of your employment with the Company and for a period of 12 (twelve) months from the date of termination of your employment in accordance with clause 9 below, you shall not:

- directly or indirectly, partner with or enter into any activity or hire or attempt to hire for any purpose whatsoever (whether as an employee, consultant, advisor, independent contractor, partner or otherwise) any employee who has been in employment with the Company at any time during the 12 (twelve) months preceding the date of termination of your employment; or
- persuade any person, firm or entity which is a client/customer of the Company, to cease doing business or to reduce the amount of business which any such client/customer has customarily done or might propose doing with the Company; or personally or through any other Person, approach, recruit or otherwise solicit employees of the Company to work for any other employer.

9. Bond Period

You shall not resign from your employment for a period of 6 months from the date of your appointment (hereafter referred to as the "**Bond Period**"). If you wish to resign before the expiry of 6 months from the date of your appointment, you can do so by giving advance notice as mentioned in clause 10 below and by depositing a sum equivalent to 1 months of your gross salary before leaving the organization.

The Employee undertakes not to dispute the amount and/or the number of days, and is liable to pay the amount before leaving the organization. At the same time, the organization has full right to initiate appropriate legal proceedings against the Employee in case of breach of this clause.

10. Termination of employment

Either side can terminate this agreement by giving 15 days notice or salary in lieu thereof subject to terms as specified in clause 9 above.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, documents or records belonging to the Company or relating to its business and shall not retain or make copies of these items. Upon resignation/termination you will also return all company property, which may be in your possession.

Notwithstanding the above condition or the bond period, the contract of service may also be terminated by the company because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude.
- If you commit breach of any of the terms of this letter of appointment.

11. Governing Law

The governing law of this Agreement shall be that of India and each Party consents to the exclusive jurisdiction and venue of the courts of Mumbai, India in all matters arising out of or relating to the Agreement and any order, decree, direction or award shall be final and binding.

If you agree to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.
On behalf of Camousconnect Technologies Private Limited



Mikin Lala,
Director

I agree to the appointment and accept the above terms and conditions of service.
Name: Ashita Tiwari
Date: 06/02/2023

Signature:

Date: 14th February 2023

Dear Rohan Tondlekar,

Sub: Offer letter for joining Seclore Technology Pvt. Ltd.

We are pleased to inform you that you have been selected to join Seclore Technology Private Limited as a **Trainee – System Engineer**. Your date of joining will be mutually discussed and agreed upon.

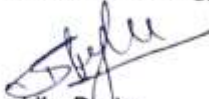
You will be under training and probation for a period of 6 months after which you may be confirmed based on your performance and conduct during this period.

Your total annual remuneration on Cost to Company basis will be **Rs. 5,50,000/- (Five lakhs fifty thousand only)** which includes **Rs. 1,00,000 (One lakh only) per year** as Retention Bonus which will be paid on successful completion of **two years**. The structure of your compensation package is flexible, and you can consult our payroll team to fix up the structure to suit your requirements and constraints, subject to statutory levies, taxes, rules, and guidelines as applicable.

Please note that this offer will be automatically withdrawn if you fail to join by the mutually agreed date without prior written approval from us.

Welcome aboard! We look forward for your contribution to the growth and success of Seclore Technology in the coming months and years!

For Seclore Technology Private Limited



Shradha Reghe
Sr. Director – People Practice



Seclore Technology Pvt. Ltd.
CIN: U72200MH2003PTC139712

Corporate Office:
Excom House, Second Floor, Plot no: 7 & 8
Off. Saki Vihar Road, Sakinaka, Andheri (E)
Mumbai - 400 072, India
+91 22 6130 4200 | +91 22 6143 4800

www.seclare.com
info@seclare.com



THOMSON REUTERS

PRIVATE AND CONFIDENTIAL

July 18, 2023

Prachit Bipin Tupe
Mumbai

Dear Prachit Tupe,

Congratulations!

Thank you for your interest in associating with our organisation. We are pleased to confirm your employment with SurePrep (India) Private Limited, Thomson Reuters Group Company for the **Trainee Software Engineer** role.

We are delighted to set out below the terms and conditions of your employment with the Thomson Reuters Group Company, SurePrep (India) Private Limited whose name appears on this letterhead SurePrep (India) Private Limited.

1. Commencement Date:

The date of commencement of this employment contract is **August 2, 2023**.

2. Initial position, work description, Title Use and Work Base:

a. Your work base at commencement of your employment will be **Mumbai**. Your reporting line, objectives, hours of work and other relevant details relating to the Position will be notified to you in due course. You will accept and abide by all lawful and reasonable instructions issued by any of your managers/ superiors. This may from time to time be revised by a written notice to you.

b. The Company reserves the right to redesignate or revise your Position or work description at any time by a written notice to you.

c. The Company may at any time transfer, second, depute or assign your services to any establishment or operation of the Company or any other Group Company or any successor company whether in India or abroad. Group Company means an entity that, from time to time, directly or indirectly controls, is controlled by, or is under common control of the company, or that is a successor (including, without limitation, by change of name, dissolution, merger, consolidation, reorganization, sale or other disposition) to any such entity or its business and assets. The Group Company will be deemed to be in control of an entity if it has the power to direct or cause the direction of the management or policies of such entity, whether through the ownership of voting securities, by contract, or otherwise.

d. Where agreed by your reporting manager in writing and if permissible under applicable laws and regulations, the Company may permit you to use different titles or designations solely for external representation purposes for benefit of the company or the role. If that is the case, you agree that any such title shall not in any way deemed to operate as a modification of this letter, a change in your Position or otherwise entitle you to any additional benefits in relation to your employment.

SurePrep (India) Private Limited
4th Floor, Dhanthak Plaza, Makwana Road, Marol,
Andheri (East)
Mumbai - 400059

O +91 22- 68536853

Regd. Office: 3, 1st Floor, Abbas Manzil
12, Nadirsha Sukhia Street,
Near City Bank, Fort,
Mumbai - 400001
CIN: U72200MH2004PTC144174





3. Remuneration:

a. At the commencement of this contract effective **August 2, 2023**, your remuneration will be as set out in the attached Annexure I.

b. Monthly or periodic components of your remuneration will be paid to you in accordance with the normal payment schedule for the time being applicable to the establishment of the Company.

Such payment shall be subject to deductions of applicable taxes, and other levies, contributions, etc. as per the relevant laws and contractual terms as may be applicable and amended from time to time. Your remuneration includes any amounts or components that law or regulation requires the Company to pay you as an employee (Statutory Payments). If the law revises the rates of any Statutory Payments or imposes an additional tax burden on the Company on the payment of any component of your Salary, the Company may revise the individual components of your remuneration such that the total amount of cost incurred by the Company on account of your remuneration continues to remain the same after revising the individual components.

c. The Company may at its sole discretion from time to time review your remuneration, normally once annually. Where the Company agrees to revise your remuneration, you will be notified of it in writing. Until the Company notifies you of a revision in your remuneration, the latest written communication to you giving details of your Salary shall apply. You agree that all such revisions shall be binding on you.

d. Provident Fund Contributions - Both employee and employer are part of your Base Pay compensation and accordingly deductions on Provident Fund would be done basis the same.

4. Probation:

a. Your appointment will be on probation for a period of six months (Probation Period). You will be advised in writing upon satisfactory completion of the Probation Period. If you receive no such communication, the Probation Period will be deemed to have been extended until the Company advises you in writing of confirmation in your appointment or notifying you otherwise.

b. The Company may terminate your employment by a prior written notice of at least 1 (one) month (or payment of proportionate remuneration for any shortfall in the notice period) at any time during or at the end of the Probation Period without assigning any reason for such termination.

c. You may terminate your employment by giving the Company a prior written notice of at least 1 month at any time during the or at the end of the probation period.

5. Statutory Benefits:

a. Subject to clause 3 above, you will be eligible to statutory benefits such as provident fund and gratuity, as detailed in the Memorandum of **'Terms and Conditions of Employment'**, and under the relevant policy in force as revised and amended from time to time.

6. Leave:

a. You will be entitled for leaves, in accordance with the policies (defined below) of the Company for the time being in force. At the commencement of your employment, your leave entitlement will be as set out in the Memorandum



of **"Terms and Conditions of Employment"** (Attached Separately). Please review the enclosed documents carefully prior to signing them.

7. Information Provided by You, Reference Checks, Background Check:

a. The information and documents submitted by you before the commencement of your employment (or subsequently) (including your resume, application forms, etc.) or at anytime thereafter form the basis of, as relevant, offering employment to you and continuation of your employment.

b. You have confirmed to the Company that you neither have any freelance, advisory, partner or any similar engagement contract with any third party nor have a business set-up that may give rise to a conflict with your employment or amounts to being in competition with Company's business, except your financial investment in a partnership firm (as a dormant partner) involved in real estate activities without your involvement in running the partnership firm. You shall promptly inform the Company if any such work or business is conflicting with your employment or competes with the Company's business. If, in the reasonable opinion of the Company, such work or business you undertake gives rise to a conflict or is in competition to the Company's business, the Company may terminate your employment without further notice.

c. The Company reserves the right to make such inquiries, background or reference checks (including criminal background checks) as it considers necessary. By accepting employment: (i) you agree to the conduct of such checks including by way of engaging third party agencies to conduct such checks; and (ii) you consent to your personal details to be used for conducting such background checks (including providing them to the third party agencies solely for this purpose). The Company shall have the right, and you hereby consent to monitoring of your performance and your activities during the period of employment with the Company as the Company deems fit.

d. The commencement or continuation of your employment with the Company is contingent upon a background check and check of references satisfactory to the Company. Further, the Company shall have the right, and you hereby consent to such monitoring of your performance and your activities during the period of employment with the Company as the Company deems fit.

e. You shall submit to the Thomson Reuters Human Resource team a pre-approved document list as detailed in Annexure II to this letter of appointment and bring the appropriate documents with you on your first day of work. Failure to present this identification may result in, as relevant, a delay in the commencement date of your employment or termination of your employment.

8. Changes to the Terms and Conditions of Employment Applying to you:

a. You acknowledge that over a period of time, considering the market conditions, business environment it will be necessary for the Company to make changes or modifications to (or replacement of) the terms and conditions of employment. The Company reserves the right to make changes or modifications to (or replacement of) any of the terms and conditions of your employment as the Company acting reasonably considers necessary in the context of changes in the business environment, market practices or other circumstances. Minor changes of detail (e.g. in procedures) may be made from time to time and will be effective through a general notice to employees.

b. You will normally be given not less than 15 (fifteen) days written notice before any significant changes are made to the terms and conditions of your employment and you hereby grant your express acceptance and readiness to comply Company rules, regulations and policies in existence together with any changes or modifications thereof from time to time.



c. You are requested to acknowledge and sign the confirmation of acceptance of terms and conditions regarding compensation and benefits apart from other general employment terms as detailed in **Annexure III**.

9. Code of Conduct:

a. The Company is part of the Thomson Reuters group of companies and upholds the shared values and standards of ethics and conduct that apply generally across the Company and its Group of Companies. As an employee of Thomson Reuters or its Group Company you shall uphold the Thomson Reuters Code of Business Conduct and Ethics and any other codes that the Company may from time to time notify as applying to its employees, including any modifications, alterations, additions, deletions or replacement of any of them at its sole discretion (together, Codes; each a Code).

b. The Codes are integral to the Company and are an important source of guidance to the Company's employees as to the standards of conduct expected of each of the Company's employees. While no document could possibly cover every question or circumstance regarding your conduct and discipline as the Company's employee, the Codes provide guidance on some of the conduct issues that are critically important to us. Just as important, the Codes can help you identify when it's time to ask for guidance from your manager, a Thomson Reuters Human Resources business partner or a Thomson Reuters lawyer.

c. You may be asked for a written or signed acknowledgement for certain Codes. If so requested, please acknowledge that you have received access to and read those Codes and that you understand your obligations to comply with the Code. Regardless of whether you have provided such written or signed acceptance, you expressly agree that each of the Codes are binding on you and that it is important for you to always comply with them at all times. If you have computer access, you will likely be able to submit your acknowledgement electronically. Information will be provided to you as to how to submit your electronic acknowledgement. If you do not have computer access, you should sign a copy of the acknowledgement form at the end of the Code and return it to your local Human Resources department.

d. The Company reserves the right to terminate your employment at any time if it does not receive your acknowledged, signed copy of any of the Codes. You acknowledge that non-compliance with any of the Codes may result in disciplinary action against you, including, where the Company considers necessary under the circumstances, termination of your employment.

10. Confidential Information and Invention Assignment Agreement

Your agreement with the Company is contingent upon you entering into the attached Confidential Information and Invention Assignment Agreement (attached separately). Please review the enclosed documents carefully prior to signing them.

11. Confidentiality:

a. You acknowledge that information of a confidential nature pertaining to the Company or any other Group Company may come into your possession or become otherwise known to you in the course of your employment. Such information may include (but is not limited to) trade secrets, know-how, business processes, product information, pricing, business strategy, customer lists, supplier terms and conditions, employment practices, employee particulars, etc. All such information is called Confidential Information.

b. You will keep confidential the Confidential Information and not use it for any purpose other than the performance of your duties as an employee of the Company. You will not disclose it to any third party, except to the extent necessary for the relevant third party to know in order for you to perform your duties as an employee of the



Company, and provided you take appropriate and reasonable steps to make sure such third party understands the confidential nature of the Confidential Information and is appropriately bound by confidentiality obligations consistent with these terms or more stringent as the circumstances may warrant.

c. Confidentiality obligations set out in this clause 11 do not apply to information that the Company generally makes known to the public or otherwise comes into public domain through no fault of yours.

12. Intellectual Property Rights:

a. Your employment with the Company shall at all times be subject to your signing (and acting in a manner consistent with) an undertaking in favour of the Company vesting in the Company all intellectual property rights in the works created by you in accordance with the form attached to this letter as **Annexure IV**.

13. Termination:

a. Without limiting clause 4, the Company may at any time terminate your employment;

i. The company may at any time terminate your employment without cause by giving you prior written notice of at least **60 days** (Notice Period) or paying you amount equivalent to the proportionate Payslip Total for any shortfall in the Notice Period.

Payslip Total means the total gross monthly salary as shown on your latest salary slip provided by the Company to you (including taxable reimbursements) but excluding amounts payable upon retirement, your committed or discretionary bonus and any reimbursements;

ii. With immediate effect without any compensation by a written notice to you if:

A. You are (or the Company acting reasonably is of the view that you are) in material breach of the terms and conditions of your employment and the Code of Business Conduct and Ethics.

B. The Company, acting reasonably, is of the opinion that you have engaged in fraud, misconduct, material violations of any Policies or have been grossly negligent or reckless in your conduct;

The Company at any time discovers that any information or document submitted by you is fraudulent, materially false or incorrect, or the Company following the conduct of background or reference checks referred to in Clause 7 or otherwise receives information or becomes aware of information concerning you which the Company, acting reasonably, considers to be materially detrimental to its interests should your employment continue; or

iii. With immediate effect if for any reason you are considered no longer medically fit to perform your duties as an employee by a medical practitioner of the Company's choice or your absence from work due to medical reasons exceeds 2 (two) months in any calendar year;

iv. By a written notice at any time during or at the end of the Probation Period without assigning any reason for such termination;

v. By a written notice, where in the event your appointment is made subject to your passing your educational qualification and you do not within the time limit stipulated to you by the Company produce a certificate of passing your educational qualification to the reasonable satisfaction of the Company, and



vi. With immediate effect if you are absent from work for a period of 8 (eight) working days without the written approval of your reporting manager (including where you overstay your leave/training).

b. You may terminate your employment without cause at any time by giving the Company a prior written notice of at least **60 days** (Notice Period Days).

c. Company reserves all rights to recover the shortfall of Notice period in the event of early relieving as per the request of the employee.

d. In the event of a notice for termination or notice of resignation being served in accordance with this Letter, notwithstanding the date of effectiveness of the dismissal or resignation, the Company shall have the right, at its sole option and discretion, to place you on garden leave from the date of the notice of termination or resignation until the expiry of the notice period ("Garden Leave Period"), during which period you may be required not to come to the office, and cease to undertake work in the capacity of an employee of the Company. However, if required by the Company, you shall make yourself available for work during the Garden Leave Period, including for transition of your role and other work different from your normal duties.

You may not be engaged or employed by or take up any office or partnership in any other company, firm or business, or trade on your own account. In addition, you may not contact or attempt to contact any client, customer, supplier, agent, professional adviser, or any employee of the Company without the prior written permission of the Company. Salary and other contractual benefits shall continue to be paid during the Garden Leave Period, subject to you complying with the terms of your employment, and any other reasonable conditions that may be imposed by the Company.

14. Intimation of certain events by the employee

You agree that you will notify the Company immediately on occurrence of any of the following events:

- a. on your conviction for any offence involving fraud or dishonesty;
- b. on your conviction for any offence under legislation relating to outsourcing of financial services;
- c. on presentation of a petition for bankruptcy or order against you;
- d. on imposition of disciplinary measures or sanctions by any regulatory authority in relation to your professional or business activities; or
- e. on any order by a court disqualifying you from being associated with the management of the Company.

15. Company Policies:

a. You acknowledge and agree that during the course of your employment you will be governed by the rules, policies, guidelines, codes and internal regulations as are for the time being in force (together, "Policies"). The current Policies will be made available to you; however, you acknowledge that it is your responsibility to know and keep yourself updated of the Policies from time to time. Please get in touch with the relevant Human Resources team for assistance on where and how you may access the Policies.

b. You acknowledge that the Company continues to operate in a dynamic environment due to which it may from time to time be necessary for the Company to make changes to its Policies. You therefore acknowledge and agree that the Company may from time to time at its discretion revise, modify, add, delete or replace any of the Policies. You agree to be bound by all such changes.



16. Notice Pay Reimbursement (If applicable):

- a. Where the Company reimburses to you any amount that you have to (or have had to) pay to your previous employer in lieu of any shortfall in your termination notice period with your previous employer (Notice Pay Reimbursement), you agree that: a. You are responsible to properly account for and pay any applicable statutory taxes or levies on such payment;
- b. In the event of resigning voluntarily or getting terminated due to poor performance evaluation within one (1) year from the date of joining, the Company reserves the right to reclaim the reimbursed Notice Period Payment in full.
- c. You authorise the Company to deduct any such recovery from the amounts that the Company may be obliged to pay you at the time of settling your dues following cessation of employment.

17. Non-Solicitation:

You undertake that a period of six (6) months from the date of termination of service or expiry of services with the Company, you will not, whether directly or indirectly in any manner whatsoever, endeavour to solicit or entice away any person who is engaged with the Company, whether as an employee, consultant, adviser or in any other capacity. You also agree that in the event of your separation from the Company for whatever reason, for a period of one (1) year from the date of termination of services or expiry of services with the Company (except with the written approval of the Company), you will not solicit business in competition with the Company.

- a. You will not divulge information of the Company to any third party/client of the Company neither will you in competition offer or supply products or services, which competes directly with those products or services offered by the Company or its group companies.
- b. You will not solicit, encourage, or induce or attempt to solicit, encourage, or induce any employee, marketing agent or consultant of the Company or Group Company to terminate his/her employment, agency, or consultancy with the Company or Group Company.
- c. For a period of one (1) year from date of termination of services or expiry of services with the Company (except with the written approval of the Company) you will not be employed with or provide consultancy services directly or indirectly to a customer of the Company or to any of its group companies.
- d. You will not induce or attempt to induce any current or potential customer to terminate its relationship with the Company or Group Company not to establish a relationship with the Company or Group Company.

18. Governing Law and Jurisdiction

The terms of this letter is governed by, and shall be construed in accordance with the laws of India. Subject to Clause 19, the Company and you hereby consent to the exclusive jurisdiction and venue of courts in Mumbai for all matters arising out of or relating to this Letter.

19. Dispute Resolution

- a. If any dispute, controversy or claim of whatever nature arises out of or in connection with this Letter, including any question regarding its existence, validity or termination arising out of or in connection with this Letter then it, shall be referred upon the application of a party to arbitration, and finally settled in accordance with arbitration rules of the Mumbai Centre for International Arbitration ("MCIA Rules") in force at the relevant time.

SurePrep (India) Private Limited
4th Floor, Dhanthak Plaza, Makwana Road, Marol,
Andheri (East)
Mumbai - 400059

☎ +91 22- 68536853

Regd. Office: 3, 1st Floor, Abbas Manzil
12, Nadirsha Sukhia Street,
Near City Bank, Fort,
Mumbai - 400001
CIN: U72200MH2004PTC144174





THOMSON REUTERS

b. A sole arbitrator appointed shall be appointed in accordance with the MCIA Rules. The seat and venue of the arbitration shall be Mumbai. It is also agreed that the language of the arbitration shall be English.

20. General:

a. Headers or titles are for the sake of convenience only and do not affect the construction or interpretation of your employment contract.

b. Where you wish to give notice to the Company you must send it to the Company's office located at the place where your manager is based with a copy to Human Resource team supporting your function. You agree that where we need to give you notice, the notice may be issued to you electronically or otherwise be sent to you at any of the last known contact address that you have provided to the Company. Either you or the Company may change the contact address for notices by a prior written notice to the other.

c. If the Company does not exercise a right, it does not mean that the Company has waived its right either in that instance or any subsequent instance.

We are excited about the many ways you will have opportunities to contribute to the success of the Company and look forward to your accepting employment with us. If you have queries, please do not hesitate to get in touch with the Talent Acquisition team member with whom you have been connected with.

For SurePrep (India) Private Limited
(A Thomson Reuters Group Company)

Catriona Mackness
Senior Director, Regional HR India

ACCEPTANCE

By signing below, I accept employment with the Company on the terms and conditions set out above and further agree that (a) it contains the terms of my employment with the Company including those set out in Annexure I to this letter of appointment, and the Memoranda "Terms And Conditions Of Employment - Components of C & B" and "General Policies Governing Employment", and as described further below in this document; and (b) these terms and conditions offer supersede any and all prior understandings, offers or agreements, whether oral or written.

Signature:

Name: **Prachit Bipin Tupe**

Business Title: Trainee Software Engineer

Date:

SurePrep (India) Private Limited
4th Floor, Dhanthak Plaza, Makwana Road, Marol,
Andheri (East)
Mumbai - 400059

O +91 22- 68536853

Regd. Office: 3, 1st Floor, Abbas Manzil
12, Nadirsha Sukhia Street,
Near City Bank, Fort,
Mumbai - 400001
CIN: U72200MH2004PTC144174





BNP PARIBAS

Alex Victor

The bank
for a changing
world

Strictly Private & Confidential

Alex Victor

May 18, 2023

Dear Alex,

Employment Agreement ("Agreement")

We are pleased to make this conditional offer of employment to you with **BNP Paribas India Solutions Pvt. Ltd. ("BNPP")** in India on the terms and conditions set out in this agreement.

For the purposes of this Agreement, an "affiliate" shall include any subsidiary or holding company of BNPP.

1. Commencement Date & Location

1.1. Your employment will commence on **June 19, 2023 at Mumbai**, unless otherwise mutually agreed by you and BNPP in writing.

1.2. Your employment with BNPP will initially be subject to a probationary period of 6 months from the date of your commencement of employment with BNPP in India. You will not be considered as having successfully completed your probationary period unless and until a written confirmation is issued to you by Human Resources. For the avoidance of doubt, BNPP may extend your probationary period at its sole discretion.

2. Position

You will be employed on a full time basis as **Associate Software Engineer with Global Markets IT Department** and shall perform all duties commensurate with and appropriate to your position. Your corporate title shall be **Associate**. BNPP may amend your position, corporate title (if applicable) and/or reporting line as appropriate in the future to align your role with applicable policies, procedures or practices.

3. Remuneration

3.1 Your annual salary will be **INR 600,058** (less applicable deductions), payable over 12 months, for each complete month of service (pro-rated for any incomplete month of service), inclusive of all the following allowances and benefits:

Basic Salary	INR 180,000
House Rent Allowance	INR 90,000
Executive Allowance	INR 240,800
Leave Travel Allowance	INR 25,000
Conveyance Allowance	INR 19,200
Medical Allowance	INR 15,000
Provident Fund	INR 21,600
Gratuity Fund valued @ 4.81% of Basic Salary	INR 8,658
Total Cost to Company	INR 600,058

BNP PARIBAS INDIA SOLUTIONS PRIVATE LIMITED

CIN: U72200MH2005PTC151511

Regd. Office: Block B3, 9th Floor, Nircon Knowledge Park, Village Puhadi, Goregaon (E), Mumbai 400 063, INDIA. Tel: +91 22 6521 4000

Email: hrp.lndia@asia.bnpparibas.com Website Address: <https://indiasolutions.bnpparibas.com>

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3.2 Your salary and benefits will be subject to applicable taxes which will be withheld by BNPP from your salary or bonus payment.

3.3 Any remuneration which you receive from BNPP shall be inclusive of any fees, expenses or other remuneration which you may be entitled to receive in relation to any office or directorship you may be required to perform in connection with your employment and includes consideration for all covenants made by you under this Agreement (including without limitation the covenants and restrictions set out in clauses 9 and 10).

3.4 You will receive provident fund and related benefits in accordance with [the provisions of the Employees' Provident Fund & Miscellaneous Provisions Act 1952 (as amended from time to time)].

3.5 You will be entitled to gratuity benefit in accordance with the Payment of Gratuity Act 1972 (as amended from time to time).

3.6 You will be entitled to employee state insurance coverage in accordance with the Employees State Insurance (Central Rules) 1950 (as amended from time to time).

4. Discretionary Bonus

4.1 You may be eligible to receive a discretionary bonus in respect of a given performance year, based on BNPP's results, your individual performance and conduct, and such other factors as BNPP may consider relevant. Provided you are eligible to be considered for a discretionary bonus award, the terms, conditions, nature and amount of such discretionary bonus award (if any) will be determined at the absolute discretion of BNPP. BNPP reserves the right to defer all or part of any discretionary bonus award granted to you in accordance with the applicable bonus deferral arrangement in force from time to time, and to impose such reasonable conditions as BNPP considers appropriate; any such discretionary bonus awarded will be subject to the terms of any Group incentive or deferral plan in respect of variable compensation for the relevant performance year.

4.2 If you are eligible to receive a statutory bonus pursuant to the Payment of Bonus Act 1965 (as amended from time to time), any discretionary bonus which may be awarded to you shall take into account any statutory bonus payable to you.

4.3 Any bonus awarded will only be paid to you if (i) you are employed by BNPP on the payment date; and (ii) you have not given or received notice to terminate your employment, or otherwise ceased your employment with BNPP, prior to the payment date.

4.4 You acknowledge and agree that you do not have a contractual right to receive a bonus annually and any discretionary bonus award is at the absolute discretion of BNPP, except for statutory bonus if applicable to you in accordance with the Payment of Bonus Act 1965 (as amended from time to time). The payment of any discretionary bonus in respect of any year, and the amount of such discretionary bonus if paid, shall not give rise to any expectation of the payment or amount of any bonus in any future year of employment. Other than as set out in this Agreement, you acknowledge that no representation, assurance or guarantee has been provided by or on behalf of BNPP with respect to the payment of any discretionary bonus and you also acknowledge that you may receive a nil bonus.

5. Relocation Benefits

In the event you give or receive notice to terminate your employment, or otherwise cease your employment with BNPP (except for reason due to redundancy, disability or death), within the first 12 months of your employment, you will be required to repay to BNPP the full gross amount of the relocation benefits availed by you.



6. Staff Benefits

In addition to the salary and benefits set out in clause 3 above, you will be eligible to enjoy staff benefits in accordance with applicable laws and BNPP's policies (where applicable) in force from time to time, including the following:

- (a) Insurance coverage under BNPP's medical and other applicable insurance schemes; and
- (b) Annual leave, sick leave, and other types of leave in accordance with applicable laws and prevailing policies of BNPP.

For details, please refer to the relevant policies and procedures of BNPP.

7. Place of Work

Your place of employment will be at our office location as mentioned in clause 1.1 or such other location within India as BNPP may require from time to time. During the course of your employment with BNPP, you may be required to work in any current or future divisions or departments of BNPP or its affiliates as BNPP may decide at its discretion. You may also be required to travel within India or overseas as BNPP may request from time to time.

8. Hours of Work

Your core working hours are from 9:30 a.m. to 6:00 p.m., Monday to Friday including half an hour lunch break. Your normal rest day will be Sunday (or such other day scheduled as a rest day). Saturday will normally be a contractual day off (unless an alternative contractual day off is scheduled). You acknowledge and agree that you are expected to devote sufficient time to perform your duties efficiently, which may require you to attend the office, or be available to perform your duties, outside of your core working hours.

9. Confidentiality Obligations

- 9.1 At any time during your employment with BNPP and after termination of your employment with BNPP, you must not, without the prior written consent of BNPP, disclose or make use of any confidential information (as defined below) relating or belonging to BNPP or any of its affiliates, or their customers or clients.

"Confidential information" means details of customers and their requirements, details of suppliers and their terms of business, the prices charged to and terms of business with customers, marketing plans and sales forecasts, financial information, results and forecasts (save to the extent that these are included in published audited accounts), any proposals relating to the acquisition or disposal of a company or business or any part thereof or to any proposed expansion or contraction of activities, details of employees and officers and of the remuneration and other benefits paid to them, information relating to research activities, formulae and product lines, know-how, any information which you are told is confidential and any information which has been given to BNPP or any of its affiliates in confidence by customers, suppliers or other persons.

- 9.2 All notes, memoranda, records, lists of customers and suppliers and employees, correspondence, documents, computer and other discs and tapes, data listings, codes, designs and drawings and other documents and material whatsoever (whether made or created by you or otherwise) relating to the business of BNPP or any of its affiliates, and any copies of the same:

- (a) Shall be and remain the property of BNPP or the relevant affiliate; and
- (b) Shall be returned to BNPP or the relevant affiliate on demand and in any event upon termination of your employment.



- 9.3 All developments, productions, written work, inventions and improvements of inventions, whether patentable or not, made by you or to which you would have contributed in the course of your employment, and all industrial and intellectual property rights and copyrights made by you or to which you would have contributed in the course of your employment shall be and remain the exclusive property of BNPP or the relevant affiliate, and to the extent necessary you assign any potential rights relating thereto to BNPP. This includes without limitation all research and research products, "know-how" developed in whatever form and systems developments.

10. Restrictive Covenants

- 10.1 During your employment with BNPP and for a period of 6 months after the termination of your employment with BNPP, you must not, without the prior written consent of BNPP, directly or indirectly and whether on your own behalf or in conjunction with or on behalf of any other person:
- (a) solicit, engage, or otherwise endeavour to entice away any employees or agents of BNPP or any of its affiliates, or induce or persuade any such persons to cease working for, or representing, or doing business with BNPP or any of its affiliates;
 - (b) canvass, solicit, contact or approach any BNPP's or any of its affiliates' clients, customers, suppliers or agents with whom or which you had dealings in the course of your employment with BNPP during the period of 12 months immediately preceding the date of termination of your employment, or have any business dealings with any such clients, customers, suppliers or agents.
- 10.2 You agree that the restrictions contained in clause 10.1 above are reasonable and necessary for the protection of the legitimate interests of BNPP and its affiliates; however, in the event that any such restrictions are held to be void but would be valid if part of their wording were deleted or the period of application reduced or the geographical scope narrowed, such restriction shall apply with such modification as may be necessary to make it valid or effective.
- 10.3 If you receive an offer to be involved in another business in any capacity during your employment or prior to the expiry of the last of the restrictive covenants above, you must provide the person or entity making the offer a copy of clause 10 (but no other part of this Agreement) and you must inform BNPP the identity of that person or entity as soon as possible after accepting the offer.
- 10.4 The restrictions set out in clause 10 shall remain in full force and effect and survive the termination of this Agreement for any reason whatsoever.
- 10.5 You acknowledge that damages will be inadequate compensation for breach of any of the restrictive covenants contained in clause 10 and, subject to a court's discretion, BNPP may (for itself or on behalf of any affiliates of BNPP) restrain, by injunction, equitable relief or similar remedy, any conduct or threatened conduct by you which is or will be a breach of clause 10.

11. Termination

- 11.1 During your probation period, either you or BNPP may terminate this Agreement at any time by giving 30 days prior written notice to the other party. After successful completion of your probation period, either you or BNPP may terminate this Agreement at any time by giving 90 days prior written notice to the other party. BNPP may provide you with a payment in lieu of all or part of the applicable notice period. Under certain exceptional circumstances, BNPP may consider shortening the notice period for you. For the avoidance of doubt, without such express agreement from BNPP, your notice period will remain unchanged. BNPP may also deduct any amount (including but not limited to any outstanding payment in lieu of notice) which you owe to BNPP or any of its affiliates from any amounts which may be payable to you in connection with the termination of your employment, to the extent permitted under applicable laws and in accordance with applicable policies of BNPP.



11.2 The contractual and normal age of retirement is 60. Upon reaching the age of 60, you will be required to retire from your employment with BNPP.

11.3 Nothing in this Agreement shall otherwise limit either party's right to terminate this Agreement with or without notice in accordance with applicable laws and prevailing policies of BNPP.

12. Garden Leave/Administrative Leave

BNPP reserves the right to require you not to attend its premises and/or not to undertake all or any of your duties of employment during any period of notice of termination or at any other time during the period of your employment with BNPP. During any such period, all your express and implied duties under this Agreement (including without limitation your obligations of good faith, loyalty and fidelity to BNPP) shall continue to apply.

13. Other Conditions

13.1 You acknowledge and agree that during your employment with BNPP:

- (a) You must serve BNPP faithfully and diligently to the best of your abilities, and exercise reasonable care and skill in the performance of your duties as assigned to you by BNPP from time to time, whether during or outside the BNPP's normal business hours, at such places as BNPP requires and for BNPP or any affiliates of BNPP as required by BNPP;
- (b) You must act in BNPP's best interests and use all reasonable efforts to promote the interests of BNPP;
- (c) You must comply with all directions of BNPP from time to time and report to the person(s) nominated by BNPP from time to time;
- (d) You must comply with all legal, regulatory and mandatory obligations applicable to your position and the duties assigned to you; and
- (e) You must inform BNPP immediately if you become aware of or suspect any unlawful act or omission by any employee, contractor or officer of BNPP.

13.2 You further acknowledge and agree that during your employment with BNPP:

- (a) You must provide services exclusively to BNPP and, save with the prior written consent of BNPP, you must not be directly or indirectly employed, engaged, concerned or interested in any other occupation, business or trade; and
- (b) You must not act in conflict with BNPP's best interests or your obligations to BNPP. If you become aware of any actual or potential conflict of interest, you must immediately disclose such conflict of interest to BNPP.

13.3 You acknowledge and agree that you shall be wholly and solely responsible for fulfilling all your tax obligations, including without limitation declaration and payment of all taxes arising from your professional and personal income, wherever and whenever they arise.

13.4 You will keep the existence and terms of this Agreement in strictest confidence and will not disclose this Agreement or its terms to anyone other than your spouse, lawyer or accountant without the prior written consent of BNPP.



13.5 BNPP reserves the right to vary any terms and conditions of your employment from time to time, to the extent permitted under applicable laws. You are required to comply with the Code of Conduct, compliance policies, and any other policies, procedures and guidelines as issued and/or amended by BNPP from time to time. Application of such policies, procedures and guidelines is at BNPP's discretion and is not a contractual entitlement unless otherwise specifically stated in the relevant documents. BNPP reserves the right to change, amend, supplement, withdraw or discontinue its policies, procedures and guidelines at its discretion in accordance with applicable laws. You are responsible for keeping yourself up-to-date with the latest version of these policies, procedures and guidelines. For the avoidance of doubt, this Agreement shall prevail over any of those documents to the extent of any inconsistency.

14. Data Privacy

You consent to BNPP and any of its affiliates holding and processing the data it collects in relation to you in the course of your employment, for the purpose of BNPP's administration and management of its employees and its business and for compliance with applicable laws, regulations and procedures, and to the transfer, storage and processing of such data in and outside India.

Please refer to BNPP's General Policy on Employee Personal Data Protection and Employee Personal Data Protection Notice for further details relating to data privacy.

15. Third Party Rights

No one other than a party to this Agreement shall have any right to enforce any of its terms.

16. Entire Agreement

This Agreement constitutes the entire agreement between you and BNPP, and shall supersede any prior written or oral agreement or understanding between you and BNPP in relation to the matters dealt with herein. You acknowledge and agree that you are not entering into this Agreement in reliance on any representation, warranty or undertaking not expressly set out in this Agreement. No variations to the terms of this Agreement will be valid unless they are authorized in writing by BNPP.

17. Governing Law and Jurisdiction

This Agreement and all aspects of your employment shall be governed by and construed in accordance with the laws of India. In the event of any dispute, the matter shall be resolved in India and the employee shall submit to the exclusive jurisdiction of the courts of location as mentioned in clause 1.1.

This offer is conditional upon the following terms and may be withdrawn or rescinded without liability on the part of BNPP should any or all of them not be satisfied.

- BNPP receives satisfactory employment references about you and you have all the qualifications and prior work experience stated at interview and/or provided during your recruitment/employment screening process;
- You successfully complete employment screening to the satisfaction of BNPP, including without limitation credit history check, criminal record check, and information provided by you during the employment screening process. In the event any matter is identified pursuant to such background checks which requires the consent of any regulatory authority, the offer is also subject to such consent;
- You obtain, where applicable, all necessary registration(s) and/or licence(s) with the relevant regulatory authorities in India within 3 months of your commencement of employment;



BNP PARIBAS

Alex Victor

**The bank
for a changing
world**

- You will not be in breach of any contractual obligation from any previous employer and are available to commence employment with BNPP on or before the commencement date mentioned in clause 1.1 without being subject to any restrictions from any previous employers;
- You duly present a valid India Identity Card, and where applicable, the necessary work visa or permit and/or other relevant document(s) enabling you to commence employment with BNPP in India on or before the commencement date mentioned in clause 1.1; and
- Your agreement to abide by the prescribed policies, procedures and guidelines of BNPP, as notified to you from time to time.

Please signify your agreement to the above by signing and returning the enclosed copy of this letter. This offer will be valid for 7 days from the date of receipt of this letter and will lapse if you have not returned an original signed copy of this letter to us on or before such expiry date.

Please report to Human Resources, at the office location mentioned in clause 1.1 at 9:30 a.m. on your start date.

We look forward to welcoming you as a member of BNPP.

Yours sincerely,
For and on behalf of
BNP Paribas India Solutions Pvt. Ltd.



I have read and agree to the terms and conditions of this Agreement.



.....
Alex Victor

Letter of Employment & Next Steps

Dear Vaibhavi,

Congratulations! We are pleased to offer you the position of **Engineer** with us with an anticipated start date of **August 14, 2023**

Please find attached our offer of employment ("Employment Offer").

This offer of employment is a conditional offer ("Employment Offer") and shall come into effect upon your unconditional acceptance of the Employment Offer. This Employment Offer, and your employment with us, shall be subject to and governed by the terms and conditions of our employment contract attached to this email.

Please make sure to read these terms and conditions carefully before accepting our Employment Offer.

To confirm your full acceptance of the terms and conditions of this Employment Offer, kindly send an email to **Reecha Mahajan** at

Reecha.Mahajan@mmc.com stating the following –

"I have read through the terms and conditions of your Employment Offer and the employment contract. I accept your Employment Offer and agree to comply with all the conditions prerequisite to start my employment such as providing the necessary documents and reference checks."

We look forward to welcoming you aboard!

Regards

Talent Acquisition Team

India Human Resources Team

15 May 2023

To MONISH

Subject: Offer letter for the position of Product Support engineer

Pursuant to your application for employment at Webklipper Technologies Pvt. Ltd. (the "Company" or "Webklipper") and our subsequent discussions, we would be happy to offer you the position of Product Support engineer at Webklipper Technologies Pvt. Ltd to work on our flagship product WebEngage, subject to the following terms and conditions:

1. A detailed brief on KRAs and scope of work will be given to you on joining as part of an employment agreement provided to, and to be signed by you.
2. Your CTC is INR 4,50,000 per annum as the Fixed Component
3. The above number is the total cost to the company and all necessary taxes will be deducted at source as per statutory requirements. You will be covered under the Provident Fund Scheme, and the employee contribution to the provident fund shall be met out of the above said salary.
4. You will be expected to join the Office on or before **29 May 2023**.
5. You will be governed by the Company's Employee Handbook, the company's internal policies, and a Non-Disclosure Agreement. Any and all other company policies, as may be enacted/notified from time to time, will be applicable to you.
6. An employment agreement containing detailed terms and conditions (including bonuses, increments, allowances, leaves, Intellectual Property rights, confidentiality, non-compete etc.) along with the Employee Handbook will be issued to you on your joining. You will be required to provide us with a signed and executed copy of your employment agreement within a period of 2 (two) weeks of your receipt of the same from us.
7. Please confirm your acceptance of this offer by emailing a signed copy of this offer letter within the next two working days, failing which this offer will automatically stand withdrawn.
8. You are requested to carry the following documents in original at the time of joining for verification and a copy of the same for submission. Additionally, the Company may also conduct an independent background verification, if it so deems fit. *In case of false information provided by the employee, the employee shall be liable to be dismissed from employment at any time during the period of probation or after confirmation without any notice or compensation.*
 - Passport size Photograph for your Access card - this will be used for the building and office Entry/Exit.
 - Your PAN card.
 - Your relieving letter from Previous organization.
 - Your last Income Tax Return/Pay Slip from your previous employer.
 - Educational certificates received from the 10th grade onwards.
 - Your ID proof like Aadhaar Card/Passport/Voter's ID card (i.e., which reflects your residential address).
9. Your employment with the Company shall, at all times, be subject to the verification to be conducted by the Company. If at any time, the Company becomes aware of any material information which was not disclosed by you but which could have a material negative impact on your employability, or of any misrepresentation carried out by you, the Company shall have the right to terminate your employment with immediate effect, without any notice or other obligation thereof.
10. You shall maintain total confidentiality of all processes and know - how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, all business-related

information/documents/files etc.to which you have access directly or indirectly, and the existence of this offer letter and the terms and conditions contained herein.

11. Your full-time appointment at Webclipper will be subject to confirmation of the above, and your subsequent acceptance of the employment letter provided to you at the time of joining. We would like to take this opportunity to welcome you to Webclipper and wish you a long and rewarding career with us.

Yours sincerely,
For Webclipper Technologies Pvt. Ltd.
Mili Panicker, AVP - HR

Mili Panicker
Mili Panicker (May 17, 2023 2:28:00+5:30)

Mili Panicker
Signed: Mili Panicker (May 17, 2023 2:28:11 GMT+5:30)

Dated: May 17, 2023

Name	MOMISH	Designation	Product Support engineer
Location	Mumbai	Department	Customer Success - Support
Fixed Salary	4,50,000		
Total CTC	4,50,000		
Total CTC			
Fixed Salary		Salary per month	Annual Salary
Taxable Fixed			
Basic Pay		18,750	2,25,000
HRA		9,375	1,12,500
Others		8,525	78,300
Medical		1,250	15,000
Conveyance		1,600	19,200
Total Taxable Fixed		37,500	4,50,000
Non Taxable Fixed*			
Petrol Allowance		0	
Internet Allowance		0	
Mobile Allowance		0	
Total Non Taxable Fixed		0	0
Gross Total Fixed Salary		37,500	4,50,000
Deductions			
PT		200	2,500
*Employee PF		1,800	21,600
Total Deductions		2,000	24,100
Take Home Salary		35,500	4,25,900
Total Cost to Company			
Additional Benefits			
Employer PF	This is directly added to your PF account every month	1,800	21,600
Gratuity as per Gratuity Act			
Family Medical Coverage up to INR 5,00,000/- amount covered will be as per marital status (covers spouse and up to two children, if married)			

* All amounts above are pre-tax amounts and will be taxable in accordance with the taxation laws in India. All allowances will be paid in accordance with applicable taxation laws.

***Nontaxable salary** - Upon submission of relevant bills, the above said non taxable allowance will be paid along with your monthly salary, if the same are not submitted, the said amount will be withheld and will be carried forward and at the end of the financial year, tax computation will be carried out and the amount will be credited to your salary account. If you do not wish to opt for the same, please confirm with your recruiter.

* **PT** - It's a state tax, applicable to selective states in India. Total sum is INR 2500/- as per govt. norms, monthly INR 200/- and in February INR 300/- is deducted in lieu of the same.

* **PF** - PF is deducted at 12% of Basic salary or INR 15,000/- whichever is lower. PF deduction cannot be removed completely however employees are allowed to opt for voluntary PF contribution as per their will.

***Increments and Promotions** - Your growth and increase in salary will depend solely on your performance and contribution to WebEngage. Salary increment will be as per eligibility criteria which is completion of one year at WebEngage. The appraisal cycles run twice a year Mar/Apr and Sept/Oct you will be part of any one cycle which falls closer to your completion of one year at WebEngage. Salaries are paid on a monthly basis on the first working day of the following month, by direct transfer to your bank account in accordance with WebEngage's payroll procedures.



Team Effort



Founder's Mindset



Diversity & Inclusion



Customer is King



Learning Never Stops



Deliver Par Excellence



Cutting edge tools (Macbook for engagers)



Medical Cover



Yearly Time off (Org wide - Offsite)



Work life balance with flexi work arrangements



Employee Wellness Initiatives



Menstrual WFH policy





Date: November 10, 2022

Ref: LTI/HR/EN3/Campus/2023

Name: Snedan Dabre Sanjao

College: St. Francis Institute of Technology (SFIT)

LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE

Dear Snedan Dabre Sanjao,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer '**Annexure 1**') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 30000 pm**.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in '**Annexure-1**'. Your appointment is in accordance with the Apprentices Act, 1961.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer '**Annexure-2**')
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.ltinfortech.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled.

Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.

8. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with LTI will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:
 - Failing to meet the qualification criteria during the Training Program assessments
 - Unauthorized absence during the Training Program
 - Integrity and other disciplinary expectations
9. All Annexures appended herewith shall form an integral part of this letter.
10. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
11. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in 'Annexure-3'.
14. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For LTI Ltd.



Thiagu Dharmalingam
Senior Manager - Talent Acquisition

I have read the letter and accept the same.

Signature and Date

ANNEXURE-1

Eligibility Criteria for Engineering - Year 2023 Batch		
Qualification:	B.E./B.Tech.	M.E./M.Tech/MCA/M.Sc
Branches:	All Branches	M.E./M.Tech(All branches) MCA, M.Sc (five-year integrated CS/IT)
Age Criteria: As on 1st July of Passing year (2023)	Less than 24 years	Less than 26 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma which should not be more than 2 years. No Year drop allowed.	
SSC, HSC Percentages/CGPA:	60% & Above OR Equivalent CGPA	
Diploma/Graduation Percentage/CGPA :	NOTE: <ul style="list-style-type: none"> • SSC /HSC should have cleared in FIRST ATTEMPT only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For Diploma Holders, <u>final semester</u> should have cleared in FIRST ATTEMPT only. • For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration. 	
	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA	
	<ul style="list-style-type: none"> • For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered • Aggregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results 	
	<ul style="list-style-type: none"> • Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule) • Conversion from CGPA into Percentage must be calculated as per your respective University norms • Provisional/Passing Certificate must state First Class 	
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation, Post Graduation)	<ul style="list-style-type: none"> • No active/live backlogs allowed at the time of the interview process • All backlogs (if any) must be cleared <u>with the final semester exams</u> • All final semester subjects <u>must be attempted and cleared in the First Attempt.</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) • Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. • This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. • Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear. 	
Nature of Course:	All Full Time courses Only	
Year of Passing:	(2023) SUMMER Pass outs Only	
Citizenship:	Resident Indian Citizens Only	
Your College/Institution MUST be:	UGC / AICTE / State Board Approved ONLY	
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence	
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at the time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS	
Training phase:	The period of training (classroom/virtual) and the subsequent technology & communication tracks assigned for training are purely subjected to the business requirements. Non-performance during technical & communication trainings/on the job phase is subjected to separation from the organization	
Flexibility:	Should be flexible to work in any technology/work-shift/domain and work from any development center/partner premise/customer location as per business needs	
Cooling Period:	Should NOT have appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.(If found so, LTI may take immediate action and cancel the candidature at ANY stage)	
Eligibility for Maternity Leave:	As per the Maternity Benefit Act, 1961, employee would be entitled for maternity leave if she has worked for a minimum of 80 days in the organization in the twelve months immediately preceding the date of her expected date of delivery.	

Self-Declaration:

1. You should meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. LTI may take immediate action at any time during or after the Interview/Selection/Joining if found hiding any information/involved in any sort of malpractices/producing incorrect information or not meeting all the criteria mentioned above.
3. This recruitment process is completely free of cost.

Candidate Signature: _____

Name: _____

Institute Name: _____

Mobile No: _____

ANNEXURE-2

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the Graduate Engineer Trainee Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

Attested copies of the following are required:

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

ANNEXURE-3

Name : Snedan Dabre Sanjao			Date : November 10, 2022		
Salary Grade : P1					
Components	INR. (p.a.)	INR. (p.m.)			
Basic	180000	15000			
Bouquet of Benefits	264180	22015			
Bonus	21000	1750			
Base Salary (p.a.)	465180	38765			
Annual Incentive	0				
Total Variable (p.a.)	0				
TTC(p.a.)	465180				
PF	21600	1800			
Gratuity	8658	722			
Mediclaime Premium(p.a)	12929	1077			
Retirals & Other Benefits(p.a)	43187	3598			
Cost to Company (CTC)	508367	42363			
Medical Insurance Premium:					
The Group Mediclaime Policy of Company covers Employee, Spouse & upto 3 dependent children (below 25 yrs of age). Coverage limits are as per company policy.					
You would also be eligible to be covered under the Voluntary Group Term Life and Group Accident Insurance policy as per the company policy.					
Notes:					
1)Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.					
2)Bouquet of Benefits* /Flexi Pay consists of Flexi-components which may include HRA,Conveyance,LTA,MealAllowance and Adhoc allowance.					
3)H.R.A. will be deducted for accommodation (if any) provided by the Company.					
4)The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.					
5)Gratuity payment shall be as per "Payment of Gratuity Act, 1972".					
6)Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.					
- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.					
- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.					



PRIVATE AND CONFIDENTIAL

July 17, 2023

Kevin Gabriel Parmar
Mumbai

Dear Kevin,

Congratulations!

Thank you for your interest in associating with our organisation. We are pleased to confirm your employment with SurePrep (India) Private Limited, Thomson Reuters Group Company for the **Trainee Software Engineer** role.

We are delighted to set out below the terms and conditions of your employment with the Thomson Reuters Group Company, SurePrep (India) Private Limited whose name appears on this letterhead SurePrep (India) Private Limited.

1. Commencement Date:

The date of commencement of this employment contract is **August 2, 2023**.

2. Initial position, work description, Title Use and Work Base:

a. Your work base at commencement of your employment will be **Mumbai**. Your reporting line, objectives, hours of work and other relevant details relating to the Position will be notified to you in due course. You will accept and abide by all lawful and reasonable instructions issued by any of your managers/ superiors. This may from time to time be revised by a written notice to you.

b. The Company reserves the right to redesignate or revise your Position or work description at any time by a written notice to you.

c. The Company may at any time transfer, second, depute or assign your services to any establishment or operation of the Company or any other Group Company or any successor company whether in India or abroad. Group Company means an entity that, from time to time, directly or indirectly controls, is controlled by, or is under common control of the company, or that is a successor (including, without limitation, by change of name, dissolution, merger, consolidation, reorganization, sale or other disposition) to any such entity or its business and assets. The Group Company will be deemed to be in control of an entity if it has the power to direct or cause the direction of the management or policies of such entity, whether through the ownership of voting securities, by contract, or otherwise.

d. Where agreed by your reporting manager in writing and if permissible under applicable laws and regulations, the Company may permit you to use different titles or designations solely for external representation purposes for benefit of the company or the role. If that is the case, you agree that any such title shall not in any way deemed to operate as a modification of this letter, a change in your Position or otherwise entitle you to any additional benefits in relation to your employment.



3. Remuneration:

a. At the commencement of this contract effective **August 2, 2023**, your remuneration will be as set out in the attached Annexure I.

b. Monthly or periodic components of your remuneration will be paid to you in accordance with the normal payment schedule for the time being applicable to the establishment of the Company.

Such payment shall be subject to deductions of applicable taxes, and other levies; contributions, etc. as per the relevant laws and contractual terms as may be applicable and amended from time to time. Your remuneration includes any amounts or components that law, or regulation requires the Company to pay you as an employee (Statutory Payments). If the law revises the rates of any Statutory Payments or imposes an additional tax burden on the Company on the payment of any component of your Salary, the Company may revise the individual components of your remuneration such that the total amount of cost incurred by the Company on account of your remuneration continues to remain the same after revising the individual components.

c. The Company may at its sole discretion from time to time review your remuneration, normally once annually. Where the Company agrees to revise your remuneration, you will be notified of it in writing. Until the Company notifies you of a revision in your remuneration, the latest written communication to you giving details of your Salary shall apply. You agree that all such revisions shall be binding on you.

d. Provident Fund Contributions - Both employee and employer are part of your Base Pay compensation and accordingly deductions on Provident Fund would be done basis the same.

4. Probation:

a. Your appointment will be on probation for a period of six months (Probation Period). You will be advised in writing upon satisfactory completion of the Probation Period. If you receive no such communication, the Probation Period will be deemed to have been extended until the Company advises you in writing of confirmation in your appointment or notifying you otherwise.

b. The Company may terminate your employment by a prior written notice of at least 1 (one) month (or payment of proportionate remuneration for any shortfall in the notice period) at any time during or at the end of the Probation Period without assigning any reason for such termination.

c. You may terminate your employment by giving the Company a prior written notice of at least 1 month at any time during the or at the end of the probation period.

5. Statutory Benefits:

a. Subject to clause 3 above, you will be eligible to statutory benefits such as provident fund and gratuity, as detailed in the Memorandum of **"Terms and Conditions of Employment"**, and under the relevant policy in force as revised and amended from time to time.

6. Leave:

a. You will be entitled for leaves, in accordance with the policies (defined below) of the Company for the time being in force. At the commencement of your employment, your leave entitlement will be as set out in the Memorandum



of **"Terms and Conditions of Employment"** (Attached Separately). Please review the enclosed documents carefully prior to signing them.

7. Information Provided by You, Reference Checks, Background Check:

a. The information and documents submitted by you before the commencement of your employment (or subsequently) (including your resume, application forms, etc.) or at anytime thereafter form the basis of, as relevant, offering employment to you and continuation of your employment.

b. You have confirmed to the Company that you neither have any freelance, advisory, partner or any similar engagement contract with any third party nor have a business set-up that may give rise to a conflict with your employment or amounts to being in competition with Company's business, except your financial investment in a partnership firm (as a dormant partner) involved in real estate activities without your involvement in running the partnership firm. You shall promptly inform the Company if any such work or business is conflicting with your employment or competes with the Company's business. If, in the reasonable opinion of the Company, such work or business you undertake gives rise to a conflict or is in competition to the Company's business, the Company may terminate your employment without further notice.

c. The Company reserves the right to make such inquiries, background or reference checks (including criminal background checks) as it considers necessary. By accepting employment: (i) you agree to the conduct of such checks including by way of engaging third party agencies to conduct such checks; and (ii) you consent to your personal details to be used for conducting such background checks (including providing them to the third party agencies solely for this purpose). The Company shall have the right, and you hereby consent to monitoring of your performance and your activities during the period of employment with the Company as the Company deems fit.

d. The commencement or continuation of your employment with the Company is contingent upon a background check and check of references satisfactory to the Company. Further, the Company shall have the right, and you hereby consent to such monitoring of your performance and your activities during the period of employment with the Company as the Company deems fit.

e. You shall submit to the Thomson Reuters Human Resource team a pre-approved document list as detailed in Annexure II to this letter of appointment and bring the appropriate documents with you on your first day of work. Failure to present this identification may result in, as relevant, a delay in the commencement date of your employment or termination of your employment.

8. Changes to the Terms and Conditions of Employment Applying to you:

a. You acknowledge that over a period of time, considering the market conditions, business environment it will be necessary for the Company to make changes or modifications to (or replacement of) the terms and conditions of employment. The Company reserves the right to make changes or modifications to (or replacement of) any of the terms and conditions of your employment as the Company acting reasonably considers necessary in the context of changes in the business environment, market practices or other circumstances. Minor changes of detail (e.g. in procedures) may be made from time to time and will be effective through a general notice to employees.

b. You will normally be given not less than 15 (fifteen) days written notice before any significant changes are made to the terms and conditions of your employment and you hereby grant your express acceptance and readiness to comply Company rules, regulations and policies in existence together with any changes or modifications thereof from time to time.



c. You are requested to acknowledge and sign the confirmation of acceptance of terms and conditions regarding compensation and benefits apart from other general employment terms as detailed in **Annexure III**.

9. Code of Conduct:

a. The Company is part of the Thomson Reuters group of companies and upholds the shared values and standards of ethics and conduct that apply generally across the Company and its Group of Companies. As an employee of Thomson Reuters or its Group Company you shall uphold the Thomson Reuters Code of Business Conduct and Ethics and any other codes that the Company may from time to time notify as applying to its employees, including any modifications, alterations, additions, deletions or replacement of any of them at its sole discretion (together, Codes; each a Code).

b. The Codes are integral to the Company and are an important source of guidance to the Company's employees as to the standards of conduct expected of each of the Company's employees. While no document could possibly cover every question or circumstance regarding your conduct and discipline as the Company's employee, the Codes provide guidance on some of the conduct issues that are critically important to us. Just as important, the Codes can help you identify when it's time to ask for guidance from your manager, a Thomson Reuters Human Resources business partner or a Thomson Reuters lawyer.

c. You may be asked for a written or signed acknowledgement for certain Codes. If so requested, please acknowledge that you have received access to and read those Codes and that you understand your obligations to comply with the Code. Regardless of whether you have provided such written or signed acceptance, you expressly agree that each of the Codes are binding on you and that it is important for you to always comply with them at all times. If you have computer access, you will likely be able to submit your acknowledgement electronically. Information will be provided to you as to how to submit your electronic acknowledgement. If you do not have computer access, you should sign a copy of the acknowledgement form at the end of the Code and return it to your local Human Resources department.

d. The Company reserves the right to terminate your employment at any time if it does not receive your acknowledged, signed copy of any of the Codes. You acknowledge that non-compliance with any of the Codes may result in disciplinary action against you, including, where the Company considers necessary under the circumstances, termination of your employment.

10. Confidential Information and Invention Assignment Agreement

Your agreement with the Company is contingent upon you entering into the attached Confidential Information and Invention Assignment Agreement (attached separately). Please review the enclosed documents carefully prior to signing them.

11. Confidentiality:

a. You acknowledge that information of a confidential nature pertaining to the Company or any other Group Company may come into your possession or become otherwise known to you in the course of your employment. Such information may include (but is not limited to) trade secrets, know-how, business processes, product information, pricing, business strategy, customer lists, supplier terms and conditions, employment practices, employee particulars, etc. All such information is called Confidential Information.

b. You will keep confidential the Confidential Information and not use it for any purpose other than the performance of your duties as an employee of the Company. You will not disclose it to any third party, except to the extent necessary for the relevant third party to know in order for you to perform your duties as an employee of the



Company, and provided you take appropriate and reasonable steps to make sure such third party understands the confidential nature of the Confidential Information and is appropriately bound by confidentiality obligations consistent with these terms or more stringent as the circumstances may warrant.

c. Confidentiality obligations set out in this clause 11 do not apply to information that the Company generally makes known to the public or otherwise comes into public domain through no fault of yours.

12. Intellectual Property Rights:

a. Your employment with the Company shall at all times be subject to your signing (and acting in a manner consistent with) an undertaking in favour of the Company vesting in the Company all intellectual property rights in the works created by you in accordance with the form attached to this letter as **Annexure IV**.

13. Termination:

a. Without limiting clause 4, the Company may at any time terminate your employment:

i. The company may at any time terminate your employment without cause by giving you prior written notice of at least **60 days** (Notice Period) or paying you amount equivalent to the proportionate Payslip Total for any shortfall in the Notice Period.

Payslip Total means the total gross monthly salary as shown on your latest salary slip provided by the Company to you (including taxable reimbursements) but excluding amounts payable upon retirement, your committed or discretionary bonus and any reimbursements:

ii. With immediate effect without any compensation by a written notice to you if:

A. You are (or the Company acting reasonably is of the view that you are) in material breach of the terms and conditions of your employment and the Code of Business Conduct and Ethics.

B. The Company, acting reasonably, is of the opinion that you have engaged in fraud, misconduct, material violations of any Policies or have been grossly negligent or reckless in your conduct;

The Company at any time discovers that any information or document submitted by you is fraudulent, materially false or incorrect; or the Company following the conduct of background or reference checks referred to in Clause 7 or otherwise receives information or becomes aware of information concerning you which the Company, acting reasonably, considers to be materially detrimental to its interests should your employment continue; or

iii. With immediate effect if for any reason you are considered no longer medically fit to perform your duties as an employee by a medical practitioner of the Company's choice or your absence from work due to medical reasons exceeds 2 (two) months in any calendar year;

iv. By a written notice at any time during or at the end of the Probation Period without assigning any reason for such termination;

v. By a written notice, where in the event your appointment is made subject to your passing your educational qualification and you do not within the time limit stipulated to you by the Company produce a certificate of passing your educational qualification to the reasonable satisfaction of the Company, and



vi. With immediate effect if you are absent from work for a period of 8 (eight) working days without the written approval of your reporting manager (including where you overstay your leave/training).

b. You may terminate your employment without cause at any time by giving the Company a prior written notice of at least **60 days** (Notice Period Days).

c. Company reserves all rights to recover the shortfall of Notice period in the event of early relieving as per the request of the employee.

d. In the event of a notice for termination or notice of resignation being served in accordance with this Letter, notwithstanding the date of effectiveness of the dismissal or resignation, the Company shall have the right, at its sole option and discretion, to place you on garden leave from the date of the notice of termination or resignation until the expiry of the notice period ("Garden Leave Period"), during which period you may be required not to come to the office, and cease to undertake work in the capacity of an employee of the Company. However, if required by the Company, you shall make yourself available for work during the Garden Leave Period, including for transition of your role and other work different from your normal duties.

You may not be engaged or employed by or take up any office or partnership in any other company, firm or business, or trade on your own account. In addition, you may not contact or attempt to contact any client, customer, supplier, agent, professional adviser, or any employee of the Company without the prior written permission of the Company. Salary and other contractual benefits shall continue to be paid during the Garden Leave Period, subject to you complying with the terms of your employment, and any other reasonable conditions that may be imposed by the Company.

14. Intimation of certain events by the employee

You agree that you will notify the Company immediately on occurrence of any of the following events:

- a. on your conviction for any offence involving fraud or dishonesty;
- b. on your conviction for any offence under legislation relating to outsourcing of financial services;
- c. on presentation of a petition for bankruptcy or order against you;
- d. on imposition of disciplinary measures or sanctions by any regulatory authority in relation to your professional or business activities; or
- e. on any order by a court disqualifying you from being associated with the management of the Company.

15. Company Policies:

a. You acknowledge and agree that during the course of your employment you will be governed by the rules, policies, guidelines, codes and internal regulations as are for the time being in force (together, "Policies"). The key current Policies will be made available to you; however, you acknowledge that it is your responsibility to know and keep yourself updated of the Policies from time to time. Please get in touch with the relevant Human Resources team for assistance on where and how you may access the Policies.

b. You acknowledge that the Company continues to operate in a dynamic environment due to which it may from time to time be necessary for the Company to make changes to its Policies. You therefore acknowledge and agree that the Company may from time to time at its discretion revise, modify, add, delete or replace any of the Policies. You agree to be bound by all such changes.



16. Notice Pay Reimbursement (If applicable):

- a. Where the Company reimburses to you any amount that you have to (or have had to) pay to your previous employer in lieu of any shortfall in your termination notice period with your previous employer (Notice Pay Reimbursement), you agree that: a. You are responsible to properly account for and pay any applicable statutory taxes or levies on such payment;
- b. In the event of resigning voluntarily or getting terminated due to poor performance evaluation within one (1) year from the date of joining, the Company reserves the right to reclaim the reimbursed Notice Period Payment in full.
- c. You authorise the Company to deduct any such recovery from the amounts that the Company may be obliged to pay you at the time of settling your dues following cessation of employment.

17. Non-Solicitation:

You undertake that a period of six (6) months from the date of termination of service or expiry of services with the Company, you will not, whether directly or indirectly in any manner whatsoever, endeavour to solicit or entice away any person who is engaged with the Company, whether as an employee, consultant, adviser or in any other capacity. You also agree that in the event of your separation from the Company for whatever reason, for a period of one (1) year from the date of termination of services or expiry of services with the Company (except with the written approval of the Company), you will not solicit business in competition with the Company.

- a. You will not divulge information of the Company to any third party/client of the Company neither will you in competition offer or supply products or services, which competes directly with those products or services offered by the Company or its group companies.
- b. You will not solicit, encourage, or induce or attempt to solicit, encourage, or induce any employee, marketing agent or consultant of the Company or Group Company to terminate his/her employment, agency, or consultancy with the Company or Group Company.
- c. For a period of one (1) year from date of termination of services or expiry of services with the Company (except with the written approval of the Company) you will not be employed with or provide consultancy services directly or indirectly to a customer of the Company or to any of its group companies.
- d. You will not induce or attempt to induce any current or potential customer to terminate its relationship with the Company or Group Company not to establish a relationship with the Company or Group Company.

18. Governing Law and Jurisdiction

The terms of this letter is governed by, and shall be construed in accordance with the laws of India. Subject to Clause 19, the Company and you hereby consent to the exclusive jurisdiction and venue of courts in Mumbai for all matters arising out of or relating to this Letter.

19. Dispute Resolution

- a. If any dispute, controversy or claim of whatever nature arises out of or in connection with this Letter, including any question regarding its existence, validity or termination arising out of or in connection with this Letter then it, shall be referred upon the application of a party to arbitration, and finally settled in accordance with arbitration rules of the Mumbai Centre for International Arbitration ("MCIA Rules") in force at the relevant time.



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b. A sole arbitrator appointed shall be appointed in accordance with the MCIA Rules. The seat and venue of the arbitration shall be Mumbai. It is also agreed that the language of the arbitration shall be English.

20. General:

a. Headers or titles are for the sake of convenience only and do not affect the construction or interpretation of your employment contract.

b. Where you wish to give notice to the Company you must send it to the Company's office located at the place where your manager is based with a copy to Human Resource team supporting your function. You agree that where we need to give you notice, the notice may be issued to you electronically or otherwise be sent to you at any of the last known contact address that you have provided to the Company. Either you or the Company may change the contact address for notices by a prior written notice to the other.

c. If the Company does not exercise a right, it does not mean that the Company has waived its right either in that instance or any subsequent instance.

We are excited about the many ways you will have opportunities to contribute to the success of the Company and look forward to your accepting employment with us. If you have queries, please do not hesitate to get in touch with the Talent Acquisition team member with whom you have been connected with.

For SurePrep (India) Private Limited
(A Thomson Reuters Group Company)

Catriona Mackness
Senior Director, Regional HR India

ACCEPTANCE

By signing below, I accept employment with the Company on the terms and conditions set out above and further agree that (a) it contains the terms of my employment with the Company including those set out in Annexure I to this letter of appointment, and the Memoranda "Terms And Conditions Of Employment - Components of C & B" and "General Policies Governing Employment", and as described further below in this document; and (b) these terms and conditions offer supersede any and all prior understandings, offers or agreements, whether oral or written.

Signature: 
Name: **Kevin Gabriel Parmar**
Business Title: **Trainee Software Engineer**
Date: **18 July 2023**



Annexure I - Total Rewards

Name: Kevin Gabriel Parmar

Title: Trainee Software Engineer

Reporting Manager: Ajay Ghanagam

Department: Tax&Acctg Segment

Base Pay (Total Fixed Pay)

Particular/Component: (Refer Components of the Total Rewards, Terms (a))	Amount INR
Basic (per annum)	280,000
Flexible pay (per annum)	386,400
Provident Fund (per annum)	33,600
Base Pay (Total Fixed Pay)	700,000

As per the Compensation structure, below two components would be part of Flexible Salary component and calculated as:

- House Rent Allowance: 50% of Basic Salary.
- Leave Travel allowance: 20% of Basic Salary or INR 12,500 per month, whichever is lower.

** Refer to the flexi pay document for more details

Variable Pay

Target bonus Annual Incentive Plan:

- Apart from the Base Pay (Total Fixed Pay) components as specified above, you are eligible to participate in our **Variable Pay AIP Plan**, subject to the criteria of the then applicable incentive plan of the company.
- This is a discretionary bonus plan based on Individual performance and Company performance with a payout of **5.00%** of the Base Pay (Total Fixed Pay). The potential variable pay amount **INR 35,000** (An indicative amount only) on a full year basis
- Please note that the payout under this plan will always be according to the company's applicable incentive plan as may be revised and circulated every year.
- Should you be eligible to receive bonus under the Payment of Bonus Act, 1965 ("Bonus Act"), any variable pay amount as described in the paragraphs above will be deemed to be in lieu of bonus based on profits payable under the Bonus Act. If the variable pay amount payable to you, as described and calculated in the paragraphs above, is less than your entitlement under the Bonus Act, the differential amount shall separately be paid to you within the timelines set out under the Bonus Act.



Statutory Benefit

Gratuity:

Subject to the below terms and conditions and the limits set out in the Payment of Gratuity Act, 1972 you shall be eligible for Gratuity Payment.

Please note that on becoming eligible for Gratuity (a) the maximum limit of Gratuity to be exempted from tax is with accordance to the law.(b) if the PGA changes such that any of the eligibility, limit or method of calculation of payment of gratuity is/are altered, then the Company from time to time reserves the right to revise the terms of payment of gratuity in accordance with its then applicable policies.

Additional Benefits

Shift Allowance:	Where applicable and the allowance is variable based on shift timings. The details provided in the Shift Allowance Policy
Group Medclaim Insurance Policy (GMC):	Insurance cover: INR 500,000 p.a for spouse, two children and parents (Note: Maternity Benefit of INR 100, 000 for C-section and INR 75, 000 for Normal cases is included in the total Insured amount)
Group Term Life Insurance Policy (GTL):	Sum Insured: 4 times of TFP (Total Fixed Pay)
Employee's Group Personal accident insurance Policy (GPA):	Sum Insured: 4 times of TFP (Total Fixed Pay)
Employees Depository Linked Insurance (EDLI):	Fiat Sum Insured: INR. 702,000

The remuneration stated above is subject to the terms and conditions of your contract of employment of which this is a part.

Please refer the Flexi pay document to understand the terms & conditions

For SurePrep (India) Private Limited,
(A Thomson Reuters Group Company)

Catriona Mackness
Senior Director, Regional HR India

ACKNOWLEDGED AND AGREED

Signature:

Name: Kevin Gabriel Parmar

Date: 18 July 2023



Annexure II

LIST OF DOCUMENTS TO BE SUBMITTED

- Copy of Experience & Relieving letter from last employer (If applicable).
- Identity Proof for Bank Account Opening (Copy of passport, Pan Card, Driving License & Aadhar card).
- 3 Passport Size Photographs in White background.



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Annexure III

CONFIRMATION OF ACCEPTANCE OF TERMS AND CONDITIONS REGARDING COMPENSATION AND BENEFITS AND GENERAL EMPLOYMENT TERMS

I **Kevin Gabriel Parmar**, hereby confirm that I acknowledge having received a copy of and agree to the contents of the following memorandum:

- Terms and Conditions of Employment & Flexi Pay Components.

I understand that this memorandum, together with any amendments and modifications thereto, shall be available on the intranet portal of the Company, and I further understand that it is my responsibility to check for any modifications or amendments to the memorandum mentioned above from time to time. Where such memorandum sets out terms and conditions, I agree that the Company may from time to time revise them and any such terms and conditions or their revisions will be binding on me. I agree to comply with them as are for the time being in force.

ACKNOWLEDGED AND AGREED

Signature:

A handwritten signature in black ink that reads "Kevin".

Name: Kevin Gabriel Parmar

Title: Trainee Software Engineer

Date: 18 July 2023



Annexure IV

SurePrep (India) Private Limited
(A Thomson Reuters Group Company)

Intellectual Property related Undertaking

By this undertaking (**Undertaking**), I agree, acknowledge and undertake as follows:

1. If at any time in the course of my employment with the Company, I make or discover or participate in the making or discovery of any Intellectual Property, I: i. Will promptly make full and complete disclosure about the Intellectual Property to the Company; and ii. Hereby agree that all such Intellectual Property will be the absolute property of the Company and that I shall have no rights with respect to such Intellectual Property. The term 'Intellectual Property' means and includes inventions (whether patentable or not), copyrightable works, improvements, developments, discoveries, proprietary information, trade marks, logos, know how, processes, designs, utility models, mask work rights, rights in databases and moral rights and all works, whether present or arising in future (whether or not, patent, copyright or other similar protection has been applied for registration or granted registration) or forms of protection having equivalent effect anywhere in the world. For the avoidance of doubt, this Undertaking does not limit my moral rights to the extent permitted by law.
2. I will do all things necessary, at the Company's request and expense (whether during or after the term of your employment) to ensure that all rights in the Intellectual Property vest in the Company including without limitation: (a) execution of necessary documents and written confirmations; (b) execution of powers of attorney or letters of authority in favour of the Company or its nominees to make applications for registration of such Intellectual Property or enforcing the Company's rights in such Intellectual Property; (c) joining in any action to perfect or enforce the Company's rights in the Intellectual Property. I agree that the benefits of any proceeds from any action that the Company takes in relation to enforcing its rights in the Intellectual Property belong exclusively to the Company. I further agree that the Company's rights granted by me by this Undertaking will not be impaired by any non-use of the Intellectual Property vested in the Company.
3. I agree that payment of remuneration by the Company to me includes consideration for the rights granted by me under this Undertaking and that there are, in addition, no royalties or any other payments that are due or will accrue to me in consideration of the rights granted by me under this Undertaking.
4. Where I have any moral rights under law with respect to any such Intellectual Property, I hereby waive any such rights to the fullest extent permitted by law from time to time. Even where law does not permit such waiver of moral rights, I hereby undertake not to exercise such moral rights in any manner that is inconsistent with the vesting of the Intellectual Property rights in the Company.
5. I will not do anything that is inconsistent with the rights granted by me under this Undertaking or otherwise take advantage of any legal possibility of staking a claim or right over any part of the rights in the Intellectual Property assigned to the Company under this Undertaking.

I will not use any Intellectual Property otherwise than in relation to the Company's business and will use the Company's Intellectual Property only in accordance with the Company's instructions from time to time or the Company's policies for the time being in force.



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ACKNOWLEDGED AND AGREED

Signature: 
Name: Kevin Gabriel Parmar
Date: 18 July 2023



THOMSON REUTERS CONFIDENTIAL INFORMATION
AND INVENTION ASSIGNMENT AGREEMENT

As a condition of my becoming employed or continuing to be employed by Thomson Reuters or any of its current or future subsidiaries, affiliates, successors or assigns (collectively, the "Company"), and in consideration of the foregoing, I agree to the following:

1. **Confidential Information:**

- a. **Company and Third Party Information:** I agree at all times during the term of the employment relationship between the Company and me, whether commenced prior to or upon the date of this Agreement (referred to herein as the "Relationship") and following my separation from the company, to hold in strictest confidence, and not to use, except for the benefit of the Company, or to disclose to any person, firm, corporation or other entity without written authorization of the President of the Company, any Confidential Information of the Company which I am exposed to, obtain or create. I further agree not to make copies of such Confidential Information except as authorized by the Company. I understand that the terms and definitions of "Confidential Information" are defined as they relate to Company and Third Parties in Code of Business Conduct and Ethics (incorporated here by reference) and given to me at the time of my employment as well as any subsequent Code of Business Conduct and Ethics in effect during my employment and that I will adhere to those policies. I further acknowledge that "Confidential Information" includes some of the Company's most valuable assets, such as: innovations, inventions, and ideas including patentable or copyrightable subject matter, trade secrets; pricing policies; business plans and outlooks; brand formulations; nonpublic financial results; new product developments or plans; customer lists; author or consultant contracts; subscription lists; software or computer programs; merger, acquisition or divestiture plans; and personnel acquisition plans or major management changes.
- b. **Third Party Information:** I represent that I will not use or disclose to the Company, or induce the Company to use, any inventions, confidential or proprietary information or material (including open source code) belonging to any previous employer or any other party. However, I understand that I may use open source code provided that such use complies with the Company's current open source software policy.

2. **Inventions:**

- a. **Inventions Retained and Licensed:** In case of any inventions retained and licensed, on a confidential basis, a list describing the details should be submitted to Human Resources Department which should contain particularly all inventions, original works of authorship, developments, improvements, and trade secrets which were made by me prior to the commencement of the Relationship (collectively referred to as "Prior Inventions"), which belong solely to me or belong to me jointly with another, which relate in any way to any of the Company's businesses or proposed businesses, products or research and development, and which are not assigned to the Company hereunder; or, if no such list is attached, I represent that there are no such Prior Inventions. If, in the course of my Relationship with the Company, I induce or suggest the incorporation of and/or incorporate into a Company product, process or machine a Prior Invention owned by me or in which I have an interest, the Company is hereby granted and shall have a non-exclusive, royalty-free, irrevocable, perpetual, worldwide license (with the right to sublicense) to make, have made, copy, modify, make derivative works of, use, sell and otherwise distribute such Prior Invention as part of or in connection with such product, process or machine and I agree not to license such Prior Invention to a competitor of the Company.
- b. **Assignment of Intellectual Property Rights:** I agree that I will promptly make full written disclosure to the Company and hereby assign to the Company, or its designee, all my right, title and interest throughout the world in and to any and all Confidential Information including but not limited to



inventions, original works of authorship, developments, concepts, know-how, improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which I may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, while employed by the Company, during or after regular hours of my employment (collectively referred to as "Inventions"), except as provided in Section 2(d) below. I further acknowledge that all inventions, original works of authorship, developments, concepts, know-how, improvements or trade secrets which are made by me (solely or jointly with others) within the scope of and during the period of my Relationship with the Company are "works made for hire" (to the greatest extent permitted by applicable law). If for any reason these Inventions would not be considered a "work made for hire" under applicable law, I hereby assign and transfer to the Company, its successors and assigns, the entire right, title and interest in and to the Inventions, any copyrightable material related thereto and any trademarks I create or domain names that I register in the course of my employment. The assignment above includes assignment of all income, royalties, damages, claims and payments now or hereafter due or payable with respect thereto, and in and to all causes of action, either in law or in equity for past, present, or future infringement based on the Confidential Information, and in and to all rights corresponding to the foregoing throughout the world.

c. **Patent and Copyright Rights:** I agree to assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Confidential Information, and any copyrights, patents, trademarks, domain names, mask work rights, moral rights, or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments, recordations, and all other instruments which the Company shall deem necessary in order to apply for, obtain, maintain and transfer such rights and in order to assign and convey to the Company, its successors, assigns and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any Confidential Information, copyrights, patents, trademarks, mask work rights, moral rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, when it is in my power to do so, any such instrument or papers shall continue after the termination of my Relationship with the Company. If the Company is unable for any reason to secure my signature, including my refusal to do so, to apply for or to pursue any application for any United States or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and in my behalf and stead to execute and file any such applications and to do all other lawfully permitted acts to further the application for, prosecution, issuance, maintenance or transfer of letters patent or copyright registrations thereon with the same legal force and effect as if originally executed by me. I hereby waive and irrevocably quitclaim to the Company any and all claims, of any nature whatsoever, which I now or hereafter have for infringement of any and all rights in the Confidential Information, and any copyrights, patents, trademarks, mask work rights, moral rights or other intellectual property rights relating thereto.

d. **Exception to Assignments:** I understand that the provisions of this Agreement requiring assignment of Inventions to the Company will exclude any inventions that I developed entirely on my own time without using the Company's equipment, supplies, facilities, or trade secret information, and that do not either relate at the time of conception or reduction to practice of the invention either to the Company's business, or actual or demonstrably anticipated research or development of the Company; or resulting from any work performed by me for the Company.

3. **Returning Company Documents:** I agree that, at the time of termination of my Relationship with the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, laboratory notebooks, materials, flow charts, equipment, other documents or property, or reproductions of any aforementioned items developed by me pursuant to the Relationship or otherwise



Confidential Information belonging to the Company, its successors or assigns. I further agree that any property situated on the Company's premises and owned by the Company, including disks and other storage media, filing cabinets or other work areas, is subject to inspection by Company personnel at any time with or without notice.

4. **Notification to Other Parties:** In the event that I leave the employ of the Company, I hereby consent to notification by the Company to any subsequent employer and other interested parties about my rights and obligations under this Agreement. I further agree to notify any subsequent employer about my obligations under this Agreement.
5. **At-Will Relationship:** I understand and acknowledge that my Relationship with the Company is and shall continue to be at-will, meaning that either the Company or I may terminate the Relationship at any time for any reason or no reason, with or without notice.
6. **General Provisions:**
 - a. **Governing Law:** The validity, interpretation, construction and performance of this Agreement shall be governed by the laws of Mumbai, without giving effect to the principles of conflict of laws.
 - b. **D TSA Notice:** In accordance with the Defend Trade Secrets Act ("DTSA"), you will not be held criminally or civilly liable under any federal or state trade secret law if you disclose a trade secret in confidence to federal, state, or local government officials, to their attorneys solely for the purpose of reporting or investigating a suspected violation of law, or in a sealed complaint or other sealed document filed in a lawsuit or other proceeding. Further, if you file a lawsuit alleging retaliation by the Company for reporting a suspected violation of law you may disclose the trade secret to your attorney and use the trade secret information in the court proceeding if you: (a) file the document containing the trade secret in a sealed court document and (b) do not disclose the trade secret, except pursuant to court order. The DTSA does not, however, offer protection from liability if you accessed and/or obtained trade secrets by unlawful means.
 - c. **Entire Agreement:** This Agreement, along with the Code of Business Conduct and Ethics, and any restrictive covenant that I may be subject to, sets forth the entire agreement and understanding between the Company and me relating to the subject matter herein. No modification or amendment to this Agreement, nor any waiver of any rights under this Agreement, will be effective unless in writing signed by the party to be charged. Any subsequent change or changes in my duties, obligations, rights or compensation will not affect the validity or scope of this Agreement.
 - d. **Severability:** If any provision of this Agreement, or its application to any person, place, or circumstance, is held by an arbitrator or a court of competent jurisdiction to be invalid, unenforceable, or void, such provision shall be enforced to the greatest extent permitted by law, and the remainder of this Agreement and such provision as applied to other persons, places, and circumstances shall remain in full force and effect. The Company and I shall comply with all applicable laws in performing under this Agreement.
 - e. **Successors and Assigns:** The Company may assign this agreement at the Company's sole discretion. This Agreement will be binding upon my heirs, executors, administrators and other legal representatives and will be for the benefit of the Company, its successors, and its assigns.
 - f. **Survival:** The provisions of this Agreement shall survive the termination of the Relationship and the assignment of this Agreement by the Company to any successor in interest or other assignee.
 - g. **Voluntary Execution:** I certify and acknowledge that I have carefully read all of the provisions of this Agreement and that I understand and will fully and faithfully comply with such provisions.

Signature:

Name: Kevin Gabriel Parmar

Date: 18 July 2023



Hussain Shaikh <hussainshk2001@gmail.com>

Offer of Full-Time Software Engineer Position at DeepLogic AI

1 message

Vinay Chappa <vinay@deeplogicalai.tech>

Sun, Jul 16, 2023 at 6:00 AM

To: Hussain Shaikh <hussainshk2001@gmail.com>, Hussain Shaikh <hussain@deeplogicalai.tech>

Cc: Utkarsh Mittal <utkarsh@deeplogicalai.tech>

Dear Hussain,

We hope this email finds you well. We are pleased to extend our heartfelt congratulations on your exceptional performance during your internship at DeepLogic AI. After careful consideration, we are delighted to offer you a full-time position as a Software Engineer, effective from 1st August 2023.

Job Title: Software Engineer
Start Date: 1st August 2023
Salary: 12 Lakhs per annum

We believe that your dedication, skills, and contributions during your internship have demonstrated your potential and compatibility with our team. We are confident that as a full-time Software Engineer, you will continue to excel and make significant contributions to our organization's success.

We are thrilled to have you join our team, and we are committed to supporting your professional growth and providing a positive work environment that fosters innovation and collaboration.

Please note that the detailed employment agreement will be rolled out to you in the coming days. You will have ample time to review and sign it. To accept this offer, please reply to this email with your confirmation. Should you have any questions or require further clarification, please do not hesitate to reach out to us.

We are excited about the opportunity to continue working with you and look forward to your positive response. Once again, congratulations on your well-deserved promotion to a full-time Software Engineer at DeepLogic AI!

Best regards,

Vinay Chappa*Product Manager**DeepLogic AI*LinkedIn: <https://www.linkedin.com/in/csvinay/>Email: vinay@deeplogicalai.techWebsite: <https://www.deeplogicalai.tech>



1305/6/7, Gold Crest Commercial Centre, Opp. Manubhai Jewellers, L.T.Road. Borivali (West),
Mumbai - 400092.

Date: 11th January, 2023

Aaron Murzello
Vasai-Virar 401301
Mob. No.: 9763909945
Email: amurzello14@student.sfit.ac.in

Subject: Appointment for post of Marketing and SEO Analyst

Dear Aaron,

We are pleased to offer you, the position of **Marketing and SEO Analyst** with Feedspot (the 'Company') on the following terms and conditions:

1. Commencement of employment

Your employment will be effective from June, 2023.

2. Job title

Your job title will be **Marketing and SEO Analyst**, and you will report to Anuj Agarwal.

3. Salary

First two months will be training period.

During training period your stipend will be Rs 10,000/- month. From the 3rd month to 18th month, your salary will be Rs 3,60,000/- year (i.e. 30000/month). From 19th Month, your salary will be Rs 4,00,000/- year (i.e. 33333/- month).

4. Place of posting

You will be posted at Mumbai, Maharashtra.

5. Leave/Holidays

The Company shall notify declared holidays on major festivals. After training period, only 1 paid leave is allowed per month with prior approval. The Paid Leave gets credited to your account at the end of the complete working month. Saturdays and Sundays are off. Late office start time will be strictly considered as half day, unless approved by the supervisor. Calculation of half/full day leave will be done by (current-month's-salary) / (no. of days in month-Sundays) X no. of leaves.

6. Nature of duties

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.

✓ Name: Aastha Vadhiya
Roll No 13
Email ID aastharvadhiya23@gmail.com
Contact No. 9702545087

Date: November 10, 2022

Ref: LTI/HR/EN9/Campus/2023

Name: Aastha Vadhiya

College: St. Francis Institute of Technology (SFIT)

LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE

Dear Aastha Vadhiya,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer '**Annexure 1**') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 25000 pm**.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in '**Annexure-1**'. Your appointment is in accordance with the Apprentices Act, 1961.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer '**Annexure-2**')
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.lntinfotech.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled.

Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.



Final selection by Neosoft Technologies

1 message

Mon, Feb 13, 2023 at 11:16 PM

WILSON PINTO <wilsonpinto@sfit.ac.in>

To: sfit_2023@googlegroups.com

Cc: SFIT DIRECTOR <director@sfit.ac.in>, SINCY GEORGE <principal@sfit.ac.in>, GAUTAM SHAH <gautamshah@sfit.ac.in>, Dr. CHELAMALLU HARIPRASAD <deansa@sfit.ac.in>, DEEPAK JAYASWAL <djjayaswal@sfit.ac.in>, Uday Pandit Khot <udaypanditkhot@sfit.ac.in>, Dr. Kevin Noronha <kevinnoronha@sfit.ac.in>, Dr. Kavita Sonawane <kavitasonawane@sfit.ac.in>, PRACHI RAUT <prachiraut@sfit.ac.in>, SUNIL PANSARE <sunilpansare@sfit.ac.in>, MEGHA FERNANDES <meghafernandes@sfit.ac.in>, RUPESH MISHRA <rupeshmishra@sfit.ac.in>, PRIYA CHAUDHARI <priyachaudhari@sfit.ac.in>, Dr. ANSARI VAQAR <vaqar@sfit.ac.in>, BYSANI MALAKONDAIAH <bysanimalakondaiah@sfit.ac.in>, PRATIK RAHATE <pratikrahate@sfit.ac.in>, Paul Fernandes <paulfernandes@sfit.ac.in>

Dear Students,

We are pleased to inform you that the below candidates have qualified for the selection process for the role of Trainee Software Engineer. The selected candidates will get the offer letters soon.

Sr No	Name
1	Aditya Ghadge EXTC
2	Alvin Solomon CMPN
3	Avi Birla EXTC

Many congratulations and we wish each selected candidate the very best.

Regards

Wilson

Mr. Wilson Pinto

Head: Training & Placement

St. Francis Institute of Technology | Mt Poinisar, S.V.P.Road, Borivali(West), Mumbai, 400103,
India

Board :022- 289285885/28908585 Ext-221

mail:: wilsonpinto@sfit.ac.in

mail:: tpo@sfit.ac.in

Final selections by Global MNC Marsh and Mclenan(2023 batch)

WILSON PINTO wilsonpinto@sfit.ac.in [in](https://www.linkedin.com/in/wilsonpinto) [google](https://www.google.com) [facebook](https://www.facebook.com) [instagram](https://www.instagram.com)

To: SFIT_2023_SFIT, SRIJAY, GAUTAM, CHIRU, AMALITH, DEEPAK, UDAY, D. Resh, KARTH, PRACHI, SUPRI, MEENKA, FOLIA, RISHU, ANSARI, FRATIK, BYSAB, Paul

Dear Students,

We are pleased to inform you about the Final Selections of following candidates by Global MNC Marsh and Mclenan. The offer letters will be released by ne. Many congratulations and all the best to each selected candidate.

Sr.No	Candidate Name	Branch
1	Nikhil Nair	Computer Engineering
2	Ashna Kabsuri	Information Technology
3	Zohair Mohammad Merchant	Information Technology
4	Alwyn Fernandes	Computer Engineering
5	Meet Patel	Information Technology
6	Aditya Ward	Electronics and Telecommunication
7	Surabhi Naik	Computer Engineering
8	Janice Chakalal	Computer Engineering
9	Janice Monterio	Computer Engineering
10	Vaibhavi Welis	Computer Engineering
11	Rutvi Shah	Electronics and Telecommunication

Regards

Wilson

Mr. Wilson Pinto

Head: Training & Placement

St. Francis Institute of Technology | Mt Poinzar, S.V.P.Road, Borivali(West), Mumbai, 400103, India

Board :022- 289285885/28908585 Ext-221

mail: wilsonpinto@sfit.ac.inmail: tpo@sfit.ac.in

Mobile: 9820784678

www.linkedin.com/in/WilsonppintoWebsite: www.sfit.ac.in

You received this message because you are subscribed to the Google Groups "SFIT_2023" group.

To unsubscribe from this group and stop receiving emails from it, send an email to sfit_2023+unsubscribe@googlegroups.com.

Date: November 10, 2022

Ref: LTI/HR/EN3/Campus/2023

Name: Akshata Shetty Taranath

College: St. Francis Institute of Technology (SFIT)

LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE

Dear Akshata Shetty Taranath,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a Graduate Engineer Trainee. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer 'Annexure 1') and a successful background check.

1. During the training period (Includes classroom and on the job training) of 3 months, your Stipend including all benefits will be Rs. 30000 pm.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in 'Annexure-1'. Your appointment is in accordance with the Apprentices Act, 1961.
4. Documents - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer 'Annexure-2')
5. Background Verification - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this Graduate Engineer Trainee Offer Letter on the CampBuzz Portal (<https://campbuzz.intinfotech.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled.

Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.



Date: November 10, 2022

Ref: LTI/HR/EN3/Campus/2023

Name: Amogh Nivaskar Purushottam

College: St. Francis Institute of Technology (SFIT)

Amogh P. Nivaskar
amoghpniwas@gmail.com

Roll no: 33

Mobile no: 8451900186 ✓

LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE

Dear Amogh Nivaskar Purushottam,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer '**Annexure 1**') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 30000 pm**.
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 6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.ltifotech.com>) and register your credentials therein within seven (7) days from the date of this letter.
- If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled. Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.
7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.



Final Selection by Reliance Retail: 2023 batch

1 message

Wed, Dec 28, 2022 at 12:31

WILSON PINTO <wilsonpinto@sfit.ac.in>
To: sfit_2023@googlegroups.com

Cc: SFIT DIRECTOR <director@sfit.ac.in>, SINCY GEORGE <principal@sfit.ac.in>, GAUTAM SHAH <gautamshah@sfit.ac.in>, Dr. CHELAMALLU HARIPRASAD <deansa@sfit.ac.in>, DEEPAK JAYASWAL <gdjjaya:wal@sfit.ac.in>, Uday Pandit Khot <udaypanditkhot@sfit.ac.in>, Dr Kevin Noronha <kevinnoronha@sfit.ac.in>, Dr. Kavita Sonawane <kavitasonawane@sfit.ac.in>, PRACHI RAUT <prachiraut@sfit.ac.in>, SUNIL PANSARE <sunilpansare@sfit.ac.in>, MEGHA FERNANDES <meghafemandes@sfit.ac.in>, PRIYA CHAUDHARI <priyachaudhari@sfit.ac.in>, RUPESH MISHRA <rupeshmishra@sfit.ac.in>, Dr. ANSARI VAQAR <vaqar@sfit.ac.in>, PRATIK RAHATE <pratikrahate@sfit.ac.in>, BYSANI MALAKONDAIAH <bysanimalakondaiah@sfit.ac.in>, Paul Fernandes <paulfernandes@sfit.ac.in>

Dear Students,

Please find the final selections by Reliance Retail. These are results of interviews concluded. The remaining candidates company is likely to conduct the interviews in New Year(2023)

1	Deep Kotian	Information Technology
2	Vishwa Mhatre	Computer Engineering
3	Anant Shukla	Electronics and Telecommunication

All the best .

Regards
Wilson

Mr. Wilson Pinto

Head: Training & Placement

St. Francis Institute of Technology | Mt Painsar, S.V.P.Road, Borivali(West), Mumbai, 400103, India

Board :022- 289285885/28908585 Ext-221

mail: wilsonpinto@sfit.ac.in

mail: tpo@sfit.ac.in

Mobile: 9820784678

www.linkedin.com/in/Wilsonpinto

Website: www.sfit.ac.in

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For more options, visit <https://groups.google.com/d/optout>.



Offer: Computer Consultancy
Ref: TCSL/DT20222952099/Mumbai
Date: 01/10/2022

Ms. Arya Makarand Ankolekar
C/401, Bheem, NI Complex, Anand Nagar, Dahisar East,
Near Sbi,
Mumbai-400068,
Maharashtra,
Tel# -

Dear Arya Makarand Ankolekar,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee in Grade Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential
TCSL/DT20222952099

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Dpp, Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel. 91 22 6778 2000/2222 Fax. 91 22 6778 2190 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com

OFFER LETTER

Date: 26 Sept 22

Atharva Choudhari

Sub: Your appointment as a **Quality Engineer** ("Offer Letter")

Dear **Atharva**,

We, **Zeus Systems Private Limited** ("Company"), are pleased to offer you employment on the terms and conditions set out in this Offer Letter. Your employment will commence with the Company, effective from **1st July 23** ("Effective Date").

Roles and Functions

You shall be appointed for the designation of **Quality Engineer** and you will report to the reporting manager as intimated to you. You will perform all duties and responsibilities subject to the terms of this Offer Letter and the Appointment Letter to be entered into between yourself and the Company prior to your joining. You may be asked to perform other duties which may be assigned from time to time, based on the needs of the Company and your skills, at the Company's sole discretion.

Remuneration and Variable Pay

The Company shall pay you, in consideration of the proper performance and discharge by you of your duties and obligations, remuneration and perquisites set out herein. The Company shall pay you a fixed salary of **INR 575,000/- (Rupees Five lacs seventy five thousand only)** per annum. A detailed break up of your annual compensation including the benefits or perquisites that you shall receive from the Company, has been enumerated under **SCHEDULE 1**.

You will need to sign two years if Indemnity agreement with Zeus.

Variable bonus and increment shall be given annually at the sole discretion of the management of the Company. The increment amount will be evaluated on performance standards of the Company and feedback from the reporting manager. Other broad terms and conditions shall be contained in the Appointment Letter which would be binding on you.

Probationary Period

Your employment shall be subject to an initial probationary period of **3 (Three) month** ("**Probationary Period**"). The Company may at its sole discretion extend or reduce this Probationary Period.

Date: 12th June, 2023

Offer letter

To,

Mr. Atharva Dilip Jadhav
9/204, Solitaire-2, S.K.Stone
Road, Mira Road (East)
Near Poonam Garden, Mira-
Bhayander, Thane-401107

Dear Atharva,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you employment in Tikona Infinet Private Ltd. as an Executive in the Sales & Marketing Department with present posting at Mumbai.

The total CTC will be Re. 5,20,000 (Rupees Five Lacs & Twenty Thousand Only) per annum. Please refer to the detailed CTC breakup in the enclosed Annexure A.

You are requested to join duty on or before 17th July 2023. A detailed letter of appointment will be issued to you on the day you join the company.

We take this opportunity to welcome you to Tikona Infinet Private Ltd. and wish this to be the beginning of a long and mutually beneficial association.

Yours faithfully,
For Tikona Infinet Private Ltd.

Rachna Jaitley



Rachna Jaitley
Senior Manager- Human Resources

Tikona Infinet Private Limited

Registered Address: 3A, 3rd Floor, 'Corpora', LBS Marg, Bhandup (West), Mumbai 400 078.
Tel: +91 22 4183000 Fax: +91 22 41830111 www.tikona.in Email: compliance@tikona.in
CIN: U74899MH1975PTC265837



ASQI INVESTMENT MANAGERS PRIVATE LIMITED

(Earlier known as EG India Private Limited)

12th April 2023

Dear Atharva Utekar,

We are pleased to invite you to join ASQI Investment Managers Private Limited as a Full Stack Developer at our office in **Bangalore**.

COMPENSATION

Your compensation in terms of "Fixed Cost to the Company (CTC)" will be Rs.13,00,000/- per annum (Rupees Thirteen Lakh per annum) which will be applicable till 31st March 2024 and will be considered for revision thereafter depending on your and the company's performance.

The appointment order detailing the breakup of the CTC and other terms and conditions of employment will be issued on the day of your joining the Company. These terms could include you joining an affiliate of ASQI Investment Managers Private Limited at the same terms.

The offer is valid till 20th April 2023. You are expected to join the Company on 15th June 2023.

We welcome you to ASQI Investment Managers Pvt Ltd & look forward to an enduring association with you.

Best Regards,

For ASQI Investment Managers Private Limited

Palak Nanjani

(Director)

I accept the offer of employment & will be reporting on 15 June, 2023

(Signature)



Final selection by Neosoft Technologies

1 message

Mon, Feb 13, 2023 at 11:16 PM

WILSON PINTO <wilsonpinto@sfit.ac.in>

To: sfit_2023@googlegroups.com

Cc: SFIT DIRECTOR <director@sfit.ac.in>, SINCY GEORGE <principal@sfit.ac.in>, GAUTAM SHAH <gautamshah@sfit.ac.in>, Dr. CHELAMALLU HARIPRASAD <deansa@sfit.ac.in>, DEEPAK JAYASWAL <djjayaswal@sfit.ac.in>, Uday Pandit Khot <udaypanditkhot@sfit.ac.in>, Dr. Kevin Noronha <kevinnoronha@sfit.ac.in>, Dr. Kavita Sonawane <kavitasonawane@sfit.ac.in>, PRACHI RAUT <prachiraut@sfit.ac.in>, SUNIL PANSARE <sunilpansare@sfit.ac.in>, MEGHA FERNANDES <meghafernandes@sfit.ac.in>, RUPESH MISHRA <rupeshmishra@sfit.ac.in>, PRIYA CHAUDHARI <priyachaudhari@sfit.ac.in>, Dr. ANSARI VAQAR <vaqar@sfit.ac.in>, BYSANI MALAKONDAIAH <bysanimalakondaiah@sfit.ac.in>, PRATIK RAHATE <pratikrahate@sfit.ac.in>, Paul Fernandes <paulfernandes@sfit.ac.in>

Dear Students,

We are pleased to inform you that the below candidates have qualified for the selection process for the role of Trainee Software Engineer. The selected candidates will get the offer letters soon.

Sr No	Name
1	Aditya Ghadge EXTC
2	Alvin Solomon CMPN
3	Avi Birla EXTC

Many congratulations and we wish each selected candidate the very best.

Regards

Wilson

Mr. Wilson Pinto

Head: Training & Placement

St. Francis Institute of Technology | Mt Poinisar, S.V.P.Road, Borivali(West), Mumbai, 400103,
India

Board :022- 289285885/28908585 Ext-221

mail:: wilsonpinto@sfit.ac.in

mail:: tpo@sfit.ac.in



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

Superset ID: 3234382

Letter of Intent ("LOI")

March 09, 2023

Dear Chirag Jagannath Kunder,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company). You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later. Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

We request you to carefully read and understand the Terms and Conditions of this Letter of Intent with Annexures hereto (hereinafter referred to as LOI).

- A Please note that your name mentioned in this LOI will be used to create your records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please notify before commencement of training. Please note that no changes to the record can be made later in time. The name provided by you should match with the identification documents submitted to the Company, such as Aadhar Card, PAN card, Passport, etc.
- B We are proposing compensation package and benefits post-onboarding, the details of which are set forth in **Annexure 1** to this LOI.
- C Upon accepting this LOI, you will be required to submit a set of documents as mentioned in the **Annexure- 2**. Thereafter, you will be provided access to our pre-onboarding training program, as applicable. This will enable you to learn and master the concepts and skills required to be industry ready. The pre-onboarding training program can include physical classroom training/ self-paced e-learning/ hybrid model of training. The learning journey will be inclusive of assignments, assessments, hackathons/ competitions, and webinars as deemed appropriate by Capgemini.
- D The progress made by you in this learning journey would not only help you in getting onboarded but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.
- E Pre-onboarding training Program and Terms & Conditions of the LOI
 1. Pre-onboarding Document Verification: Capgemini adheres to a strong document verification process. As a part of this process all the personal, educational and professional (if

Date: November 10, 2022

Ref: LTI/HR/EN9/Campus/2023

Name: Dharshan Amin Hemprakash Amin

College: St. Francis Institute of Technology (SFIT)

LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE

Dear Dharshan Amin Hemprakash Amin,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a Graduate Engineer Trainee. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer 'Annexure 1') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be Rs. 25000 pm.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
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4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer 'Annexure-2')
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
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7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.



Capgemini Technology Services India Limited
(Formerly known as ILIATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road
Navi Mumbai 400708, Maharashtra, India
Tel: +91 22 7144 4253 | Fax: +91 22 7144 2123
www.capgemini.com/in/en

Superset ID: 3233190

Letter of Intent ("LOI")

March 09, 2023

Dear DISHA DINESHKUMAR SUVARNA,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company). You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later. Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

We request you to carefully read and understand the Terms and Conditions of this Letter of Intent with Annexures hereto (hereinafter referred to as LOI).

- A Please note that your name mentioned in this LOI will be used to create your records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please notify before commencement of training. Please note that no changes to the record can be made later in time. The name provided by you should match with the identification documents submitted to the Company, such as Aadhar Card, PAN card, Passport, etc.
- B We are proposing compensation package and benefits post-onboarding, the details of which are set forth in **Annexure 1** to this LOI.
- C Upon accepting this LOI, you will be required to submit a set of documents as mentioned in the **Annexure- 2** . Thereafter, you will be provided access to our pre-onboarding training program, as applicable. This will enable you to learn and master the concepts and skills required to be industry ready. The pre-onboarding training program can include physical classroom training/ self-paced e-learning/ hybrid model of training. The learning journey will be inclusive of assignments, assessments, hackathons/ competitions, and webinars as deemed appropriate by Capgemini.
- D The progress made by you in this learning journey would not only help you in getting onboarded but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.
- E Pre-onboarding training Program and Terms & Conditions of the LOI
 1. Pre-onboarding Document Verification: Capgemini adheres to a strong document verification process. As a part of this process all the personal, educational and professional (if



Date: April 14, 2023

Reference Number: CCIN/HR/NGOFL/2023/003

To,
Drashti Thakkar
Mumbai

Dear Drashti,

Subject: Offer Letter

Congratulations!

We are pleased to inform you that you have been selected for the position of **Associate Consultant** in our organization at our Mumbai office. Your annual compensation will be **INR 6,50,000/- per annum**, including Variable Pay of 10% as given in Annexure A. You will also have Medical insurance for self, spouse and kids up to **INR 5 lakhs** and personal accident coverage for employee up to **INR 10 Lakhs**.

You are expected to join us by **5th Jun'23**, failing which this offer stands automatically cancelled. This offer is not a contract of employment. The terms & conditions of your appointment will be stated in detail in your Appointment Letter, which will be issued to you later. You will be required to sign a service agreement with us for a period of **2 years** from your date of joining. During these 2 years, if you leave/resign/abandon your services at Cognitus, you will have to pay an amount of **INR 3,00,000/-** to the Company. A detailed service agreement will be shared with you along with the Appointment Letter.

This intent to offer is subject to your successful completion of graduation by **August 2023** and furnishing of correct information. In the event of any of the information being proved to be incorrect, the Company will nullify this offer. Please confirm your acceptance of this offer of employment by **17th April'23**.

We look forward to a mutually beneficial association.

Thanks & Regards,

For Cognitus Consulting IT Services Private Limited

DocuSigned by:

A handwritten signature in black ink that reads "Mohit Agrawal".
72110C436F00412

Mohit Agrawal
Chief Financial Officer - Asia Finance

Cognitus Consulting IT Services Pvt. Ltd.

CIN: U72900TG2015PTC100122

Smartworks - Aurobindo Galaxy

Sy No 83/1, Hyderabad Knowledge City,

TSIC Raidurg Panmaktha, Serilingampally Mandal,

Plot No 1, Hitec City Main Rd, Gachibowli,

Hyderabad, Telangana 500081

Registered Address:

H.No 19-8/1A, Vivekananda

Nagar, Gaddiannaram,

Hyderabad-500060,

Telangana, India

info@cognitusconsulting.com

www.cognitusconsulting.com



1305/6/7, Gold Crest Commercial Centre, Opp. Manubhai Jewellers, L.T.Road. Borivali (West),
Mumbai - 400092.

Date: 15th February, 2023

Grishma Nachankar
B/203, Shiv Datta,
Anand Nagar, Dahisar East,
Mumbai.
Mob. No.: 9920775986
Email:grishma01nachankar@gmail.com

Subject: Appointment for post of SEO Analyst

Dear Grishma,

We are pleased to offer you, the position of **SEO Analyst** with Feedspot (the 'Company') on the following terms and conditions:

1. Commencement of employment

Your employment will be effective from June, 2023.

2. Job title

Your job title will be **SEO Analyst**, and you will report to Anuj Agarwal.

3. Salary

First two months will be training period.

During training period your stipend will be Rs 10,000/- month. From the 3rd month, your salary will be Rs 2,50,000/- year (i.e. 20833/month).

4. Place of posting

You will be posted at Mumbai, Maharashtra.

5. Leave/Holidays

The Company shall notify declared holidays on major festivals. After training period, only 1 paid leave is allowed per month with prior approval. The Paid Leave gets credited to your account at the end of the complete working month. Saturdays and Sundays are off. Late office start time will be strictly considered as half day, unless approved by the supervisor. Calculation of half/full day leave will be done by (current-month's-salary) / (no. of days in month-Sundays) X no. of leaves.

6. Nature of duties

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform from time to time



Strictly Private & Confidential

Jasleen Kaur Bindra

May 22, 2023

Dear Jasleen Kaur,

Employment Agreement ("Agreement")

We are pleased to make this conditional offer of employment to you with **BNP Paribas India Solutions Pvt. Ltd. ("BNPP")** in India on the terms and conditions set out in this agreement.

For the purposes of this Agreement, an "affiliate" shall include any subsidiary or holding company of BNPP.

1. Commencement Date & Location

- 1.1. Your employment will commence on **June 19, 2023 at Mumbai**, unless otherwise mutually agreed by you and BNPP in writing.
- 1.2. Your employment with BNPP will initially be subject to a probationary period of 6 months from the date of your commencement of employment with BNPP in India. You will not be considered as having successfully completed your probationary period unless and until a written confirmation is issued to you by Human Resources. For the avoidance of doubt, BNPP may extend your probationary period at its sole discretion.

2. Position

You will be employed on a full time basis as **Associate Support Analyst with CIB IT Production Cluster Department** and shall perform all duties commensurate with and appropriate to your position. Your corporate title shall be **Associate**. BNPP may amend your position, corporate title (if applicable) and/or reporting line as appropriate in the future to align your role with applicable policies, procedures or practices.

3. Remuneration

- 3.1 Your annual salary will be **INR 600,058** (less applicable deductions), payable over 12 months, for each complete month of service (pro-rated for any incomplete month of service), inclusive of all the following allowances and benefits:

Basic Salary	INR 180,000
House Rent Allowance	INR 90,000
Executive Allowance	INR 240,600
Leave Travel Allowance	INR 25,000
Conveyance Allowance	INR 19,200
Medical Allowance	INR 15,000
Provident Fund	INR 21,600
Gratuity Fund valued @ 4.81% of Basic Salary	INR 8,658
Total Cost to Company	INR 600,058



Date: November 10, 2022

Ref: LTI/HR/EN3/Campus/2023

Name: Madhura Kamat

College: St. Francis Institute of Technology (SFIT)

LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE

Dear Madhura Kamat,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer '**Annexure 1**') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 30000 pm**.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in '**Annexure-1**'. Your appointment is in accordance with the Apprentices Act, 1961.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer '**Annexure-2**')
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.ltinfortech.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled.

Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.



Date: November 10, 2022

Ref: LTI/HR/EN9/Campus/2023

Name: Mahek Somnath Shetty Somnath Shetty

College: St. Francis Institute of Technology (SFIT)

LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE

Dear Mahek Somnath Shetty Somnath Shetty,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer 'Annexure 1') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be Rs. 25000 pm.
 2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
 3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in 'Annexure-1'. Your appointment is in accordance with the Apprentices Act, 1961.
 4. Documents - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer 'Annexure-2')
 5. Background Verification - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
 6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this Graduate Engineer Trainee Offer Letter on the CampBuzz Portal (<https://campbuzz.ltinfnotech.com>) and register your credentials therein within seven (7) days from the date of this letter.
- If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled. Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.
7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.

30
BE E X TC



Reference Number: CCIN/HR/NGOFL/2023/013

Date: April 14, 2023

To,
Manav Dhruve
Mumbai

Dear Manav,

Subject: Offer Letter

Congratulations!

We are pleased to inform you that you have been selected for the position of **Associate Consultant** in our organization at our Mumbai office. Your annual compensation will be **INR 6,50,000/- per annum**, including Variable Pay of 10% as given in Annexure A. You will also have Medical insurance for self, spouse and kids up to **INR 5 lakhs** and personal accident coverage for employee up to **INR 10 Lakhs**.

You are expected to join us by **5th Jun'23**, failing which this offer stands automatically cancelled. This offer is not a contract of employment. The terms & conditions of your appointment will be stated in detail in your Appointment Letter, which will be issued to you later. You will be required to sign a service agreement with us for a period of **2 years** from your date of joining. During these 2 years, if you leave/resign/abandon your services at Cognitus, you will have to pay an amount of **INR 3,00,000/-** to the Company. A detailed service agreement will be shared with you along with the Appointment Letter.

This intent to offer is subject to your successful completion of graduation by **August 2023** and furnishing of correct information. In the event of any of the information being proved to be incorrect, the Company will nullify this offer. Please confirm your acceptance of this offer of employment by **17th April'23**.

We look forward to a mutually beneficial association.

Thanks & Regards,

For Cognitus Consulting IT Services Private Limited

DocuSigned by:

7C18DC436F00442

Mohit Agrawal
Chief Financial Officer - Asia Finance

Cognitus Consulting IT Services Pvt. Ltd.
CIN: U72900TG2015PTC100122

Smartworks - Aurobindo Galaxy
Sy No 83/1, Hyderabad Knowledge City,
TSIC Raidurg Panmaktha, Serilingampally Mandal,
Plot No 1, Hitec City Main Rd, Gachibowli,
Hyderabad, Telangana 500081

Registered Address:
H.No 19-8/1A, Vivekananda
Nagar, Gaddiannaram,
Hyderabad-500060,
Telangana, India

info@cognitusconsulting.com
www.cognitusconsulting.com



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, A-01 MIDC Thane - Belapur Road,
Navi Mumbai-410705, Maharashtra, India
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Monika Patel ✓

EXTC A

Roll NO: 21 / PID: 193063

monikapatel65her@student.sfit.ac.in

monikapatel65her@gmail.com

Superset ID: 3228872

Letter of Intent ("LOI")

March 09, 2023

Dear MONIKA PATEL DINESHBHAI,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company). You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later. Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

We request you to carefully read and understand the Terms and Conditions of this Letter of Intent with Annexures hereto (hereinafter referred to as LOI).

- A Please note that your name mentioned in this LOI will be used to create your records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please notify before commencement of training. Please note that no changes to the record can be made later in time. The name provided by you should match with the identification documents submitted to the Company, such as Aadhar Card, PAN card, Passport, etc.
- B We are proposing compensation package and benefits post-onboarding, the details of which are set forth in **Annexure 1** to this LOI.
- C Upon accepting this LOI, you will be required to submit a set of documents as mentioned in the **Annexure- 2**. Thereafter, you will be provided access to our pre-onboarding training program, as applicable. This will enable you to learn and master the concepts and skills required to be industry ready. The pre-onboarding training program can include physical classroom training/ self-paced e-learning/ hybrid model of training. The learning journey will be inclusive of assignments, assessments, hackathons/ competitions, and webinars as deemed appropriate by Capgemini.
- D The progress made by you in this learning journey would not only help you in getting onboarded but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.
- E Pre-onboarding training Program and Terms & Conditions of the LOI
 1. Pre-onboarding Document Verification: Capgemini adheres to a strong document verification process. As a part of this process all the personal, educational and professional (if

Fwd: Capgemini congratulates you on your selection and presents you our Letter Of Intent

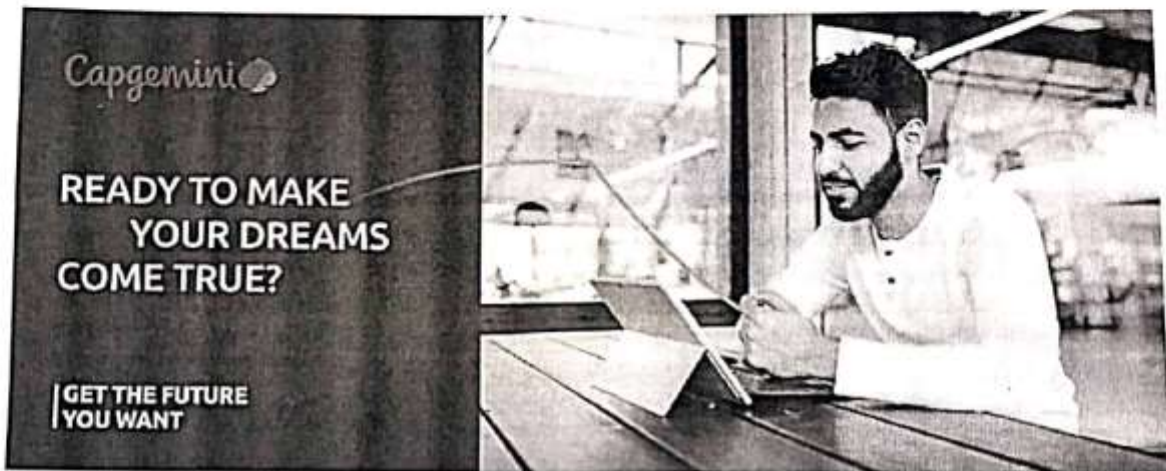
1 message

NISHANT POWALE_193067 <nishantpowale@student.sfit.ac.in>
To: "shreeprinter213@gmail.com" <shreeprinter213@gmail.com>

Wed, Apr 12, 2023 at 10:20 AM

----- Forwarded message -----

From: **Capgemini via Superset** <notifications@email.joinsuperset.com>
Date: Thu, Mar 9, 2023, 2:29 PM
Subject: Capgemini congratulates you on your selection and presents you our Letter Of Intent
To: <nishantpowale@student.sfit.ac.in>



Most Ethical Company - Eight times in a row



Were highly- rated on Glassdoor



Capgemini Research Institute ranked #1



Our gender balance initiatives



Our global client stories

Dear Nishant Dinesh Powale,

At Capgemini, we work with the worlds leading brands to enhance and transform the way they do business. We do this with passion. And we do this by applying the human touch to business and technology. In fact, passionate people are Capgeminis ace of spades.

During our interaction with you, we found you to be equally passionate about what you do. We are pleased to announce you have successfully cleared our initial selection process and been shortlisted for a suitable position with us. This decision is purely based on your merit and performance during your interactions with us.

As the next step in taking your candidature ahead, please go to **Job Profile Tab** and complete the process of accepting the Letter of Intent.

We request you to ensure that you complete all the pre requisite information as well as update all the required documents asked during the course of this process before **Mar 15, 2023 11:59 PM IST**.

To ensure ease of process, please find below list of documents that would be needed to complete the process.

- Passport size photo
- SSC & HSC Certificate
- Graduation Marksheets

Date: November 10, 2022
Ref: LTI/HR/EN3/Campus/2023
Name: Parth Parag Khanolkar Parag Shripad Khanolkar
College: St. Francis Institute of Technology (SFIT)

LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE

Dear Parth Parag Khanolkar Parag Shripad Khanolkar,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer 'Annexure 1') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be Rs. 30000 pm.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in 'Annexure-1'. Your appointment is in accordance with the Apprentices Act, 1961.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer 'Annexure-2')
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.intinfotech.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled. Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.
7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.



Raise The Bar

Date: 20 May 2023

To
Poonam Varma
Mumbai

Letter of Internship

Dear Poonam,

With reference to our discussions & your interview with us, we are pleased to offer you an internship with us in the Engineering team.

1. **Compensation:** You will be paid a monthly compensation of Rs. 18,000/- (Rupees Eighteen Thousand). This will be subject to tax /statutory deduction.
2. **Joining Date:** Your date of joining as agreed is on or before **22nd May 2023**
3. **Tenure:** Your internship tenure would be from **22nd May 2023** until **22nd June 2023**. It would be renewed further as per performance and feedback.

Kindly sign and return a copy of this offer letter as a token of your acceptance. We look forward to welcoming you to our team.

Yours Sincerely,

For Moneylicious Securities Private Limited

Snigdha M Tamhane
Head – Human Resources

LETTER OF APPOINTMENT

31-May-23

PRASHANTPRATAPNARAYANCHAUHAN

Mumbai

eins48204@gmail.com

Company ID: 249621



Dear Prashant,

With reference to our discussion and agreement, we are pleased to extend this letter of appointment ("Appointment Letter") to you as "**Automation Testing Engineer-CMS**" within **New Age - Information Technology** at IDFC FIRST Bank Limited (the "Bank"). You are expected to join on or before **24/Jul/2023** ("Date of Joining"). Your Annual Total Remuneration ("ATR") will be **INR. 8,00,000/- (Rs.Eight Lakh only)** per annum. The position is currently based at **Navi Mumbai-Airoli Processing Centre-Gigaplex Office**

This appointment is subject to you being medically fit to perform your role effectively. It is also subject to verification, as per the norms of the Bank, of information and particulars submitted (electronically or signed) by you, including but not limited to Authorization/ Undertaking/ Declaration Form. Kindly confirm your acceptance to this Appointment Letter by uploading a signed and scanned copy of the letter on the authorized joining portal within 5 working days of receipt of this Appointment Letter, post which the Appointment Letter stands revoked, as per the discretion of the Bank, and all the terms and conditions hereunder shall be null and void, and neither party shall have any obligation in relation thereto. Your acceptance to this Appointment Letter shall also mean the acceptance to the terms and conditions mentioned herein including annexures hereto, as may be modified by the Bank.

It may be noted that this Appointment Letter is to be considered final for all purposes, and supersedes all prior/ contemporaneous letters, discussion, negotiations, commitments, agreements and writings with respect to the subject matter hereof. If any provision of this Appointment Letter is found to be illegal, invalid or unenforceable by the Bank, then such provision shall be severed from this Appointment Letter and the remaining provisions of shall continue in full force and effect and operate as if the severed portion had not been included.

The Bank reserves the right to revoke the Appointment Letter without any liability of any kind thereof even after acceptance of this appointment for just cause in the sole opinion of the Bank including but not limited to any non-compliance of any law on your part or any act or deed on your part, as per the sole opinion of the Bank, damages the reputation and brand image of the Bank in any manner. You are requested to complete the joining formalities, on the authorized on line portal of the Bank and submit the documents as required by the Bank.

Your Compensation Details and general terms and conditions for appointment are as per the enclosed Annexure/s.

Further, your appointment is subject to your abiding to, in Appointment Letter and spirit,

- Code of Conduct
- Code of Conduct for Prohibition of Insider Trading for the Bank

Please note that you are required to keep the salary & other perquisites / benefits offered to you strictly confidential and not share information regarding the same with anyone.

This Appointment Letter shall be effective from your actual date of joining with the Bank.

Congratulations on your appointment and we wish you a successful career with IDFC FIRST Bank Limited.

Thank You,

For IDFC FIRST Bank Limited


Digitally Signed By:
DR DEEPIKA MAHAJANI
DN: cn=Deepika Mahajani,
ou=HR,
o=IDFC FIRST Bank Limited,
c=IN

Head Talent Acquisition & Employer Branding

OFFER LETTER

Date: 26 Sept 22

Ramani Desai

Sub: Your appointment as a **Quality Engineer** ("Offer Letter")

Dear **Ramani**,

We, **Zeus Systems Private Limited** ("Company"), are pleased to offer you employment on the terms and conditions set out in this Offer Letter. Your employment will commence with the Company, effective from **1st July 23** ("Effective Date").

Roles and Functions

You shall be appointed for the designation of **Quality Engineer** and you will report to the reporting manager as intimated to you. You will perform all duties and responsibilities subject to the terms of this Offer Letter and the Appointment Letter to be entered into between yourself and the Company prior to your joining. You may be asked to perform other duties which may be assigned from time to time, based on the needs of the Company and your skills, at the Company's sole discretion.

Remuneration and Variable Pay

The Company shall pay you, in consideration of the proper performance and discharge by you of your duties and obligations, remuneration and perquisites set out herein. The Company shall pay you a fixed salary of **INR 575,000/- (Rupees Five lacs seventy five thousand only)** per annum. A detailed break up of your annual compensation including the benefits or perquisites that you shall receive from the Company, has been enumerated under **SCHEDULE 1**.

You will need to sign two years if Indemnity agreement with Zeus.

Variable bonus and increment shall be given annually at the sole discretion of the management of the Company. The increment amount will be evaluated on performance standards of the Company and feedback from the reporting manager. Other broad terms and conditions shall be contained in the Appointment Letter which would be binding on you.

Probationary Period

Your employment shall be subject to an initial probationary period of 3 (Three) month ("Probationary Period"). The Company may at its sole discretion extend or reduce this Probationary Period.



Date:11-Nov-22

To,

Mr/Ms Ritesh Dhirendra Pandi,
St. Francis Institute of Technology, Mumbai

Dear Ritesh Dhirendra Pandi,

Please refer to the interview and discussions you had with us recently. We are pleased to offer you the position of **Graduate Engineer Trainee** on the following terms and conditions:

1. You will receive a Basic Salary of **Rs. 13917/- per month**. All other allowances and benefits as applicable to you are detailed in Annexure - A
2. Your place of posting will be **Mumbai** till the Company intimates you otherwise
3. You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company, as enclosed at Annexure - B
4. You will be governed by and agree to abide by the provisions of the Tata Code of Conduct. Any breach of the provisions of Tata Code of Conduct shall constitute misconduct
5. Your appointment is subject to you being certified medically fit by a medical practitioner recognized by us, and on receipt of satisfactory references
6. You will be on training for a period of **12 Months** from the date of your joining the Company, subject to the conditions detailed in the General Terms & Conditions of Service
7. You will furnish to us copies of all the relevant certificates, including relieving certificate from your present employer at the time of joining. You will also submit to us 4 copies of your recent passport sized and 1 stamp sized photographs at the time of joining

Within 3 days of receipt of this letter, you are requested to sign and return the duplicate copy of this letter in token of your acceptance of the terms of appointment, including the General Terms & Conditions of Service and the provisions contained in the Tata Code of Conduct.

You are requested to join the services of the Company not later than **the joining date** failing which please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing.

**The joining dates (not later than August 2023) shall be intimated to you via your mail id*

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board.

Yours faithfully,

For TATA Advanced Systems Limited

I accept the offer of appointment

Authorized Signatory

(Signature)

TATA ADVANCED SYSTEMS LIMITED

TSRC Aerospace SEZ Plot. 1/ A. SY No 856 Aditya Nagar Adibatla (V) Bhatimpatnam (M) Rangia Reddy (R) Telangana 501518
Registered Office: Hardware park Plot No 21. Sy No 171. Inayat Ramtha Ranyala Village Maheshwaram Mandal Hyderabad 501 233 Telangana India
Tel: 91 40 6644 8282 Fax: 91 40 6644 7438 e-mail: info@tataadvancedsystems.com website: www.tataadvancedsystems.com CIN: L17200TL2006PLC017929



Name: Ronish Nadar

Email: nadar.ronish@gmail.com

Mob No. : 8108149705

ROUNO :- 62

Offer: Computer Consultancy
Ref: TCSL/DT20222899134/Mumbai
Date: 01/10/2022

Mr. Ronish Nadar
B-006, The Malad Samir, Ushma Nagar, Evershine Nagar, Malad West,
Ryan International School,
Mumbai-400064,
Maharashtra,
Tel# 91-9702418687

Dear Ronish Nadar,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be ₹3,36,877/- per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto Rs.60,000 during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions).

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TCSL/DT20222899134

1

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Confidential | 1000 200 2111 Email: careers@tcs.com



Roshan Rai 24
roshansai1304@gmail.com

Offer: Computer Consultancy
Ref: TCSL/CT20223944800/Mumbai
Date: 01/10/2022

Mr. Roshan Ajay Rai
504 C-Wing Building No 1 Sava Homes WakipadaJuchandra-Bapane Road,
Near Rickshaw Stand,
Thane-401208,
Maharashtra.
Tel# 91-7715904938

Dear Roshan Ajay Rai,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be ₹3,36,877/- per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms

TCS Confidential
TCSL/CT20223944800

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021



**MARSH & MCLENNAN
COMPANIES**

**Marsh McLennan Global Services
India Private Limited**

1001-A, Supreme Business Park,
Supreme City, Hiranandani Gardens, Powai,
Mumbai - 400076, Maharashtra India
Phone +91 22 4274 2000
www.mmc.com

PRIVATE AND CONFIDENTIAL

Mumbai

September 04, 2023

OFFER OF EMPLOYMENT

Dear Rutvi,

On behalf of Marsh McLennan Global Services India Private Limited ("Company/we/us/our"), I am delighted to formally offer ("Employment Offer") you the position of "Engineer - Applications Development" at Grade B2, based at Hiranandani Gardens, Powai, Mumbai, commencing on September 04, 2023 (In response to your reasonable request, the Company may agree to extend your start date to a future date in its sole discretion under exceptional circumstances).

Your Employment Offer with us is conditional on:

- (a) the accuracy of the representations you have given us in your resume or otherwise, including any testimonials and information you have provided;
- (b) you should not have a criminal record (ongoing criminal proceedings or convictions) for offences relating to dishonesty or financial crimes (money laundering, fraud, corruption etc.), breach of trust or misuse of official or fiduciary position, or involving moral turpitude;
- (c) your provision of your specific consent to background verification and documentation checks and the completion of these to our satisfaction; these checks may include credit, employment and education verification, health check-up, criminal background checks and reference checks; and
- (d) you being free from any contractual restrictions which would prevent you from accepting this Employment Offer or starting work on the date upon which we have agreed.

If you are not able to satisfy all of these conditions, this Employment Offer will be revoked; if for some reason you have started working for us, your employment will be terminated without notice.

The contents of this Employment Offer are strictly private and confidential. If you disclose these terms to any third party or any other organization (including your current employer), this Employment Offer will be automatically terminated and withdrawn.

Confidential



1st February 2023

Mr. Sagar Bhalshing
Building No 1, Flat No 004, Hanuman Nagar CHS/SRA,
Shree Ganesh, S.V. Road, Near Andheri Fire Brigade, Tata Compound,
Andheri West, Mumbai - 400058

Dear Sagar,

Further to our meetings and discussions, we are pleased to confirm Sportz Interactive's intent to offer and provide you with a full-time role with our Mumbai Team. We would like you to join us on or before 1st July 2023 as a "Junior Associate - Development".

As agreed, your Gross Annual CTC will be as mentioned below –

- ₹3,50,000/- (Rupees Three Lakh Fifty Thousand Only) payable in equal monthly instalments (gross monthly salary) effective your date of joining.
- ₹100,000/- (Rupees One Lakh Only) as a performance-based bonus payable by the month of July 2024 (this date will be one year from the DOJ). The bonus is applicable subject to you not serving a termination notice on the company during this period.

Some key standard HR policies or specific terms that will apply to you are as follows:

- Salary and other employment-related details must be kept strictly confidential.
- Your probation will be for a period of three (3) months' unless extended for a further period.
- During probation, you may resign from the services of the company by providing one (1) month's written notice. If the company decides to terminate any employee for any reason, then the notice period will be decided solely by the company.
- Upon confirmation, you may resign from the services of the company by providing three (3) months' written notice.
- This offer letter is provisional subject to your joining date, successful completion of background verification and acceptance of the terms and conditions of employment listed above.
- You may also be required to sign documents detailing your code of conduct in relation to general guidelines and policies expected due to your employment. The general policies are subject to change based on periodic reviews as per business requirements.
- It is clearly understood by Mr. Sagar Bhalshing, that failure to report on work on or before schedule dated i.e., 1st July 2023 and to provide necessary notice period as per 1.3 (a) clause of the Agreement shall amount to breach of trust and the Company shall proceed to take appropriate legal measures and penalty will be imposed at the sole discretion of the company.

Kindly return the duplicate copy of this letter signed in acceptance of this offer. This offer letter may also serve as your appointment letter when you join the Company. On behalf of the Management and the entire team, we wish you the very best and look forward to your innings with Sportz Interactive.

Sincerely,
For N. A. SPORTZ INTERACTIVE PVT. LTD.


Disha Vakharia
Senior Manager – Human Resources




(Accepted & Confirmed)

Date: 1-February-2023

I accept the above offer on the terms indicated. Further, I also confirm that I have read and understood the AGREEMENT ON PROFESSIONAL CONDUCT, CONFIDENTIALITY, NON-DISCLOSURE & NON-COMPETE which is attached to this offer letter and hereby assure that I will abide to all the conditions mentioned.

N. A. SPORTZ INTERACTIVE PRIVATE LIMITED

F-1201 / F-1202, Lotus Corporate Park, Western Express Highway, Goregaon (E), Mumbai - 400063

+6771 4461 / 6771 4401  hr@sportzinteractive.net  www.sportzinteractive.com



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

Superset ID: 3232417

Letter of Intent ("LOI")

March 09, 2023

Dear SANIKA ANIL GAWAS,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company). You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later. Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

We request you to carefully read and understand the Terms and Conditions of this Letter of Intent with Annexures hereto (hereinafter referred to as LOI).

- A Please note that your name mentioned in this LOI will be used to create your records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please notify before commencement of training. Please note that no changes to the record can be made later in time. The name provided by you should match with the identification documents submitted to the Company, such as Aadhar Card, PAN card, Passport, etc.
- B We are proposing compensation package and benefits post-onboarding, the details of which are set forth in **Annexure 1** to this LOI.
- C Upon accepting this LOI, you will be required to submit a set of documents as mentioned in the **Annexure- 2** . Thereafter, you will be provided access to our pre-onboarding training program, as applicable. This will enable you to learn and master the concepts and skills required to be industry ready. The pre-onboarding training program can include physical classroom training/ self-paced e-learning/ hybrid model of training. The learning journey will be inclusive of assignments, assessments, hackathons/ competitions, and webinars as deemed appropriate by Capgemini.
- D The progress made by you in this learning journey would not only help you in getting onboarded but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.
- E Pre-onboarding training Program and Terms & Conditions of the LOI
 - 1. Pre-onboarding Document Verification: Capgemini adheres to a strong document verification process. As a part of this process all the personal, educational and professional (if

Date: November 10, 2022

Ref: LTI/HR/EN3/Campus/2023

Name: Shrirang Joshi Shridhar Joshi

College: St. Francis Institute of Technology (SFIT)

LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE

Dear Shrirang Joshi Shridhar Joshi,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer 'Annexure 1') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be Rs. 30000 pm.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in 'Annexure-1'. Your appointment is in accordance with the Apprentices Act, 1961.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer 'Annexure-2')
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.ltinfnotech.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled. Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.
7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.

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BE EXTC



Date: April 14, 2023

Reference Number: CCIN/HR/NGOFL/2023/007

To,
Soham Shinde
Mumbai

Dear Soham,

Subject: Offer Letter

Congratulations!

We are pleased to inform you that you have been selected for the position of **Associate Consultant** in our organization at our Mumbai office. Your annual compensation will be **INR 6,50,000/- per annum**, including Variable Pay of 10% as given in Annexure A. You will also have Medical insurance for self, spouse and kids up to **INR 5 lakhs** and personal accident coverage for employee up to **INR 10 Lakhs**.

You are expected to join us by **5th Jun'23**, failing which this offer stands automatically cancelled. This offer is not a contract of employment. The terms & conditions of your appointment will be stated in detail in your Appointment Letter, which will be issued to you later. You will be required to sign a service agreement with us for a period of **2 years** from your date of joining. During these 2 years, if you leave/resign/abandon your services at Cognitus, you will have to pay an amount of **INR 3,00,000/-** to the Company. A detailed service agreement will be shared with you along with the Appointment Letter.

This intent to offer is subject to your successful completion of graduation by **August 2023** and furnishing of correct information. In the event of any of the information being proved to be incorrect, the Company will nullify this offer. Please confirm your acceptance of this offer of employment by **17th April'23**.

We look forward to a mutually beneficial association.

Thanks & Regards,

For Cognitus Consulting IT Services Private Limited

DocuSigned by:

7C18DCA36F00487

Mohit Agrawal
Chief Financial Officer - Asia Finance

Ms. Sparsha D Shetty
Ganpat Patil Nagar I.C Colony,
Near Mandapeshwar Metro station
New Link Road Borivali West Mumbai 400103

Offer for Employment with Softline Services India Pvt. Ltd.

Dear Sparsha,

This is with reference to your application for employment and subsequent interviews you have had with us, we are pleased to offer you the position of **Technical Specialist - Trainee** reporting to **Delivery Head**. Your date of joining will be on or before **July 3rd, 2023**.

You will be appointed as a **Trainee** for initial 6 months and during this period your monthly gross will be **Rs. 26,924/-**.

After 6 months you will be confirmed as a **Junior Technical Specialist** based on your performance evaluation and your annual Total cost to Company (TCTC) will be **Rs. 400,010/- (Rupees Four Lakhs and Ten Only)** of which **Rs. 30,770/- (Rupees Thirty Thousand Seven Hundred Seventy Only)** will be performance linked bonus component paid annually, all subject to standard and statutory deductions. Softline provides a Flexi-pay structure, which enables you to structure your Fixed CTC based on the components provided by Softline, on the date of joining. The breakup of Gross Earnings which includes allowances and perquisites is detailed in the Annexure I.

As a part of Softline Group policy, you have to sign an NDA with Softline and will be binding on you as per the tenure clause of such agreement. The bond period of 24 months will be applicable from the start of your joining date.

You will be required to join at **Mumbai** location and report to **Ms. Sumitha Naidu** to complete the joining formalities. Please submit the following documents before the date of joining for our official employment.

- Copies of all Educational and Professional certificates mentioned in the CV
- Copy of Address Proof (e.g. Ration Card, Electricity Bill, Phone Bill, Passport)
- Copies of Appointment, Latest increment / promotion, relieving and experience letters for the current employer
- Last three months' salary slip of current employer
- Three Passport sized photographs
- Copy of PAN Card

Your offer has been made based on information furnished by you. Any discrepancy found in the copies of documents, certificates or reference check; the company retains the right to revoke the offer of employment.


The appointment letter will be issued to you after completion of all the joining formalities & submission of all the necessary documents.

This offer is valid till **May 31st, 2023** or on receipt of your acceptance or non-acceptance of this offer whichever is earlier.

We are excited about the challenges and opportunities ahead of us and look forward to you being part of a dynamic team, which leads the company through the path to success. I wish you well and look forward to having you on board. As a token of your acceptance, you are requested to sign the duplicate copy of this letter.

Yours sincerely,

Vinod Nair,
Managing Director - India


I confirm and accept the said
Sparsha D Shetty



GROSS SALARY SHEET

Annexure 1

Name	Sumedh Madhavrao Rananaware
Designation	Assistant System Engineer-Trainee
Institute Name	St. Francis Inst. Of Tech, Borivall

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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CSL/CT2022400888

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Reference Number: CCIN/HR/NGOFI/2023/004

Date: April 14, 2023

To,
Sumon Shankar Ghosh
Mumbai

Dear Sumon,

Subject: Offer Letter

Congratulations!

We are pleased to inform you that you have been selected for the position of **Associate Consultant** in our organization at our Mumbai office. Your annual compensation will be **INR 6,50,000/- per annum**, including Variable Pay of 10% as given in Annexure A. You will also have Medical insurance for self, spouse and kids up to **INR 5 lakhs** and personal accident coverage for employee up to **INR 10 Lakhs**.

You are expected to join us by **5th Jun'23**, failing which this offer stands automatically cancelled. This offer is not a contract of employment. The terms & conditions of your appointment will be stated in detail in your Appointment Letter, which will be issued to you later. You will be required to sign a service agreement with us for a period of **2 years** from your date of joining. During these 2 years, if you leave/resign/abandon your services at Cognitus, you will have to pay an amount of **INR 3,00,000/-** to the Company. A detailed service agreement will be shared with you along with the Appointment Letter.

This intent to offer is subject to your successful completion of graduation by **August 2023** and furnishing of correct information. In the event of any of the information being proved to be incorrect, the Company will nullify this offer. Please confirm your acceptance of this offer of employment by **17th April'23**.

We look forward to a mutually beneficial association.

Thanks & Regards,

For Cognitus Consulting IT Services Private Limited

DocuSigned by:
A handwritten signature in black ink that reads "Mohit Agrawal".
JCG180CA3M00442

Mohit Agrawal
Chief Financial Officer - Asia Finance

Cognitus Consulting IT Services Pvt. Ltd.
CIN: U72900TG2015PTC100122

Smartworks - Aurobindo Galaxy
Sy No 83/1, Hyderabad Knowledge City,
TSIC Raidurg Panmaktha, Serilingampally Mandal,
Plot No 1, Hitec City Main Rd, Gachibowli,
Hyderabad, Telangana 500081

Registered Address:
H.No 19-8/1A, Vivekananda
Nagar, Gaddiannaram,
Hyderabad-500060,
Telangana, India

info@cognitusconsulting.com
www.cognitusconsulting.com

Date: November 10, 2022

Ref: LTI/HR/EN3/Campus/2023

Name: Supriyo Ghosh Shankar Ghosh

College: St. Francis Institute of Technology (SFIT)

LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE

Dear Supriyo Ghosh Shankar Ghosh,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer '**Annexure 1**') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 30000 pm**.
 2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
 3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in '**Annexure-1**'. Your appointment is in accordance with the Apprentices Act, 1961.
 4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer '**Annexure-2**')
 5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
 6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.ltifotech.com>) and register your credentials therein within seven (7) days from the date of this letter.
- If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled. Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.
7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.



Name Swapnil Nishad
Roll No 53
Email swapnil.nishad05@gmail.com
Contact 9820863433.

Date: 11-Nov-22

To,

Mr/Ms Swapnil Nishad Shashikumar,
St. Francis Institute of Technology, Mumbai

Dear Swapnil Nishad Shashikumar,

Please refer to the interview and discussions you had with us recently. We are pleased to offer you the position of **Graduate Engineer Trainee** on the following terms and conditions:

1. You will receive a Basic Salary of **Rs. 13917/- per month**. All other allowances and benefits as applicable to you are detailed in Annexure - A
2. Your place of posting will be **Mumbai** till the Company intimates you otherwise
3. You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company, as enclosed at Annexure - B
4. You will be governed by and agree to abide by the provisions of the Tata Code of Conduct. Any breach of the provisions of Tata Code of Conduct shall constitute misconduct
5. Your appointment is subject to you being certified medically fit by a medical practitioner recognized by us, and on receipt of satisfactory references
6. You will be on training for a period of **12 Months** from the date of your joining the Company, subject to the conditions detailed in the General Terms & Conditions of Service
7. You will furnish to us copies of all the relevant certificates, including relieving certificate from your present employer at the time of joining. You will also submit to us 4 copies of your recent passport sized and 1 stamp sized photographs at the time of joining

Within 3 days of receipt of this letter, you are requested to sign and return the duplicate copy of this letter in token of your acceptance of the terms of appointment, including the General Terms & Conditions of Service and the provisions contained in the Tata Code of Conduct.

You are requested to join the services of the Company not later than **the joining date** failing which please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing.

**The joining dates (not later than August 2023) shall be intimated to you via your mail id*

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board.

Yours faithfully,

For TATA Advanced Systems Limited

Authorized Signatory

I accept the offer of appointment

(Signature)

TATA ADVANCED SYSTEMS LIMITED

TATA ADVANCED SYSTEMS LIMITED
Registered Office: Maharashtra State Road No. 27, 5th Floor, 100 Feet Road, Chhatrapati Shivaji Maharaj International Airport, Mumbai - 400 072, India
Tel: No. 022-26111111



January 17, 2023

Dear Tejas,

We are pleased to make you an offer of employment as **Web Solutions Specialist** at career level **II-A** in the **Web Services Support** department at **Endurance International Group (India) Private Limited** commencing on **June 05, 2023**. You will be on probation for a period of **6 months** starting from the day you join the organization.

Your total package is **INR 3,91,942/-**. Your package should be treated as confidential and non-comparable.

Kindly refer to Annexure I for the break-up.

Terms and Conditions:

As we invest significant resources towards your training in the initial months, the company reserves the right to recover one month's fixed compensation if you were to leave within a period of 12 months from the date of commencement.

This offer expires on **January 19, 2023**.

On or before your joining date we will require you to submit various documents for our records as mentioned in the list enclosed. Your appointment with Newfold will come into effect only after you produce all the relevant documents from the attached list. All offers are subject to satisfactory completion of reference checks.

We look forward to working with you and believe that you can make a very significant impact to the success of Newfold.

Please feel free to contact us at campusteam@newfold.com with any questions.

Yours Sincerely,

For Endurance International Group (India) Private Limited.,

Rena Isetta Soans
Digitally signed
by Rena Isetta
Soans
Date:
2023.01.17
18:13:24
+05'30'

Rena Soans
Director - Human Resources

Tejas Manoj Chavan

Endurance International Group (India) Private Limited
Registered Office: Unit No. 401, 4th Floor, IT Building 3, Nesco IT Park, Nesco Complex,
Western Express Highway, Goregaon (East), Mumbai 400 063
CIN: U72300MH2012PTC226415, Tel: +91 22 67209000; Email Id: finacctind@newfold.com



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Date: November 10, 2022

Ref: LTI/HR/EN9/Campus/2023

Name: Tejaswi Surepalli Srinivasa Rao Surepalli

College: St. Francis Institute of Technology (SFIT)

LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE

Dear Tejaswi Surepalli Srinivasa Rao Surepalli,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer '**Annexure 1**') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 25000 pm**.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in '**Annexure-1**'. Your appointment is in accordance with the Apprentices Act, 1961.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer '**Annexure-2**')
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.ltinfnotech.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled. Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.



Offer: Computer Consultancy
Ref: TCSL/DT20222995629/Mumbai
Date: 01/10/2022

Mr. Jonathan David Sardinha
T4/404 Spring Grove Towers Lokhandwala Township, Akurli Road,
Kandivali East,
Mumbai Suburban-400101,
Maharashtra.
Tel# -9833289909

Dear Jonathan David Sardinha,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a challenging role in any Business Unit as per the business requirements of TCSL.

Your gross salary including all benefits and Retention Incentive will be **INR 7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs. 60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after

TCS Confidential
TCSL/DT20222995629

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg, Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Offer: Computer Consultancy
Ref: TCSL/CT20223886558/Mumbai
Date: 01/10/2022

Mr. Shubham Ganapati Shettigar
C-07 Silver Apartment P.P Marg,
Virat Nagar, Virar West,
Virar-401303,
Maharashtra.
Tel# 91-9860361113

Dear Shubham Ganapati Shettigar,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a challenging role in any Business Unit as per the business requirements of TCSL.

Your gross salary including all benefits and Retention Incentive will be **INR 7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after

TCS Confidential
TCSL/CT20223886558

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhtran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com

Date: November 13, 2022

Ref: LTI/HR/EN3/Campus/2023

Name: Sanika Vijay Acharya Vijay Acharya

College: St. Francis Institute of Technology (SFIT)

LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE

Dear Sanika Vijay Acharya Vijay Acharya,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (refer **Annexure 1**) and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 30000 pm.**
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in **Annexure-1**. Your appointment is in accordance with the Apprentices Act, 1961.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer **Annexure-2**)
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.ltinfnotech.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled. Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You are required to register yourself as an on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.

8. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with LTI will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:
 - Failing to meet the qualification criteria during the Training Program assessments
 - Unauthorized absence during the Training Program
 - Integrity and other disciplinary expectations
9. All Annexures appended herewith shall form an integral part of this letter.
10. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
11. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice
12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in 'Annexure-3'.
14. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,
For LTI Ltd.



Thiagu Dharmalingam
Senior Manager - Talent Acquisition



Signature and Date

ANNEXURE-1

Eligibility Criteria for Engineering - Year2023 Batch		
Qualification	B.E./B.Tech.	M.E./M.Tech/MCA/M.Sc
Branches:	All Branches	M.E./M.Tech(All branches) MCA, M.Sc (five-year integrated CS/IT)
Age Criteria: As on 1st July of Passing year (2023)	Less than 24 years	Less than 26 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma which should not be more than 2 years. No Year drop allowed.	
SSC, HSC Percentages/CGPA:	60% & Above OR Equivalent CGPA	
Diploma/Graduation Percentage/CGPA:	NOTE: • SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For Diploma holders, final semester should have cleared in <u>FIRST ATTEMPT</u> only. • For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration.	
	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA	
	• For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered.	
	• Aggregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results	
	• Includes aggregate of all semesters AND all appeared subjects (Irrespective of the University rule)	
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation)	• Conversion from CGPA into Percentage must be calculated as per your respective University norms	
	• Provisional/Passing Certificate must state First Class	
	• No active/live backlogs allowed during the interview process • All backlogs (if any) must be cleared with the final semester exams • All final semester subjects must be attempted and cleared in the First Attempt (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course)	
Nature of Course:	All Full Time courses Only	
	2023 SUMMER Pass outs Only	
Year of Passing:	Resident Indian Citizens Only	
Citizenship:	UGC / AICTE / State Board Approved ONLY	
Your College/Institution MUST be:	Not been involved in any court proceedings and/or convicted for any offence	
Pre-Employment Verification:	Submitting a Medical Certificate of Fitness(In the format prescribed by LTI) at the time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS	
Pre-Employment Medical Certificate:	The period of training (classroom/virtual) and the subsequent technology & communication tracks assigned for training are purely subjected to the business requirements. Non-performance during technical & communication trainings/on the job phase is subjected to separation from the organization	
Training phase:	Should be flexible to work in any technology/work-shift/domain and work from any development center/partner premise/customer location as per business needs	
Flexibility:	Should NOT have appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.(If found so, LTI may take immediate action and cancel the candidature at ANY stage)	
Cooling Period:	As per the Maternity Benefit Act, 1961, employee would be entitled for maternity leave if she has worked for a minimum of 80 days in the organization in the twelve months immediately preceding the date of her expected date of delivery	
Eligibility for Maternity Leave:		

Self Declaration :

1. You should meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. LTI may take immediate action at any time during or after the Interview/Selection/Joining if found hiding any information/involved in any sort of malpractices/producing incorrect information or not meeting all the criteria mentioned above.
3. This recruitment process is completely free of cost.

Candidate Signature:



Name:

Sanika Vijay Acharya Vijay Acharya

Institution Name:

St. Francis Institute of Technology (SFIT)

Mobile No:

8108429089

ANNEXURE-2

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the Graduate Engineer Trainee Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

Attested copies of the following are required:

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

ANNEXURE-3		
Name : Sanika Vijay Acharya Vijay Date : November 13, 2022		
Acharya		
Salary Grade : P1		
Components	INR. p.a.	INR. p.m.
Basic	180000	15,000
Bouquet of Benefits	264180	22015
Bonus	21000	1750
Base Salary (p.a.)	465180	38765
Annual Incentive (p.a.)	0	
Total Variable (p.a.)	0	
TTC (p.a.)	465180	
PF	21600	1800
Gratuity	8658	722
Mediclaime Premium (p.a.)	12929	1077
Retirals & Other Benefits (p.a.)	43187	3598
Cost to Company (CTC)	508367	42363
Medical Insurance Premium:		
The Group Mediclaime Policy of Company covers Employee, Spouse & upto 3 dependent children (below 25 yrs of age). Coverage limits are as per company policy		
You would also be eligible to be covered under the Voluntary Group Term Life and Group Accident Insurance policy as per the company policy.		
Notes:		
1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.		
2) Bouquet of Benefits* /Flexi Pay consists of Flexi-components which may include HRA, Conveyance, LTA, Meal Allowance and Adhoc allowance.		
3) H.R.A. will be deducted for accommodation (if any) provided by the Company.		
4) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.		
5) Gratuity payment shall be as per "Payment of Gratuity Act, 1972".		
6) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.		
- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.		
- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.		



Reference Number: CCIN/HR/NGOFL/2023/012

Date – June 1, 2023

To,
Aniket Suvarna,
Room no 3, Rameshwar Gurkha Chawl
Vasant Super Market, Borovali East
Mumbai- 400066, Maharashtra

Dear Aniket Suvarna,

Subject: Appointment Letter

We are pleased to appoint you as **Associate Consultant** at Career Level 3 with Cognitus Consulting IT Services Private Limited (hereinafter referred to as the Company) with effect from **June 5, 2023**. Your initial place of posting will be at **Mumbai**. The Company has clearly defined objectives and management philosophies which provide the broad corporate framework to your employment with us. Your appointment with the company is subject to terms of this Letter of Employment and the Company policies and procedures including the amendments made therein from time to time.

You will be bound by company's policies introduced and enforced by the management, from time to time in relation to conduct, discipline, working hours, leave, holidays or any matter relating to service conditions which will be deemed as rules, regulations, and orders in the part of these terms of employment. The Management reserves the right to modify, alter or delete the existing service rules or to introduce fresh service rules which will be binding upon you.

The Company requests you to duly sign
Annexure "A" – Roles & Responsibilities
Annexure "B" – Remuneration
Annexure "C" – Non-disclosure and Non-solicitation

Kindly return one set of duly executed copy of this Letter of Employment along with the Annexure for our records.

The following terms will govern your employment with us:

1. COMMENCEMENT DATE

Your appointment as Company's full-time employee shall be effective from the date of your joining which shall not be later than **June 5, 2023**. It may be noted that if you do not report for work on or before the date specified above or do not intimate the reasons for delay to the Company and seek approval, this Letter of Employment shall stand automatically withdrawn with effect from the said date without any obligation to the Company. You may be required to undergo training either in India and/or abroad at times for development of skills and for maximization of your performance. In the event thereof, you may be required to execute a security bond or such other agreement on such terms and conditions as the Company may deem to be fit in its absolute discretion.

2. WORKING HOURS

The working hours of the Company are from 12:30 p.m. to 09:00 p.m. for five (5) days a week Monday to Friday with flexibility to work on a schedule as per the demand of project. However, you shall ensure your availability, as and when required, depending upon the urgency of the work. At your level we expect a fair amount of travel around the region with short notice at times and would need your full support and commitment for the same if the company requires that.

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A. V. Suvarna
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6/1/2023

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3. ROLE & RESPONSIBILITIES

You shall perform task that may include but not limited to tasks detailed in Annexure "A". You are aware that your role and responsibilities may change from time to time as required by the Company and you will undertake the same effectively, solely to pursue Company's interest.

4. REMUNERATION

Your total gross salary will be as per Annexure "B".

5. PROBATION

In the first instance you will be on probation for a period of 6 months from the date of your joining, where after the probation period may be either extended at the discretion of the management or may be dispensed with either earlier or on completion or thereafter till confirmation. You will be deemed as probationer in the initial or extended period of probation.

During the probation period, the Letter of Employment may be terminated by the company without any notice. 30 days' notice is required by the employee in probation period.

6. LEAVES

During the tenure of your employment, you will be entitled to leave with wages and national & festival holidays with wages as per the provisions of Telangana Shops and Establishments Act and Telangana National and Festival Holidays Act respectively.

7. LOCATION OF EMPLOYMENT

While your initial home base of employment is **Mumbai**, you will appreciate that the Company's projects cover a wide geographical area and are derived by the Company's assessment of client's requirements. The Company have business operations at various locations globally, and you may be transferred to other locations within the city/country/overseas, for the reasons including but not limited to redundancy or restructuring or acquisition or merger of business/s or scaling down of business or on account of any other critical business decision/s. The relocation benefits/allowances, if any, shall be payable as per the Company's policy.

During your employment with the Company, you may be required to work for other related or group companies and/or the affiliates of the Company. However, no additional benefits will accrue for this work.

8. MEDICAL EXAMINATION

Your appointment and its continuance are subject to you being found and remaining medical (physically and mentally) fit. You may be required at the discretion of the company to undergo a confidential medical examination, which will be carried out by a medical practitioner selected by the Company. In such cases the final appointment will be subject to a satisfactory medical examination report being received. During your period of service with the Company, you may be required to undertake additional medical examinations or tests, where occupational health, safety and wellbeing issues are concerned.

9. RETIREMENT AGE

By accepting this letter of employment, you are required to submit to the Company, the certificate ascertaining your age. You will be retired from the services of the Company on the last day of calendar month in which you attain the age of 58 years unless the Company at its sole discretion permits you to continue your services or as permitted by law.

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10. TAXATION

It is your responsibility to meet all requirements under the tax laws of India, including tax compliance and filing of tax returns. The Company will withhold income tax, profession tax and other statutory deductions as per the applicable laws. Any penalties or interest due to tax, which is caused by your failure to provide the company with relevant information or failure to file the tax return, will be your responsibility.

11. HEALTH AND SAFETY ISSUES

The company intends to provide a pleasant, healthy work environment. As employee of the Company, you will be expected to ensure that safety precautions are taken. Smoking is not allowed on the Company's work premises. The use of illegal drugs and any other substance abuse are forbidden.

12. GROUP HEALTH INSURANCE

You will be enrolled for the health insurance that will cover you and your dependents under the company's Health Insurance Scheme (HIS). Basic premium for self, spouse and up to two children is entirely borne by the company provided these members are explicitly enrolled by you under the scheme. Entitlement – You and your enrolled dependents will be entitled for a total medical cover of INR 500,000/-.

13. NOTICE PERIOD

13.1 During the probation period, the Letter of Employment may be terminated by the company without any notice. 30 days' notice is required by the employee in probation period.


13.2 Any notices sent hereunder will be registered mail, return receipt requested or by email, to the respective address of parties as contained in this Agreement and communicated by the parties to each other.

13.3 On confirmation as permanent employee, this Letter of Employment may be terminated by either party giving to the other 90 days written notice. You shall be required to make payments in lieu of the notice period for early release. However, if you fail to provide the required notice, as stated herein or fail to work through the said notice period and/or cooperate in satisfactory handover of your work, the Company shall have the right to withhold/deduct the payments. These provisions shall not prevent the summary termination of employment based on the Company policy and procedure on account of misconduct or misrepresentation or breach of trust or negligence or breach of the terms of this Letter of Employment or any policy and procedure of the Company.

14. TERMINATION

14.1 - In case of any breach of the terms of this Letter of Employment including misconduct, misrepresentation, unsatisfactory or poor performance, unauthorized absence or any breach of the terms stipulated herein, the Company reserves the right to terminate your services without any notice or any further obligations. The Company's decision on this would be final and you shall be bound to abide by the same. This employment is subject to satisfactory investigation of your credentials and if it is found at any time that you have made any false statements or suppressed any material information, irrespective of whether such acts impact directly or indirectly, it shall lead to termination of your services by the Company without any notice or compensation or any further obligations. The Company and/or its related or group companies shall have the rights to take suitable action against you for your breach in any of the terms of this Letter of Employment. If it is found that you are engaged in any activity which is against the public policy and illegal, the Company shall have the right to terminate your services without any notice.

14.2 - During the tenure of your employment, if it comes to knowledge of the Company from any source that a criminal complaint has been lodged against you for any crime related to person or property or otherwise, for violation of the applicable laws, in which your involvement may in any matter, either direct or indirect, adversely affecting the interest of the Company, then the Company shall have the right to terminate your services and such decision of the Company shall

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6/1/2023

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be final and binding on you.

14.3 – Further you are also bound to inform the Company in writing, if any legal action is initiated against you during the tenure of your employment or engagement with the Company. You are aware that your intentional failure to disclose about the above shall adversely affect the Company's interest and therefore allow the Company to take suitable action against you including terminating your services for misrepresentation, breach of trust and such other similar causes.

14.4 – Upon leaving the services of the Company, you will return all properties of the Company/related or group companies or of any of its affiliates, including but not limited to all documents (and copies) created or acquired during the course of your employment. Your full and final settlement shall be subject to you returning the Company's, related group companies and/or its affiliates properties/assets lying with you, if any.

Automatic Termination:

Absence for a continuing period of 8 days without leave or prior permission and including leave though applied for but not granted and when overstayed for a period of 8 days, would make you to lose your lien on service and the same shall be automatically come to an end without any notice or even intimation. In such eventuality, the management will draw an irresistible presumption that by remaining absent continuously and unauthorizedly, you have abandoned your job which will have the effect as if you have resigned from your job.

15. FORCE MAJEURE

If during the term of this Agreement, due to any Force Majeure event which is beyond the control of the party/s including but not limited to labour disputes, government regulations/orders, war, pandemics, epidemics or other calamities or any extraordinary situation beyond both or either party/s control (collectively, "Force Majeure Event") and the Company shall have the right upon minimum 7 days prior notice to the Employee, to take any suitable measure including suspension of Employee's services for the duration of such Force Majeure Event, or for any part thereof or adjust/ reduce hi/her monthly compensation (salary) payable or accrued to the Employee.

16. CONFIDENTIALLY

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use, utilize such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

17. OTHER EMPLOYMENT AND ASSIGNMENT

17.1 – You will not take up any employment or assignment, remuneration or honorarium from any other organization or any person without the consent of the Company in writing during the tenure of your employment with the Company. You are required to make a full and frank disclosure of any dealing you propose to enter directly or through any of your relatives or family member with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like by whatever name called.

17.2 - This Letter of Employment is personal to you, and you shall not assign any rights and obligations to any third party in any manner whatsoever. The failure/silence of the Company at any time to insist on performance of any obligation under this Letter shall not be treated as a waiver of its rights.

18. POLICIES & PROCESSES

18.1 – While in the service of the Company, you will be governed by the Company's Policies and Processes currently in existence, and those, which may be introduced from time-to-time hereafter including but not limited to address changing circumstances and to all common law and statutory provisions, which may be applicable.

18.2 – All policies and procedures of the Company including any modifications thereof shall be deemed to be read,

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6/1/2023

Page 4 of 11

understood and accepted by you. Any act in violation of the policies your and procedures of the Company will be deemed to be the breach of this Letter of Employment.

18.3 – At all times, during your tenure with the Company, you shall remain loyal and trustworthy to the Company and ensure that your acts and interests shall not adversely affect and/or be contrary to the interests of the Company. You shall always conduct yourself in good faith and in a lawful manner including that you shall not complete on your own or on behalf of others with the Company during your employment. You are aware that any non-disclosure of adverse interest amounts to violation of the Letter of Employment.

18.4 – You shall ensure that you shall not act for commercial gain for yourself or any third person/entity, at any point in time during your tenure with the Company. You shall at all times deal fairly in all the transactions related to the Company. You are aware and agree that the Company's interest is of paramount importance, and you shall not place yourself in a position where in your duties and the Company's interest may conflict.

19. LAWS OF COUNTRY

This Letter of Employment is governed by and shall be construed and interpreted in accordance with the laws of India and the parties submit to the exclusive jurisdiction of the courts at Telangana.

20. YOUR UNDERTAKINGS

20.1 – During the period of employment with the Company, you shall neither give/accept any gifts nor favors from any Clients. The Company values honesty of intent and purpose in all the business transactions with its employees, customers, suppliers, vendors, government agencies, public bodies, media and associates. Equity and fairness shall be the benchmark of the Company's dealings with them. Any violation to the prescribed code of conduct including the Handbook of the Company will be viewed seriously and will be considered as a breach of this Letter of Employment. You shall maintain utmost discipline and good conduct in your dealings with your colleagues, customers etc., The Company values every employee as an individual and an asset of the Company and will not tolerate any objectionable behavior including however not limiting to verbal abuse, sexual harassment gender discrimination, misuse of Company's property, theft, cheating, any other illegal act or any such act of any individual or body of individuals, for which if proved, will result in summary dismissal, Company's policies including the code of conduct and Handbook shall be always applicable to you and it shall form part of the Letter of Employment.

20.2 - You have represented that document submitted as proof of academic qualifications are genuine and all the details and information supplied by you are correct.

Address of Communication:

The above address furnished by you is the Communication address of you. Any change of residential address should be intimated in writing within one week from the date of such change. In case if you have not updated the change, the last known address shall be deemed to be the residential address by the company for all communication purposes. "

21. ENTIRE AGREEMENT

This Letter contains the entire understanding between yourself and the Company and supersedes any previous agreement and arrangements relating to your employment. The Company shall be free to modify the terms of this Letter and notify you of the same and such amendments shall be binding on you.

Please signify your acceptance of the conditions by signing in the space provided and return to us the attached copy of this Letter.

We welcome you to Cognitus Consulting family and wish you a long and happy work association.

For Cognitus Consulting IT Services Pvt. Ltd

DocuSigned by:

BH AD9276F2E74F8
Mohit Agrawal
Authorized Signatory

DocuSigned by:

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6/1/2023

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ACCEPTANCE

I, **Aniket Suvarna**, have read, understood and hereby confirm the acceptance of the foregoing conditions as well as all the policies, procedures, and terms of the Company.

DocuSigned by:


Sign: 00E88FE835C343E

Date: 6/1/2023

Place: Mumbai

DECLARATION

I, **Aniket Suvarna**, hereby, affirm that all the documents and information provided/stated/disclosed by me to the Company and under this Agreement are true and correct.

DocuSigned by:

Sign: 00E88FE835C343E

Date: 6/1/2023

Place: Mumbai

DocuSigned by:

00E88FE835C343E

6/1/2023

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Annexure A

Roles and Responsibilities

- You will be involved in full cycle, large-scale and end-to-end international projects where Cognitus team play a key role in designing and delivering solution to the client.
- Working in a project team
- Work in SAP Implementation / Development / Support projects assigned by Resource Management.
- You will drive industry innovation by delivering SAP S/4HANA solutions. By unlocking your potential, you will be playing an active role in building new and innovative applications and industry solutions
- Business process and data analysis
- Testing the system and its extensions or modifications
- Development of project documentation like Technical/Functional specs.
- Upgrade skills as per the requirement whenever needed and be hands on in the projects.
- Role and responsibilities are not limited to the above and can change as per business needs.

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6/1/2023

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**Annexure B
REMUNERATION**

Your remuneration package comprises:

Salary breakup:

Your annual CTC is ₹650,000.00 Detailed break up is as follows. Your salary and other remunerations are considered confidential, and you are not to disclose or discuss your remunerations with anyone.

Name	Aniket Suvarna	
Position	Associate Consultant	
Career Level	3	
Description	Monthly (Rs. Per Month)	Annually (Rs. Per Annum)
Basic Pay	24,375.00	₹292,500.00
House Rent Allowance	12,187.50	₹146,250.00
Conveyance Allowance	4,875.00	₹58,500.00
Communication Allowance	2,437.50	₹29,250.00
Personal Development Allowance	3,075.00	₹36,900.00
Employer Contribution to PF	1,800.00	₹21,600.00
Variable	-	₹65,000.00
Total Gross Salary	48,750.00	₹650,000.00
<ul style="list-style-type: none"> • The variable pay is conditional on the company and individual performance as per company's performance management system and company policy and is not guaranteed. At your level, the variable bonus could range from 0-10 % of your salary. • You will receive pro-rated salary for the said month which will be paid to you in the same month payroll. (Payroll cut off). • Please also note that if your Date of Joining is on or after 25th of a month, your salary for the rest of the days for that month will be processed in the following month's payroll cycle. • Gratuity shall be payable as per the payment of Gratuity Act 1972. • Contributory Provident Fund, which is 12% of Basic Salary or Rs 1800/- whichever is less. 		

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Annexure C
NON-DISCLOSURE AND NON-SOLICITATION

This Non-disclosure, Non-solicitation and agreement made between Cognitus Consulting, IT Services Pvt Ltd (hereinafter "Company"), and Aniket Suvarna (hereinafter "Employee").

DEFINITIONS

- a) As used in this Agreement, the term "Confidential Information" shall include all information which: (a) is disclosed to or becomes known to the Employee as a consequence of or through his employment by the Company, regardless of whether it was disclosed to or became known to the Employee during working hours; (b) is not generally known in the industry in which the Company is or may be engaged; and (c) is about the Company's products, processes and services, including, but not limited to, information related to research, design, development, methods, inventions, manufacturing, engineering, marketing, prospective and executed contracts and other business arrangements, sources of supply, customers, customer lists and trade secrets.
- b) As used in this Agreement, the term "Customer of the Company" shall refer to all persons, firms, or entities that have purchased products from the Company during the term of the Employee's employment by the Company, and all persons, firms, or entities that control or are controlled by the same person, firm or entity controlling such purchasers.
- c) As used in this Agreement, the term "Company" shall also include any entity owned or controlled by Cognitus Consulting IT Services Private Limited for which the Employee has performed services during his employment with Cognitus Consulting IT Services Private Limited.

EMPLOYEE ACKNOWLEDGMENT

The Employee recognizes and acknowledges:

The value of the opportunity for additional training, the enhancement of his experience, and the associations that he will be afforded through employment with the Company; and
That during his employment by the Company, he will have access to and work with Confidential Information vital to the successful operation of the Company; that he will be called upon to establish relationships with Customers of the Company; that the Company is engaged in a highly competitive enterprise, and that any disclosure of Confidential Information would cause immediate and irreparable injury to the business and goodwill of the Company.
That, as a consultant, his training, experience, and technical skills are of such breadth that he can employ them to advantage in other fields, and that, consequently, the terms of this Agreement will not unreasonably impair the Employee's ability to engage in business activity after termination of his employment with the Company.

IN CONSIDERATION OF the value of employment with the Company, recognized and acknowledged above in this section of the Agreement, and in recognition of the Company's just purpose in protecting its investments and the training and experience afforded to the Employee at the Company's expense by the employment offered to him, through avoiding for limited times competition by through, and from persons trained and/or given experience by the Company, and through avoiding disclosures of confidential information by such persons, the Company and Employee agree as follows:

Non-Disclosure. Both during this employment and after termination of employment by the Company, the Employee agrees:

To make a prompt and complete disclosure upon request to any executive officer of the Company and to no other person without the express written permission of the Company of any Confidential Information.
That every item of Confidential Information is the property of the Company, and the Employee hereby assigns all such property to the Company.
That upon the Company's request, but without expense to himself, he will execute any and all applications, assignments, and other legal instruments which the Company deems necessary or convenient for the protection of its Confidential Information in the Any foreign countries, and that he will render aid and assistance in all proceedings pertaining to said Confidential Information.

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That upon termination of employment for any reason, and at any time during employment if requested by the Company, the Employee will give and surrender to the Company all documents, notes, models, and other such materials, including any customer or potential customer lists, produced by him or coming into his possession through his employment by the Company, and agrees that all such materials are at all times the Company's property. The Employee also agrees that he will not make or retain any copies of such materials without the express written authorization of the Company.

That the Company's business interests require a confidential relationship between the Company and the Employee, and the fullest possible protection and confidential treatment of its Confidential Information conceived or learned by the Employee during his employment. Accordingly, the Employee agrees to keep secret and to treat confidentially all the Company's Confidential Information, whether patentable, patented or not, and not to use or aid others in using any such information, without the express written authorization of an executive officer of the Company. Employee further agrees to take all reasonable precautions to protect against the intentional, negligent, or inadvertent disclosure of the Confidential Information to any other person or business entity.

Non-Solicitation of Employees. Employee agrees that he shall not, at any time during the term of his employment with Company, and for a period of two years after the date of termination of his employment with the Company, for his own purposes or for the account of any other person or business entity, directly or indirectly, hire, employ or solicit for employment any other type of affiliation, any present employee of Company.

Disclosure of Agreement. Company may notify anyone employing Employee, or in Company's opinion evidencing an intention to employ Employee, in any of the businesses in which Company is engaged at the time of Employee's termination, of the existence and provisions of this Agreement. Disclosure may occur before or after termination of Employee's employment and may be made for any reason. Disclosure will not be deemed to constitute the breach of any duty by Company to Employee, including without limitation, duties under the concepts of interference with contractual and prospective contractual relations and interference with prospective advantage. Employee hereby waives and releases any claims that may arise because of Company's disclosure of this Agreement.

Injunctive Relief. Consistent with the acknowledgments contained above in this Agreement, the Employee further acknowledges that a breach by the Employee of any provisions contained in this Agreement will cause the Company immediate and irreparable injury and damage, the loss of which cannot be fully and adequately compensated for in damages in an action at law. Accordingly, the Employee agrees that the Company shall be entitled, in addition to any other remedies it may have at law, to enforce this Agreement in equity by means of an injunction or decree of specific performance, and/or any other forms of equitable relief. This provision shall not, however, be construed as a waiver of any other rights which the Company may have, including the right to receive money damages. The Employee agrees to indemnify, defend and save harmless Company and its officers, employees and agents from and against all suits, causes of action, judgments, liabilities, damages (including without limitation reasonable attorneys' fees and costs), or claims of any nature whatsoever which may arise out of or occur because of any violation of any provision of this Agreement by Employee.

Period of Employment. The Employee recognizes and acknowledges that his employment and compensation can be terminated at the option of either the Company or the Employee, and that no agreement for employment for any specified period or contrary in any way to the foregoing is valid unless made in writing and signed by an executive officer of the Company. [FOR AT-WILL EMPLOYEES ONLY]

1. Attorney's Fees. Employee agrees to indemnify, defend, and save harmless Company and its officers, employees and agents from and against all suits, causes of action, judgments, liabilities, damages (including without limitation reasonable attorneys' fees and costs), or claims of any nature whatsoever which may arise out of or occur because of Employee's violation of any provision of this Agreement.
2. Non-Competition. The Employee agrees that during his employment by the Company and for a period of two (2) years after termination of employment, said period to be extended by any period of violation or by any period of time required to obtain enforcement of this covenant, he will not, on his own behalf or as a partner, officer, director, employee, agent or consultant of any other person, firm or entity, directly or indirectly engage in any business activity that is the same as or similar to the business of the Company with respect to any product or service which the Company did sell, offer to sell, develop, or commence to develop, and in which the Employee was involved or to which the Employee had access during the Employee's employment by the Company, either a) within the geographical area in which the Employee did business during his employment; or
b) with any of the Company's Customers; or
c) with any of the Company's Customers about which the Employee had access to information through his employment with the Company; or

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- d)with any of the Company's Customers with which the Employee did business during his employment with the Company.
3. Acknowledgment of Understanding. The Employee acknowledges that he has read this Agreement in its entirety and understands all its terms and conditions. The Employee acknowledges that he has had the opportunity to consult with any individual of his choice regarding his agreement to the provisions contained herein and that he is entering into this employment relationship of his own free will, without coercion from any source, and agrees to abide by all the terms and conditions herein contained.
 4. Entire Agreement. This Agreement contains the entire understanding of the parties. It may not be changed orally but only by an agreement in writing signed by the party against whom enforcement of any waiver, change, modification, extension, or discharge is sought.

IN WITNESS WHEREOF, the parties have duly executed this Agreement as of the day and year first above written.

DocuSigned by:


Sign: _____
90E8BFF835C343F

6/1/2023

Date: _____

Place: Mumbai

For Cognitus Consulting IT Services Pvt. Ltd

DocuSigned by:

BY: _____
MOHIT AGRAWAL
(CHIEF FINANCIAL OFFICER - Asia Finance)

DocuSigned by:

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6/1/2023

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Offer: Computer Consultancy
Ref: TCSL/CT20224018448/Mumbai
Date: 01/10/2022

Mr. Deep Madhukar Kotian
E-1203, Anmol Fortune Unnat Nagar Road, Off M.G. Road,
Behind Shabri Hotel,
Mumbai-400104,
Maharashtra.
Tel# 91-9819008172

Dear Deep Madhukar Kotian,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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TCSL/CT20224018448

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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3

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.



12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.



16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

TCS Confidential

9

TCSL/CT20224018448

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



- address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.



22. Letter of Appointment

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

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.



(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Deep Madhukar Kotian
Designation	Assistant System Engineer-Trainee
Institute Name	St. Francis Inst. Of Tech, Borivali

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q.City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Date: November 10, 2022

Ref: LTI/HR/EN3/Campus/2023

Name: Joel Miranda Sidney Miranda

College: St. Francis Institute of Technology (SFIT)

LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE

Dear Joel Miranda Sidney Miranda,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer '**Annexure 1**') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 30000 pm**.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in '**Annexure-1**'. Your appointment is in accordance with the Apprentices Act, 1961.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer '**Annexure-2**')
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.ltinfortech.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled.

Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.

8. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with LTI will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:
 - Failing to meet the qualification criteria during the Training Program assessments
 - Unauthorized absence during the Training Program
 - Integrity and other disciplinary expectations
9. All Annexures appended herewith shall form an integral part of this letter.
10. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
11. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in 'Annexure-3'.
14. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For LTI Ltd.



Thiagu Dharmalingam
Senior Manager - Talent Acquisition

I have read the letter and accept the same.

Signature and Date

ANNEXURE-1

Eligibility Criteria for Engineering - Year 2023 Batch	
Qualification:	B.E./B.Tech. M.E./M.Tech/MCA/M.Sc
Branches:	All Branches M.E./M.Tech(All branches) MCA, M.Sc (five-year integrated CS/IT)
Age Criteria: As on 1st July of Passing year (2023)	Less than 24 years Less than 26 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma which should not be more than 2 years. No Year drop allowed.
SSC, HSC Percentages/CGPA:	60% & Above OR Equivalent CGPA NOTE: <ul style="list-style-type: none"> SSC /HSC should have cleared in FIRST ATTEMPT only. Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. For Diploma Holders, <u>final semester</u> should have cleared in FIRST ATTEMPT only. For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration.
Diploma/Graduation Percentage/CGPA :	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA <ul style="list-style-type: none"> For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered Aggregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule) Conversion from CGPA into Percentage must be calculated as per your respective University norms Provisional/Passing Certificate must state First Class
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation, Post Graduation)	<ul style="list-style-type: none"> No active/live backlogs allowed at the time of the interview process All backlogs (if any) must be cleared <u>with the final semester exams</u> All final semester subjects <u>must be attempted and cleared in the First Attempt.</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.
Nature of Course:	All Full Time courses Only
Year of Passing:	(2023) SUMMER Pass outs Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE / State Board Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at the time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
Training phase:	The period of training (classroom/virtual) and the subsequent technology & communication tracks assigned for training are purely subjected to the business requirements. Non-performance during technical & communication trainings/on the job phase is subjected to separation from the organization
Flexibility:	Should be flexible to work in any technology/work-shift/domain and work from any development center/partner premise/customer location as per business needs
Cooling Period:	Should NOT have appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.(If found so, LTI may take immediate action and cancel the candidature at ANY stage)
Eligibility for Maternity Leave:	As per the Maternity Benefit Act, 1961, employee would be entitled for maternity leave if she has worked for a minimum of 80 days in the organization in the twelve months immediately preceding the date of her expected date of delivery.

Self-Declaration:

1. You should meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. LTI may take immediate action at any time during or after the Interview/Selection/Joining if found hiding any information/involved in any sort of malpractices/producing incorrect information or not meeting all the criteria mentioned above.
3. This recruitment process is completely free of cost.

Candidate Signature: _____

Name: _____

Institute Name: _____

Mobile No: _____

ANNEXURE-2

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the Graduate Engineer Trainee Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

Attested copies of the following are required:

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

ANNEXURE-3

Name : Joel Miranda Sidney Miranda Date : November 10, 2022

Salary Grade : P1

Components	INR. (p.a.)	INR. (p.m.)
Basic	180000	15000
Bouquet of Benefits	264180	22015
Bonus	21000	1750
Base Salary (p.a.)	465180	38765
Annual Incentive	0	
Total Variable (p.a.)	0	
TTC(p.a.)	465180	
PF	21600	1800
Gratuity	8658	722
Mediclaime Premium(p.a)	12929	1077
Retirals & Other Benefits(p.a)	43187	3598
Cost to Company (CTC)	508367	42363

Medical Insurance Premium:

The Group Mediclaim Policy of Company covers Employee, Spouse & upto 3 dependent children (below 25 yrs of age). Coverage limits are as per company policy.

You would also be eligible to be covered under the Voluntary Group Term Life and Group Accident Insurance policy as per the company policy.

Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) Bouquet of Benefits* /Flexi Pay consists of Flexi-components which may include HRA, Conveyance, LTA, Meal Allowance and Adhoc allowance.
- 3) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 4) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 5) Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
- 6) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.



Vistex Asia-Pacific Pvt. Ltd.

(Formerly Vistex (India) Pvt Ltd.)

Now it all adds up™

Regd. Off. Unit 'C', 11th Floor, Nirmal Building, 241 / 242,
Backbay Reclamation, Nariman Point, Mumbai – 400 021,
India. CIN No. U72900MH2003PTC142888
Telefax: 91 – 22 – 2288 1781 / 82 www.vistex.com

MUMPDCH2023022

March 02, 2023

Ms. Chaithanya Madhu V
Mumbai

Offer cum Appointment Letter

Dear Ms. Chaithanya Madhu V

Congratulations!

This letter is to confirm your appointment as **Junior Software Developer** with Vistex Asia-Pacific Private Ltd. You will be based out of our Mumbai, India office.

Your reporting date at Vistex Asia-Pacific Pvt, Ltd. Mumbai will be **July 03, 2023**.

Your annual compensation will be **Rs. 450,000/- (Rupees Four Lakhs and Fifty Thousand Only)** as outlined in Annexure – A. This is subject to usual statutory and/or other taxes, which may be imposed from time to time by the Government, or any public body authorized to do so. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

You are expected to serve us for a minimum period of three years and have to sign a contract for the same at the time of joining.

You shall be on probation for a period of Six (6) months from the date of joining. The period of probation can be extended or reduced at the discretion of the Company. During probation your services will be liable for termination with a notice of Fifteen (15) days from either party without having to assign any reasons thereof. Based on your performance, you could be confirmed, terminated or probation extended for a further period. On successful completion of your probation period, you shall be given a letter confirming you as a regular employee of the Company.

Your employment with us will be governed by the **Terms & Conditions as detailed in the Annexure -B**. These are subject to change from time to time. You will be expected to carefully read, and keep yourself abreast of, the policies of the Firm as announced or amended from time to time. These amendments would be binding on you, immediately on its publication.

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

Initial

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GERMANY : Vistex GmbH, Alttrott Strasse 31, D-69190 Walldorf Germany Tel: + 49 - 6 - 227 - 73 - 1531 • Fax: + 49 - 6 - 227 - 73 - 1532
USA : Vistex Inc., 2300 Barrington Road, Suite 550, Hoffman Estates IL, 60169 USA Tel: + 1 - 847-490-0420 Fax: + 1 - 847-490-0418
LATIN AMERICA : Vistex Latin America, AV Naciones Unidas, 14171, 15th Floor-Suite 1331, Sao Paulo SP-CEP 01793000, Brazil Tel: +55-11-3566 2076 • Fax: + 55-11-3566 2000



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Employment as per this offer is subject to your being medically fit.

Please sign all the pages and declaration and return duplicate copy of this letter in token of your acceptance. Please note that this offer shall remain open for 5 days post- receipt of this employment contract, by which date if you have not given your acceptance in writing it shall automatically be deemed to have been rejected.

We congratulate you on your appointment and wish you a long and successful career with us. We look forward to having you on our team and together successfully achieve the goals of the Organization.

Sincerely,

For Vistex Asia-Pacific Pvt. Ltd.

Anu Gudala
Director, Human Resources

Initial _____

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GERMANY : Vistex GmbH, Althoff Strasse 31, D-59190 Waldorf, Germany. Tel: + 49 - 6 - 227 - 73 - 1531 • Fax: + 49 - 6 - 227 - 73 - 1530
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Annexure - A

Name	Ms. Chaithanya Madhu V
Designation	Junior Software Developer
Work Location	Mumbai, India

Earning Heads	Pay (INR/Month)
Basic Salary	₹ 18,750
House Rent Allowance (HRA)	₹ 9,375
Leave Travel Allowance (LTA)	₹ -
Telephone Reimbursements	₹ -
Internet Expense	₹ -
Grade/Special/Management/Supplementary Allowance	₹ 6,525
Gross Salary	₹ 34,650
PF	₹ 1,950
Gratuity	₹ 900
Cost to Company (P.M)	₹ 37,500
Cost to Company (P.A)	₹ 450,000
Annual Variable Incentive	₹ -
Total Target Remuneration (P.A)	₹ 450,000

For Vistex Asia-Pacific Pvt. Ltd.

Anu Gudala
Director, Human Resource

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Annexure - B

Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars.

Nature of Work:

Your nature of work mainly includes all the aspects of the Software Development as well as any other ad-hoc duties assigned to you from time to time. You will work at high standard of initiative, creativeness, efficiency, and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior/team lead from time to time.

Working Hours:

You should work for a minimum of 9.00 hrs a day including one-hour break time and follow your Team timings. You will be required to work extra hours as and when required and informed by your senior/team lead.

Assignment, Transfer and Deputation:

Though you have been engaged to a specific position, the company reserves the right to send you on deputation/transfer/assignment to any of the company's branch offices in India or abroad, whether existing at the time of your appointment or to be set up in the future.

Training:

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. Kindly note that refusal to participate in a training program without any extraneous circumstances would lead to automatic termination of your employment.

Performance Reviews/Appraisal:

The Company also has a policy of annual salary appraisal based on performance. You will be eligible for a salary appraisal under this policy based solely on the performance ratings achieved during the previous one year.

Intellectual Property Right:

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use, utilize and exploit such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

Initial _____

Chakraborty

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USA: Vistex Inc, 2330 Barrington Road, Suite 550, Hoffman Estates IL, 60189, USA. Tel: +1 - 847-490-0420 Fax: +1- 847-490-0418
LATIN AMERICA: Vistex Latin America, Av. Naciones Unidas, 14171, 15th Floor-Suite 1531, São Paulo-SP-CEP 04794300, Brazil. Tel: +55 11 3565 2076 • Fax: + 55 11 3568 2230



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Confidentiality:

You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever including competitors and former employees, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavor to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.

Restrain:

- **Access to Information:** Information is available on need to know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the company.
- **Restriction on Personal Use:** Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use. You will under no circumstances carry any work home unless specifically requested by your manager. Any usage of company information for personal use will result in immediate termination of employment without notice and/or legal action for misdemeanor as deemed fit by the company. You may/may not be required to reimburse the company for any losses incurred by the company on account of personal usage of company data.

Leave:

You will be entitled to leave as per law in force and as laid down in the Standing Orders of the company. No leave will be allowed during probation unless it is an emergency.

Security:

Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer system, disabling all working stations, floppy disk drives and companywide awareness about the need for protection of intellectual property and sensitive customer information.

Termination of Service:

- Either party can terminate this employment by serving a notice of three months.
- Unauthorized absence or absence without permission from duty for a continuous period of 3 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.

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GERMANY : Vistex GmbH, Albrecht-Strasse 31, D-85150 Waldorf, Germany. Tel. : + 49 - 6 - 227 - 73 - 1531 • Fax : + 49 - 6 - 227 - 73 - 1535
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- You will be governed by the laid down code of conduct of the company and if there is any breach of the same or nonconformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

Employment with Clients/Partners:

you will not accept employment with any of Vistex clients/partners for the period of 12 months immediately following the termination of employment.

Bond signing (Sponsored Rotation Program)

The Company, from time to time, sponsors Rotation Program for eligible employees to provide an additional incentive and at the same time to derive benefit by having employees take up additional responsibilities in achieving business goals of the Organization.

In consideration of Such Rotation Program, at the Organization's option, you may be required to sign a bond whereby you shall agree to continue to provide services diligently and not leave the Organization for a prescribed period while on deputation or after return to base location. If you fail to do so, you shall be required to refund to the Firm the cost of travel period in accordance with applicable slabs of refunds.

Standing Orders:

You will abide by the Standing Orders, rules & regulations and service conditions that may be in force or application to the organization or are framed from time to time by the company.

Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a later date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

General:

As an employee of the Organization you are required to book proper time and expenses, use the company provided email ID and Internet for business purposes, not share your ID/access card with anyone else, maintain good housekeeping practices and also dress in a professional manner at all times.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time and they become binding upon you immediately on its publication.

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Employee Consent:

You hereby give consent to the Organization to collect, hold, store and process, both electronically and manually, all the personal information it collects or has collected in relation to you or belonging to you and your employment (in the course of your employment), for the purposes of the Company, e.g. management and administration of its employees and its business or for compliance with applicable procedures, laws and regulations and you also consent to the transfer, storage and processing by the Firm, agents, contractors or sub-contractors or other Vistex entities (each of which is a separate legal entity) of such personal information within or outside India.

Sincerely,

For Vistex Asia- Pacific Pvt Ltd.

Anu Gudala
Director, Human Resources

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GERMANY : Vistex GmbH, Albrecht Strasse 31, D-69190 Waldorf, Germany. Tel: + 49 - 6 - 227 - 73 - 1531 • Fax: + 49 - 6 - 227 - 73 - 1535
USA : Vistex Inc., 2300 Barrington Road, Suite 350, Hoffman Estates IL, 60169, USA. Tel: +1 - 847-490-0420. Fax: +1 - 847-490-0418
LATIN AMERICA : Vistex Latin America, AV Naciones Unidas 14171, 15th Floor, Suite 1531, São Paulo SP, CEP 04794000, Brazil. Tel: + 55 11 3568 2076 • Fax: + 55 11 3568 2000



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Declaration

"I have read understood and unconditionally accept the terms and conditions of my appointment letter and agree to keep its contents strictly private and confidential. I understand that my sharing this confidential information with anybody, including but not limited to any employee of the Company, will amount to a breach of my employment terms with the Company and I will be liable to be terminated without any notice or compensation in lieu of. I hereby declare that the information stated in my resume and any other information I have given/may give the Company is complete, accurate and true in all aspects."

I agree that I have read, understand, and accept employment with Vistex under the terms and conditions stated above.

Name: CHAITHANYA MADHU V

Signature: _____

Date: 3/3/2023

Place: Mumbai



21 February, 2023

Riddhi Kothari
6/Dhanvilla, 1st Floor, Road no.7 Daulat Nagar, Borivali(E)
Mumbai, MH 400066

Dear Riddhi,

This Offer is subject to successful completion of your Internship period between September 4, 2023 and January 1, 2024 with Teradata India Pvt. Ltd. Upon successful completion of the internship, you will be offered the position of **Junior Technical Associate** effective **January 2, 2024**. This letter outlines the detailed terms and conditions of your employment with Teradata.

1. You are currently designated as **Airoli, Navi Mumbai – Flexible** employee. Changes in Teradata's real estate and business requirements may result in reassignment of this position to another Teradata office, location, customer site or shared office space
2. Your total Gross Compensation (including Basic, Flexible Compensation Plan, Incentive Plan & Retiral Benefit) will be **Rs.498,616.00** per annum, the details of which are outlined in Annexure I.

2.1 FLEXIBLE COMPENSATION PLAN

You shall be eligible for a payment equivalent to 130% of your Basic salary under the Flexible Compensation Plan.

This plan will enable you to:

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

Detailed policies/procedures/rules and regulations governing the Flexible Compensation Plan will be given to you on your joining the Company. Deduction of tax at source will be as per the Income Tax Act and Rules. Reimbursements are required to be supported by vouchers.

2.2 CONSULTING INCENTIVE PLAN (CIP)

In addition to your base salary, you will be eligible to participate in Teradata's Consulting Incentive Plan (CIP), which is designed to incent solution service employees to achieve levels of enhanced performance in support of Teradata's go-to-market strategy. Your CIP provides a target incentive opportunity of 13.13% of your incentive eligible base salary, which would bring your potential total targeted compensation to Rs.468,355.00. However, no CIP payment is guaranteed, and the conditions for earning a CIP payment are outlined in the Plan Guidelines, as they may be changed by Teradata from time-to-time in its discretion.

2.3 SIGNING BONUS

Employment at Teradata is at-will at all times. Both you and Teradata may terminate the employment relationship at any time, for any reason, with or without notice. If you or Teradata terminates the employment prior to the scheduled payment of this bonus, you will not be eligible to receive that or any subsequent award payments. This bonus is subject to recovery in the unlikely event of you, choosing to leave the company, or your services being terminated, within a year of receiving this bonus.

Payout schedule is as follows:

Bonus Amount	Payment Date
INR 50,000	January 2024
INR 100,000	January 2025

3. RETIRAL BENEFITS

Company shall contribute 12% of Basic salary towards Provident Fund (Employer Contribution). You will also be eligible to for the payment of Gratuity (4.81% of Basic salary) as per the Payment of Gratuity Act.

4. TERADATA EMPLOYEE INSURANCE PROGRAM

Company provides you with the following insurance coverages (paid by Teradata) -

Group Medical Benefits

- Family Floater coverage – up to INR. 5,00,000 for self, spouse & 4 children
- Additional coverage of up to INR. 2,00,000 for employee's dependent parent on Floater basis

*Note - If you wish to enhance the Sum Insured amount for your core family and parents, you can opt from different insurance plans and additional premium amount will be borne by the employee.

Group Personal Accident Policy (Employee Only)

- 2 times of annual base salary (Basic +FCP) with minimum sum insured of INR 15,00,000

Group Term Policy (Employee only)

- 2 times of annual base salary (Basic +FCP) with minimum sum insured of INR 15,00,000 and Critical Illness cover of INR 5,00,000 per employee

5. EMPLOYEE STOCK PURCHASE PROGRAM

As a Teradata employee you may participate in the Teradata Employee Stock Purchase Program (ESPP). You may enroll into the plan during any open enrollment period. Open enrollments are generally held in January-February and July-August each year. The plan enables you to contribute up to 10% of your gross annual pay towards the monthly purchase of Teradata stock, at 85% of the purchase date price (maximum contribution subject to plan limits).

6. Your individual remuneration is solely a matter between yourself and the Company and has been arrived at based on your specific background and professional merit. You are expected to maintain this information and any changes made therein from time to time as personal and confidential.

7. PROBATION PERIOD

You will be on probation for an initial period of six (6) months from the date of commencement of your employment with Teradata. If your performance is found satisfactory, your services will be confirmed as a regular employee of the Company. However, if your performance is unsatisfactory, the Company at its own discretion may extend the probation period up to a maximum of 60 days and if your performance is still not found satisfactory, your services will be terminated. During your probationary period either you or the Company may terminate your employment by giving a maximum of two (2) months' notice. Upon expiry of your probationary period, unless otherwise communicated in writing, your employment with Teradata India Pvt Ltd will be deemed confirmed with the same terms and conditions mentioned herein

8. The Company shall be at liberty to transfer your services, within India or abroad, to any department, establishment or place of work of the Company or to its parent Company, subsidiaries, Joint Ventures, Associates or of the concerns in which the Company or its parent Company has substantial interest in terms of ownership or management on the date of such transfer.

While working from your home or from shared space or customer/client site, you shall abide at all times by Teradata's policies and the terms of your employment contract. Additionally, while working from the customer location, you shall also abide at all times with the customer's security and confidentiality guidelines. Failure to abide by any of these policy terms and conditions will render you liable for disciplinary action by the Company.

9. Teradata caters to clients globally and you could be supporting these clients as part of your role. Depending on business needs, you may be required to work outside of normal working hours and /or work in any shift (24 X 7), as permitted by law.

10. CODE OF CONDUCT – OUR SHARED VALUES

You will be required, upon joining Teradata India, to review and become familiar with the Teradata Code of Conduct, which is the way that we conduct our business. You will be required to comply with the code of conduct and act in a manner consistent with the Teradata Shared Values.

As part of your orientation to Teradata India, employees, including senior management, are required to complete a 30-minute web-based training and certification module on the Teradata Code of Conduct. This module is designed to familiarize you with our global standard of business conduct required for a U.S. based corporation. While we recognize there are local laws and regulations that must also be followed, it is important that all employees understand and adhere to our global standard of business conduct. Directions for accessing the training are outlined below will be provided via email upon your employment with Teradata India.

Your completion of the Teradata Code of Conduct training demonstrates your personal commitment to conducting business legally and ethically. This training must be completed within 30 days of your date of hire.



11. CONFIDENTIALITY & FIDELITY

In line with our Corporate Policies on Intellectual Property Rights, you will be required to sign a confidentiality agreement with the Company. You shall not during the continuance of your employment or any time after its termination disclose, divulge, impart or reveal to any person or company any of the trade secrets or confidential operations, processes, dealings or any information concerning the organization, business, finance, transactions or affairs of the Company or any of its related, associated or affiliated companies which may come to your knowledge during your employment, and shall not use or attempt to use any such information in any manner which may injure or cause loss either directly or indirectly to the Company or its business. As such, please be reminded that on salary and remuneration matters, you are to maintain and treat these with strict confidentiality and without disclosure to anyone, except that you may disclose such information, on a need-to-know basis, to your legal adviser and tax consultant, or to the relevant government authority if it is required under any applicable law. Refer to Appendix A for further details.

12. You shall be accountable for all property, books, papers, charts, tools, instruments, equipment, lock and key or any other property of the Company which may be in your possession by virtue of this appointment or in the course of carrying out your duties in the Company.

13. TERMINATION OF SERVICES

a) Your appointment can be terminated by the Company, without any reason, by giving you a minimum of three months' prior notice in writing or salary (Basic + FCP) in lieu thereof. You may terminate your employment with the Company, without any cause, by giving a minimum of three months' prior notice or salary (Basic + FCP) in lieu of notice. However, the Company at its own discretion may not accept the salary in lieu of notice and ask you to serve the entire or part of the notice period, as determined by the Company. The Company reserves the right to determine the relieving date based on the business needs.

b) The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence or have committed any fundamental breach of code of conduct or caused any loss to the Company.

c) On termination of your employment for whatever reason, you will promptly return to the Company all records, material, equipment and other property belonging to the Company in your possession or under your control concerning your employment with the Company or to the Company's business affairs. The Company reserves the right to recover from your Full and Final settlement any dues that you are liable to pay at the time of termination.

d) You will not be allowed to take any leave during your notice period. In case of any emergency leaves, the Company reserves the right to extend your relieving date.

e) You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect

f) On termination of employment and/or your resignation during the period of your probation or thereafter, you will immediately return to the Company all tools, software, accessories, formulae, documents, specifications, books, etc. of whatsoever nature in your custody, care or charge and obtain clearance from the relevant person(s), office(s), department(s), on production of which alone your final dues, if any, will be settled by the Company

g) Your employment gets terminated automatically when you reach the age of fifty eight (58) years.

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14. BACKGROUND VERIFICATION

You understand and agree that this offer of employment is conditional upon you successfully passing (to the Company's satisfaction) a Background Check (as defined below in this clause), and you agree to fully and timely cooperate with the Company and/or its agents and to provide and/or execute all documentation necessary to facilitate the completion of the Background Check. You hereby consent to the Company and/or its agents to conduct an investigation into your background which may include, but shall not be limited to, a judgment and public criminal record check, credit check, criminal history check, confirmation of prior employment, confirmation of educational background and confirmation that all information and documentation submitted by you are true and accurate ("Background Check").

You agree that the results of the Background Check is the Company's opinion data kept solely for an evaluative purpose under the Personal Data Protection Act, and the Company will not be required to provide access to such results to you.

The Company is entitled to terminate this Agreement immediately upon written notice to you, and without any payment in lieu of notice, if the results of the Background Check are unacceptable to the Company in its sole discretion or if the results of the Background Check show that the information and documentation submitted by you to the Company during your hiring process for this role were in any way untrue or inaccurate.

15. You shall, while in the services of the Company, devote your entire time and attention exclusively to the business and interests of the Company and shall not engage in any other commercial business or pursuit, part-time or otherwise, and shall not undertake part-time or full-time assignment or work on advisory capacity for any other person and/or concern either on your accord or as an agent except with the prior consent in writing from the management or unless you are deputed to do so by the Company.

16. Your 1st month's salary would be paid along with the succeeding month's salary in case you join Teradata on or after 16th day of the month.

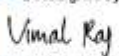
17. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of the contract of employment. The Company shall have right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

Please confirm your acceptance of the above terms and conditions of your employment by signing the copy of this letter in the appropriate place and returning it to the undersigned.

We take pleasure in welcoming you to our organization and sincerely hope that your period of employment with us will be long, pleasant and mutually beneficial.

Yours faithfully,

Teradata India Pvt. Ltd.

DocuSigned by:

Vimal Raj

2023 February 23 | 12:35:06 PM EST

Leader – Talent Acquisition

ACKNOWLEDGEMENT

Riddhi Kothari will be able to commence work at Teradata India Pvt. Ltd, on January 2, 2024 and I, have read this letter and agree to accept the offer made in this letter in accordance with the above terms and conditions of appointment. I will complete all the necessary exit formalities at all my previous employers and have no pending claims whatsoever before joining Teradata.

DocuSigned by:

ACCEPTED
Riddhi Kothari

2023 February 27 | 7:16:22 AM EST

APPENDIX A

INVENTIONS ASSIGNMENT AND CONFIDENTIALITY AGREEMENT

Employee: Riddhi Kothari

Date: 21 February, 2023

In consideration of your employment and in view of the confidential nature of employment by reason of which Employee will obtain special knowledge of TERADATA India, its holding and other affiliate companies (hereinafter called TERADATA) business, trade secrets, its necessities and plans and the information of its customers, Employee agrees:

(a) INVENTIONS & COPYRIGHTS

To assign, exclusively and irrevocably, on demand, whether during the employment or anytime thereafter, to TERADATA or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including, without limitation, right to apply for and obtain a patent) which he may create, develop or assist in creating or developing during employment which design, invention, discovery and other intellectual property relate to services provided / to be provided or products or systems manufactured or developed or licensed or sold by TERADATA or to devices especially adapted to use as part of an accounting system or to processes or apparatus peculiarly adapted to the manufacture or use of such machines, devices, or systems, or to improvements of such inventions whenever made by him and for any work made and / or created or cause to made and / or created in the course of Employee's employment, TERADATA shall be the first owner of the copyright therein and for any work made and / or created or cause to made and / or created in the course of Employee's employment, by virtue of any law or any judgment, TERADATA is not the first owner, then the Employee hereby assigns, exclusively and irrevocably, the same, wholly and generally, forever through out the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waives all his moral rights wholly in favour of TERADATA. The Employee also agrees to sign any papers and do any acts which may be deemed necessary or desirable by TERADATA to secure to TERADATA, its successors, designees, or assigns, any rights relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India, Canada, United States, or any other foreign country.

(b) RESTRICTIONS AFTER TERMINATION

For a period of one year after termination of employment, and in the territory assigned to him at the time of termination, not to engage directly or indirectly for himself or as the agent or employee of another in dealing in the products or services which he dealt in while employed by TERADATA during the three years preceding the termination of employment, or in those of the same type or nature marketed by others, nor for himself or any other person to call upon or solicit any customer or prospective customer of TERADATA which is such customer or prospective customer on the date of the termination of employment.

Further, upon termination of employment, to surrender to TERADATA all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in the possession or under the control of the Employee, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of TERADATA.

(c) CONFIDENTIAL INFORMATION

To retain strictly confidential and not to disclose directly or indirectly to anyone (except customers or potential customers during business proposal or negotiation in order to pursue business opportunities with them), any information not made available to the public which Employee may acquire during employment regarding Teradata's products or services, inventions, programs, designs, methods, systems, developments, trade secrets, certain plans and procedures, or other private or confidential matters pertaining to TERADATA or its customers without Teradata's prior written permission.

Should a court hold any provisions hereof to be invalid, the Employee agrees that it shall be construed and/or reformed

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by such court so as to be judged reasonable and enforceable unless to do so would be contrary to law or public policy. Further, Employee agrees that TERADATA may apply for interlocutory and injunctive relief and remedy if TERADATA reasonably believes that the Employee has violated the above provisions.

Employee shall indemnify and hold TERADATA harmless against all loss, damages, costs and expense (including attorney's fees on an indemnity basis) for any breach or violation of the provisions in this agreement.

The use of masculine gender in this agreement shall be considered to also include feminine.

ACCEPTED

DocuSigned by:

B76B59ELZ7B748C

2023 February 27 | 7:16:22 AM EST

Riddhi Kothari

Annexure I

Name: Riddhi Kothari
Job: Junior Technical Associate
Offer Elements: Rs. Per Annum
Annual Basic - Rs.180,000.00
Flexible Compensation Plan - Rs.234,000.00
Consulting Incentive Plan - Rs.54,358.00
TOTAL TARGET CASH - 468358.00
Provident Fund (12% of Basic) - Rs.21,600.00
Gratuity (4.81% OF Basic) - Rs.8,658.00
TOTAL COMPENSATION - Rs.498,616.00

Teradata (India) Pvt Ltd Confidential



Date: November 10, 2022

Ref: LTI/HR/EN3/Campus/2023

Name: Yash Manoj Mahajan Manoj Mahajan

College: St. Francis Institute of Technology (SFIT)

LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE

Dear Yash Manoj Mahajan Manoj Mahajan,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer '**Annexure 1**') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 30000 pm**.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in '**Annexure-1**'. Your appointment is in accordance with the Apprentices Act, 1961.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer '**Annexure-2**')
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.ltinfortech.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled.

Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.

8. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with LTI will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:
 - Failing to meet the qualification criteria during the Training Program assessments
 - Unauthorized absence during the Training Program
 - Integrity and other disciplinary expectations
9. All Annexures appended herewith shall form an integral part of this letter.
10. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
11. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in 'Annexure-3'.
14. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For LTI Ltd.



Thiagu Dharmalingam
Senior Manager - Talent Acquisition

I have read the letter and accept the same.

Signature and Date

ANNEXURE-1

Eligibility Criteria for Engineering - Year 2023 Batch		
Qualification:	B.E./B.Tech.	M.E./M.Tech/MCA/M.Sc
Branches:	All Branches	M.E./M.Tech(All branches) MCA, M.Sc (five-year integrated CS/IT)
Age Criteria: As on 1st July of Passing year (2023)	Less than 24 years	Less than 26 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma which should not be more than 2 years. No Year drop allowed.	
SSC, HSC Percentages/CGPA:	60% & Above OR Equivalent CGPA	
Diploma/Graduation Percentage/CGPA :	NOTE: <ul style="list-style-type: none"> SSC /HSC should have cleared in FIRST ATTEMPT only. Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. For Diploma Holders, <u>final semester</u> should have cleared in FIRST ATTEMPT only. For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration. 	
	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA	
	<ul style="list-style-type: none"> For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered Aggregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results 	
	<ul style="list-style-type: none"> Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule) Conversion from CGPA into Percentage must be calculated as per your respective University norms Provisional/Passing Certificate must state First Class 	
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation, Post Graduation)	<ul style="list-style-type: none"> No active/live backlogs allowed at the time of the interview process All backlogs (if any) must be cleared <u>with the final semester exams</u> All final semester subjects <u>must be attempted and cleared in the First Attempt.</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear. 	
Nature of Course:	All Full Time courses Only	
Year of Passing:	(2023) SUMMER Pass outs Only	
Citizenship:	Resident Indian Citizens Only	
Your College/Institution MUST be:	UGC / AICTE / State Board Approved ONLY	
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence	
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at the time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS	
Training phase:	The period of training (classroom/virtual) and the subsequent technology & communication tracks assigned for training are purely subjected to the business requirements. Non-performance during technical & communication trainings/on the job phase is subjected to separation from the organization	
Flexibility:	Should be flexible to work in any technology/work-shift/domain and work from any development center/partner premise/customer location as per business needs	
Cooling Period:	Should NOT have appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.(If found so, LTI may take immediate action and cancel the candidature at ANY stage)	
Eligibility for Maternity Leave:	As per the Maternity Benefit Act, 1961, employee would be entitled for maternity leave if she has worked for a minimum of 80 days in the organization in the twelve months immediately preceding the date of her expected date of delivery	

Self-Declaration:

1. You should meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. LTI may take immediate action at any time during or after the Interview/Selection/Joining if found hiding any information/involved in any sort of malpractices/producing incorrect information or not meeting all the criteria mentioned above.
3. This recruitment process is completely free of cost.

Candidate Signature: _____

Name: _____

Institute Name: _____

Mobile No: _____

ANNEXURE-2

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the Graduate Engineer Trainee Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

Attested copies of the following are required:

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

ANNEXURE-3

Name : Yash Manoj Mahajan Manoj Date : November 10, 2022
Mahajan
Salary Grade : P1

Components	INR. (p.a.)	INR. (p.m.)
Basic	180000	15000
Bouquet of Benefits	264180	22015
Bonus	21000	1750
Base Salary (p.a.)	465180	38765
Annual Incentive	0	
Total Variable (p.a.)	0	
TTC(p.a.)	465180	
PF	21600	1800
Gratuity	8658	722
Mediclaime Premium(p.a)	12929	1077
Retirals & Other Benefits(p.a)	43187	3598
Cost to Company (CTC)	508367	42363

Medical Insurance Premium:

The Group Mediclaime Policy of Company covers Employee, Spouse & upto 3 dependent children (below 25 yrs of age). Coverage limits are as per company policy.

You would also be eligible to be covered under the Voluntary Group Term Life and Group Accident Insurance policy as per the company policy.

Notes:

- 1)Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2)Bouquet of Benefits* /Flexi Pay consists of Flexi-components which may include HRA, Conveyance, LTA, Meal Allowance and Adhoc allowance.
- 3)H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 4)The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 5)Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
- 6)Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.



Offer: Computer Consultancy
Ref: TCSL/CT20224008359/Mumbai
Date: 21/04/2023

Mr. Zohair Mohammad Merchant
B/605, Raj Mandir ChsJoy Mukherji Marg, Off Yari Road,
Versova, Andheri (West),
Mumbai-400061,
Maharashtra.
Tel# 91-8097313146

Dear Zohair Mohammad Merchant,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a role in the **TCS Digital (TCS Digital)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential
TCSL/CT20224008359

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check

COMPENSATION AND BENEFITS

Basic Salary

You will be eligible for a basic salary of ₹15,000/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

House Rent Allowance (HRA)

Your HRA will be ₹7,500/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA

Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

Personal Allowance

You will be eligible for a monthly personal allowance of ₹17,272/- per month. This component is subject to review and may change as per TCSL's compensation policy.

Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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TCSL/CT20224008359

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹4,300/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹3,100/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹400/- per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

RETENTION INCENTIVE

You are eligible for Retention Incentive of ₹70,000 payable to you on an annual basis. This component is in appreciation of continuity of service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.



XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.



Loans

You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships

You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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

TERMS AND CONDITIONS

1. Relevant Experience

As per the recommendation of our management review panel, out of your total experience, 0.0 years are being considered to be relevant to the business of our organization.

At the time of Induction, your experience from date of management review by TCSL (while in service with current employer) till the date of relieving from your current employment will be added to your total and relevant experience subject to signing of declaration to that effect followed by validation of relevance of your experience during Background Check process.

2. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of



your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

3. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

4. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

5. Probation Period

You will be on probation for three months. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory.

6. Working Hours

Your working hours are governed by applicable law. You may be required to work in



shifts and/or over time depending upon the business exigencies as permitted by law.

7. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

8. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

9. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

10. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

11. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

12. Work in SBWS mode

TCS' Secure Borderless Workspaces(SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.



It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

13. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

14. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

15. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

16. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.



ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

17. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

18. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

19. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

20. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

21. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed Original Documents for verification on your joining day.

- Permanent Account Number (PAN) Card
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation (if you are a Postgraduate)



- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
 - Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
 - Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
 - Passport / Acknowledgement letter of passport application
 - Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
 - 4 passport sized photographs
 - Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
 - An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
 - If you were employed, a formal Relieving letter & Experience letter from your previous employer
- The original documents will be returned to you after verification.

In addition to the above original documents, Please carry photocopies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

22. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very



seriously to enable you to add maximum value to your professional and personal growth.

23. Letter of Appointment

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

24. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

25. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

26. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement



activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Zohair Mohammad Merchant
Designation	Systems Engineer
Institute Name	St. Francis Inst. Of Tech, Borivali

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
2) Performance Pay		
Monthly Performance Pay	4,300	51,600
Quarterly Variable Allowance*	3,100	37,200
3) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
4) City Allowance	400	4,800
TOTAL GROSS	51,844	7,00,022
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)



Component Category	Monthly	Annual
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,272	2,07,264
GROSS BOUQUET OF BENEFITS	26,522	3,18,264



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q.City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



MAQ Software

Varun Anand Patkar
Aadhaar No: 6212 7910 5616
Phone: 797 780 2884
E-mail: varunpatkar501@gmail.com

Date: July 11, 2023

Dear **Varun Anand Patkar**:

On behalf of **MAQ India Private Limited**, a company set up under the Companies Act of India, 1956 (the "Company"), I am pleased to offer you the position of **Software Engineer 1** of the Company. We are very impressed with your credentials and we look forward to your future success in this position.

The terms of your new position with the Company are as set forth below:

1. Position. a. You will become **Software Engineer 1** working on projects from our clients including Microsoft Corporation and other clients (each of which is hereinafter called "Client").

b. You agree to the best of your ability and experience that you will at all times loyally and conscientiously perform all of the duties and obligations required of and from you pursuant to the express and implicit terms hereof, and to the reasonable satisfaction of the Company. During the term of your employment, you further agree that you will devote all of your business time and attention to the business of the Company, the Company will be entitled to all of the benefits and profits arising from or incident to all such work services and advice, you will not render commercial or professional services of any nature to any person or organization, whether or not for compensation, without the prior written consent of the Company. You will not directly or indirectly engage or participate in any business that is competitive in any manner with the business of the Company.

2. Start Date. Subject to fulfilment of any conditions imposed by this letter agreement, you will commence this new position with the Company on **Monday, July 17, 2023**. Your place of joining will be **Mumbai**.

3. Service Agreement. Your appointment is subject to your agreeing to be employed by the company for a period from **Monday, July 17, 2023**, to **Tuesday, January 16, 2024**. The Company invests in training and provides a learning environment to the employees during their employment. The Company also commits to our clients that our employees will continue on projects for certain minimum period of time. By accepting this appointment letter and the service agreement, you are committing to pay Rupees Sixty Thousand to the company as compensation if you leave the company before service agreement end date for any reason or no reason at all.

4. Compensation. Your annual compensation consists of base salary, bonus, house rent allowance and other allowance as described below. In addition, you will be entitled to gratuity and certification reimbursement as per company policy. The salary will be paid to you at the end of each month:

Basic Salary	Rupees 4,12,772
Bonus	Rupees 34,398
House Rent Allowance	Rupees 2,06,386
Other Allowance	Rupees 50,000
Gratuity ^a	Rupees 19,844
Employee Provident Fund	Rupees 21,600
Health Insurance Reimbursement ^b	Rupees 5,000
Total Eligible Annual CTC	Rupees 7,50,000

- a. As per the provisions of the Payment of Gratuity Act, 1972.
- b. You will be eligible for Health Insurance reimbursement of up to Rupees Five Thousand (Rs. 5,000) as per company policy.

5. **Vacation Benefits.** You will be entitled to paid vacation per year, pro-rated for the remainder of this calendar year as per the company policy.
6. **Confidential Information and Invention Assignment Agreement.** Your acceptance of this offer and commencement of employment with the Company is contingent upon the execution, and delivery to an officer of the Company, of the Company's Confidential Information and Invention Assignment Agreement, a copy of which is enclosed for your review and execution (the "Confidentiality Agreement"), prior to or on your Start Date.
7. **Confidentiality of Terms.** You agree to follow the Company's strict policy that employees must not disclose, either directly or indirectly, any information, including any of the terms of this agreement, regarding salary or bonuses to any person, including other employees of the Company; provided, however, that you may discuss such terms with members of your immediate family and any legal, tax or accounting specialists who provide you with individual legal, tax or accounting advice.
8. **Employment Restriction.** You shall not accept employment directly or indirectly with, at, for or by Client (Microsoft) for a period of one year following the completion of your employment with the Company without the written consent of Company.
9. **At-Will Employment and Notice Period.** Your employment with the Company will be on an "at will" basis. This means that either you or the Company may terminate your employment for any reason or no reason with certain notice period, without further obligation or liability. Refer the employee handbook for more details on notice period.

This simple action allows us to help inform the customer and find a suitable replacement so that customer projects are not adversely affected. The notice period is not applicable in case an employee is terminated due to damage caused to the company for example: due to fraud or misrepresentation.

10. **Surety Deposit.** Rupees Fifteen thousand, deducted from your salary every month for the first four months, will be deposited as surety with the company. This amount will be refunded to you at the end of the service agreement. The surety will not be refunded in case the service agreement is breached by you.
11. **Jurisdiction.** This Agreement shall be governed and construed in accordance with the laws of India and shall be subject to the exclusive jurisdiction of the Courts at Mumbai.

We are all delighted to extend you this offer and look forward to working with you. To indicate your acceptance of the Company's offer, please sign and date this letter in the space provided below and return it to us, along with a signed and dated copy of the Confidentiality Agreement. This letter, together with the Confidentiality Agreement, set forth the terms of your employment with the Company and supersedes any prior representations or agreements, whether written or oral. This letter may not be modified or amended except by a written agreement, signed by the Company and by you.

For MAQ India Private Limited

Amrish Shah

Signature
Amrish Shah
Director of Application Services Delivery
Date: July 11, 2023

Accepted and Agreed

Varun Anand Patkar

Signature
Varun Anand Patkar
Date: 07 / 14 / 2023

Attachment A: Confidential Information and Invention Assignment Agreement.

Title	2022092007055797735523427_Varun Anand Patkar_Offer Letter
File name	20220920070557977...Offer Letter.docx
Document ID	e57f113ab61e0cb315f7c0894ab124a3d77c14bb
Audit trail date format	MM / DD / YYYY
Status	● Signed

Document history

 SENT	07 / 11 / 2023 06:50:55 UTC	Sent for signature to Blessen Babu (blessenb@maqsoftware.com), Pratyush Mantri (pratyushma@maqsoftware.com), Varun Anand Patkar (varunpatkar501@gmail.com) and Amrish Shah (amrishs@maqsoftware.com) from indiaadmin@maqsoftware.com IP: 49.249.74.194
 VIEWED	07 / 12 / 2023 05:55:41 UTC	Viewed by Blessen Babu (blessenb@maqsoftware.com) IP: 180.151.3.90
 SIGNED	07 / 12 / 2023 05:57:40 UTC	Signed by Blessen Babu (blessenb@maqsoftware.com) IP: 180.151.3.90
 VIEWED	07 / 14 / 2023 11:32:16 UTC	Viewed by Pratyush Mantri (pratyushma@maqsoftware.com) IP: 49.249.74.194
 SIGNED	07 / 14 / 2023 11:38:41 UTC	Signed by Pratyush Mantri (pratyushma@maqsoftware.com) IP: 49.249.74.194

Title	2022092007055797735523427_Varun Anand Patkar_Offer Letter
File name	20220920070557977...Offer Letter.docx
Document ID	e57f113ab61e0cb315f7c0894ab124a3d77c14bb
Audit trail date format	MM / DD / YYYY
Status	● Signed

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 COMPLETED	07 / 14 / 2023 12:11:23 UTC	The document has been completed.



Offer: Computer Consultancy
Ref: TCSL/CT20223976776/Mumbai
Date: 01/10/2022

Mr. Amankumar Rajeshkumar Yadav
Sector 4, A-6, 204, Shantinagar Mira Road(E) Thane,
Opposite Bata Showroom,
Mira Road-401107,
Maharashtra.
Tel# -

Dear Amankumar Rajeshkumar Yadav,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.



12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.



16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

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- address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.



22. Letter of Appointment

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

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.



(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Amankumar Rajeshkumar Yadav
Designation	Assistant System Engineer-Trainee
Institute Name	St. Francis Inst. Of Tech, Borivali

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy
Ref: TCSL/CT20224007522/Mumbai
Date: 01/10/2022

Mr. Ankur Virendra Yadav
20,Satyam Welfare SocietyAndradish Compound,
Santosh Bhuvan,Nalasopara,
Mumbai-401209,
Maharashtra.
Tel# -

Dear Ankur Virendra Yadav,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.



12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.



16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



- address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.



22. Letter of Appointment

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

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.



(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Ankur Virendra Yadav
Designation	Assistant System Engineer-Trainee
Institute Name	St. Francis Inst. Of Tech, Borivali

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q.City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



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

Superset ID: 3261635

Letter of Intent ("LOI")

March 09, 2023

Dear BENNET CLIFTON MENEZES,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company). You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later. Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

We request you to carefully read and understand the Terms and Conditions of this Letter of Intent with Annexures hereto (hereinafter referred to as LOI).

- A Please note that your name mentioned in this LOI will be used to create your records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please notify before commencement of training. Please note that no changes to the record can be made later in time. The name provided by you should match with the identification documents submitted to the Company, such as Aadhar Card, PAN card, Passport, etc.
- B We are proposing compensation package and benefits post-onboarding, the details of which are set forth in **Annexure 1** to this LOI.
- C Upon accepting this LOI, you will be required to submit a set of documents as mentioned in the **Annexure- 2** . Thereafter, you will be provided access to our pre-onboarding training program, as applicable. This will enable you to learn and master the concepts and skills required to be industry ready. The pre-onboarding training program can include physical classroom training/ self-paced e-learning/ hybrid model of training. The learning journey will be inclusive of assignments, assessments, hackathons/ competitions, and webinars as deemed appropriate by Capgemini.
- D The progress made by you in this learning journey would not only help you in getting onboarded but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.
- E Pre-onboarding training Program and Terms & Conditions of the LOI
 - 1. Pre-onboarding Document Verification: Capgemini adheres to a strong document verification process. As a part of this process all the personal, educational and professional (if

applicable) information provided by you is verified, therefore you are subject to a detailed document verification as per the Company process of the document set submitted by you as per Annexure 2

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks before and during your tenure in Capgemini and by accepting this LOI you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

2. Pre-onboarding Training Program: This may also include pre-onboarding training programs as may be applicable to you and that may be a combination of trainings, assessments, working on client projects & assignments. Post issuance and acceptance of this LOI, you will be communicated appropriately about the pre-onboarding training program you have to successfully complete within stipulated time as per the Company expectations and parameters. By accepting this LOI, you agree to adhere to the terms and conditions of the training program as communicated to you by the Company. Further, please be advised that the Company may consider issuance of Employment Offer Letter ("**Offer**") based on your performance in the assigned pre-onboarding training program and as per the business requirements.

F Post successful completion of your pre-onboarding training program, final semester degree/ diploma examination and as per the Company's business requirements you will be eligible (Subject to Clause E) for the final Offer. You agree and acknowledge that the final Offer shall be subject to: -

1. Your successful completion of all curricular requirements within the stipulated timeframe, as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ timeline/ grade/ rank/ class as determined by Capgemini.
2. All the eligibility requirements laid down by Capgemini as mentioned during the recruitment process.
3. The business and skill requirement of the Company.
4. The date of joining and the location of your employment will be purely based on business requirements of Capgemini and the skill set as assessed by Capgemini.
5. The location of your initial reporting, post-onboarding training and the date of your joining for the same would be communicated to you in due course of time. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

Note 1: Your employment with Capgemini will be conclusive on you executing the Offer with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini. Post your onboarding with the Company, you may be required to (i) work on any client or Capgemini project(s) that are assigned to you from time-to-time, (ii) on any technical platforms/skills and or work in shifts as per the requirement of project/assignment/client (including night shifts).

Note 2: After commencement of employment you will be on probation for a period of six months from your date of joining and subject to the probation policy of the Company your employment will be confirmed. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period. Capgemini reserves the right to decide the continuance of your further

training and your employment depending on your performance in its opinion.

G The Company reserves the rights to withdraw and/or cancel your candidature, in case of the following circumstances:

1. Any active backlog in your academics discovered pre or post Onboarding training commencement.
2. In case the Company discovers any fraudulent means/ malpractice/ misrepresentation/ concealment of information by you during the interview process/ pre-onboarding training program or the recruitment process to seek employment including but not limited to misrepresentation of information/ forging or fabrication of documents in resume/ academic score sheet or documents submitted, malpractice during the assessment and or interview process etc.
3. Any delay in submitting any of the documents/requirements for completion of any verification process (pre-onboarding or pre-offer) as required by the Company within the stipulated timelines
4. For not agreeing to the project/assignment/location assigned by the Company or seeking change in onboarding/ training/ work location and/or delaying/ deferring the onboarding due to any reasons/ preferences whatsoever which further leads to no Offer from the Company
5. Disobedience by you to any of the mentioned Terms and Conditions in the LOI
6. Any act or omission which is in violation of any Company policy.

H This is a highly Confidential and Private document. You are required to treat this LOI and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

I You agree and acknowledge that this LOI should not be construed as an offer of employment from Capgemini or any promise thereto. Subject to the terms of this LOI the Company may at any time, at our discretion, revoke this LOI.

We would request you to review the above terms and let us know if they are acceptable to you, within the acknowledgment deadline from the date of the issuance of this LOI (the details as would be mentioned on the portal used for the said purpose).

If you have any questions, please [click here](#).

For Capgemini Technology Services India Limited

Puneet Kumra
Head - Fresher Hiring

This is a computer-generated document. No signature is required. This document is containing confidential information.

ANNEXURE 1

BENNET MENEZES, Analyst

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000 (Rupees Four Lakh only)** . Subject to the terms of the LOI and on completion of 1 year of service from your date of joining the employment of Capgemini, you will receive fixed one-time incentive of **INR 25,000(Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For Capgemini Technology Services India Limited

**Puneet Kumra
Head - Fresher Hiring**

Acceptance

I have read and understood the contents of this LOIs and accept all the terms and conditions of this LOI in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This LOI supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

I state that my acceptance of the LOI on the electronic portal to be construed as my acceptance and acknowledgment of this LOI and will act as physical acceptance of the same.

-

ANNEXURE 2

Documents for LOI acceptance

1. SSC Certificate
2. HSC Certificate
3. Diploma all marksheets
4. Diploma provisional certificate/ Degree Certificate
5. If Graduation, marksheets upto 6th Semester
6. If Post Graduation, all Graduation Marksheets, Graduation Degree Certificate and marksheets upto second semester for Post Graduation
7. Passport size photo
8. Government ID Proof



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

Superset ID: 3261635

Letter of Intent ("LOI")

March 09, 2023

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- B We are proposing compensation package and benefits post-onboarding, the details of which are set forth in **Annexure 1** to this LOI.
- C Upon accepting this LOI, you will be required to submit a set of documents as mentioned in the **Annexure- 2** . Thereafter, you will be provided access to our pre-onboarding training program, as applicable. This will enable you to learn and master the concepts and skills required to be industry ready. The pre-onboarding training program can include physical classroom training/ self-paced e-learning/ hybrid model of training. The learning journey will be inclusive of assignments, assessments, hackathons/ competitions, and webinars as deemed appropriate by Capgemini.
- D The progress made by you in this learning journey would not only help you in getting onboarded but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.
- E Pre-onboarding training Program and Terms & Conditions of the LOI
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Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks before and during your tenure in Capgemini and by accepting this LOI you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

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F Post successful completion of your pre-onboarding training program, final semester degree/ diploma examination and as per the Company's business requirements you will be eligible (Subject to Clause E) for the final Offer. You agree and acknowledge that the final Offer shall be subject to: -

1. Your successful completion of all curricular requirements within the stipulated timeframe, as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ timeline/ grade/ rank/ class as determined by Capgemini.
2. All the eligibility requirements laid down by Capgemini as mentioned during the recruitment process.
3. The business and skill requirement of the Company.
4. The date of joining and the location of your employment will be purely based on business requirements of Capgemini and the skill set as assessed by Capgemini.
5. The location of your initial reporting, post-onboarding training and the date of your joining for the same would be communicated to you in due course of time. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

Note 1: Your employment with Capgemini will be conclusive on you executing the Offer with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini. Post your onboarding with the Company, you may be required to (i) work on any client or Capgemini project(s) that are assigned to you from time-to-time, (ii) on any technical platforms/skills and or work in shifts as per the requirement of project/assignment/client (including night shifts).

Note 2: After commencement of employment you will be on probation for a period of six months from your date of joining and subject to the probation policy of the Company your employment will be confirmed. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period. Capgemini reserves the right to decide the continuance of your further

training and your employment depending on your performance in its opinion.

G The Company reserves the rights to withdraw and/or cancel your candidature, in case of the following circumstances:

1. Any active backlog in your academics discovered pre or post Onboarding training commencement.
2. In case the Company discovers any fraudulent means/ malpractice/ misrepresentation/ concealment of information by you during the interview process/ pre-onboarding training program or the recruitment process to seek employment including but not limited to misrepresentation of information/ forging or fabrication of documents in resume/ academic score sheet or documents submitted, malpractice during the assessment and or interview process etc.
3. Any delay in submitting any of the documents/requirements for completion of any verification process (pre-onboarding or pre-offer) as required by the Company within the stipulated timelines
4. For not agreeing to the project/assignment/location assigned by the Company or seeking change in onboarding/ training/ work location and/or delaying/ deferring the onboarding due to any reasons/ preferences whatsoever which further leads to no Offer from the Company
5. Disobedience by you to any of the mentioned Terms and Conditions in the LOI
6. Any act or omission which is in violation of any Company policy.

H This is a highly Confidential and Private document. You are required to treat this LOI and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

I You agree and acknowledge that this LOI should not be construed as an offer of employment from Capgemini or any promise thereto. Subject to the terms of this LOI the Company may at any time, at our discretion, revoke this LOI.

We would request you to review the above terms and let us know if they are acceptable to you, within the acknowledgment deadline from the date of the issuance of this LOI (the details as would be mentioned on the portal used for the said purpose).

If you have any questions, please [click here](#).

For Capgemini Technology Services India Limited

Puneet Kumra
Head - Fresher Hiring

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ANNEXURE 1

BENNET MENEZES, Analyst

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000 (Rupees Four Lakh only)**. Subject to the terms of the LOI and on completion of 1 year of service from your date of joining the employment of Capgemini, you will receive fixed one-time incentive of **INR 25,000(Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For Capgemini Technology Services India Limited

**Puneet Kumra
Head - Fresher Hiring**

Acceptance

I have read and understood the contents of this LOIs and accept all the terms and conditions of this LOI in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This LOI supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

I state that my acceptance of the LOI on the electronic portal to be construed as my acceptance and acknowledgment of this LOI and will act as physical acceptance of the same.

-

ANNEXURE 2

Documents for LOI acceptance

1. SSC Certificate
2. HSC Certificate
3. Diploma all marksheets
4. Diploma provisional certificate/ Degree Certificate
5. If Graduation, marksheets upto 6th Semester
6. If Post Graduation, all Graduation Marksheets, Graduation Degree Certificate and marksheets upto second semester for Post Graduation
7. Passport size photo
8. Government ID Proof

Rohan Johnson Dcruz		
Designation : Technical Specialist - Trainee		
Joining Date : 03-07-2023		
Location : Mumbai		
Heads	Per Month	Yearly Val
Base Salary		
Basic	11,667.00	140,004.00
HRA	5,834.00	70,008.00
PA	7,713.00	92,556.00
Total	25,214.00	302,568.00
Statutory Payments		
Employer's Contribution to EPF	1,800.00	21,600.00
Employer's Contribution to ESI	0.00	0.00
Statutory Bonus	0.00	7,000.00
Gratuity	0.00	6,731.00
Total	1,800.00	35,331.00
Cost to Company		
Annual Fixed CTC		337,899.00
Mediclaime Premium		12,108.00
Total Fixed CTC		350,007.00
Variable CTC		0.00
Total Annual CTC		350,007.00
Deductions		
ESI	0.00	
PTAX	200.00	
EPF	1,800.00	
VPF	0.00	
Total	2,000.00	
Net Salary		
Net / Take Home Monthly	23,214.00	

1. Income Tax will be deducted at source.
2. You are covered under group medical and accidental policy from your 1st day of joining.

Growth Trajectory:

Year	Total CTC
Initial 6 months	3.5 Lakhs
After 6 months	4 Lakhs

Note: Confirmation and increments are fully depending on the performance, technical skill upgradation, certifications, and teamwork.

Ajith Pal

HR

Candidate



Offer: Computer Consultancy
Ref: TCSL/DT20222845300/Mumbai
Date: 20/04/2023

Ms. Vidita Pradeep Ravle
B-107, Bhoomi Hills Chs LtdThakur Village,
Near Ng Suncity Phase 1,
Mumbai-400101,
Maharashtra.
Tel# -

Dear Vidita Pradeep Ravle,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a role in the **TCS Digital (TCS Digital)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential
TCSL/DT20222845300

1

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check

COMPENSATION AND BENEFITS

Basic Salary

You will be eligible for a basic salary of ₹15,000/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

House Rent Allowance (HRA)

Your HRA will be ₹7,500/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA

Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

Personal Allowance

You will be eligible for a monthly personal allowance of ₹17,272/- per month. This component is subject to review and may change as per TCSL's compensation policy.

Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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2

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹4,300/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹3,100/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹400/- per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

RETENTION INCENTIVE

You are eligible for Retention Incentive of ₹70,000 payable to you on an annual basis. This component is in appreciation of continuity of service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.



XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.



Loans

You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships

You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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

TERMS AND CONDITIONS

1. Relevant Experience

As per the recommendation of our management review panel, out of your total experience, 0.0 years are being considered to be relevant to the business of our organization.

At the time of Induction, your experience from date of management review by TCSL (while in service with current employer) till the date of relieving from your current employment will be added to your total and relevant experience subject to signing of declaration to that effect followed by validation of relevance of your experience during Background Check process.

2. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of



your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

3. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

4. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

5. Probation Period

You will be on probation for three months. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory.

6. Working Hours

Your working hours are governed by applicable law. You may be required to work in



shifts and/or over time depending upon the business exigencies as permitted by law.

7. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

8. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

9. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

10. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

11. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

12. Work in SBWS mode

TCS' Secure Borderless Workspaces(SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.



It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

13. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

14. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

15. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

16. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.



ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

17. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

18. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

19. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

20. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

21. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed Original Documents for verification on your joining day.

- Permanent Account Number (PAN) Card
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation (if you are a Postgraduate)



- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
 - Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
 - Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
 - Passport / Acknowledgement letter of passport application
 - Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
 - 4 passport sized photographs
 - Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
 - An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
 - If you were employed, a formal Relieving letter & Experience letter from your previous employer
- The original documents will be returned to you after verification.

In addition to the above original documents, Please carry photocopies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

22. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very



seriously to enable you to add maximum value to your professional and personal growth.

23. Letter of Appointment

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

24. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

25. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

26. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement



activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Vidita Pradeep Ravle
Designation	Systems Engineer
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
2) Performance Pay		
Monthly Performance Pay	4,300	51,600
Quarterly Variable Allowance*	3,100	37,200
3) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
4) City Allowance	400	4,800
TOTAL GROSS	51,844	7,00,022
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)



Component Category	Monthly	Annual
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,272	2,07,264
GROSS BOUQUET OF BENEFITS	26,522	3,18,264



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q.City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



3/8/2023,

Hello Vikas ,

Congratulations, we are excited to offer you the position of **Junior Software Developer** with Vistex!

Regarding your application and subsequent successful interviews with us, we are pleased to make you an offer for an exciting career with **Vistex India**.

We are growing fast and would love to have people like you join us on the journey ahead.

Please check the details below and confirm to proceed with the official offer contract, which you will receive from our HR as soon as you confirm the details below.

Your full name : Vikas Chaurasiya

Contact Details : 8879636040

Role : Junior Software Developer

CTC : 4.5 LPA INR

Fixed Pay : 4.5 LPA INR

Tentative start Date : 3- July- 23

Joining Location : Mumbai, IND

Work Location: Mumbai, IND

Mode of work : Work from Office.

Type of employment : Fulltime

Regards,

Rohith Lekkala

Talent Acquisition Partner

rohith.lekkala@vistex.com

Vistex Asia-Pacific Private Ltd. | 3rd Floor, DSR Buildings, 1-90/B/C/4/A, Patrika Nagar, Plot No 1&2,
Madhapur, Hyderabad – 500081, India | www.vistex.com

Add Your Signature

Accepted by:

Vikas Chaurasiya



 FCAP Technologies Private Limited
(CIN: U72900HR2018PTC076851)
Registered Address: 1412A, Beverly Park 2,
DLF Ph 2, MG Road, Gurgaon, Haryana 122002

 info@bharatnxt.in

 +91 9958571570

Terms of Employment

Dear **Himanshu Chaurasiya**,

FCAP Technologies Pvt. Ltd ("BharatNxt" or the "Company" or "we") is pleased to offer you the position of **Software Engineer (SDE 1)** under the following terms and conditions, which, if you accept, will govern your employment.

1. With effect from the date of reporting for duty you will be working with BharatNxt. You will be employed in the position of **Software Engineer (SDE 1)**. Your duties will be as directed by the Company from time to time and will require the ability to travel. Commencement date of your employment is taken as **1st July 2023**.
2. The offer consists of a total **Annual CTC of INR 7.2 Lacs per annum** on cost to company basis, out of which Rs 6 Lacs is fixed and Rs 1.2 Lacs is variable payable on yearly basis, (Gross remuneration including employers' social security contributions). All applicable taxes and dues will be deducted from your salary. Salary is normally paid at the end of each calendar month. Performance reviews are conducted bi-annually, and salaries are reviewed yearly. Based on the company's discretion, your salary may be revised following a performance review.
3. Salary, allowances and all other payments/benefits will be governed by the company's rules as well as statutory provisions in force from time to time and subject to deductions of appropriate taxes at source. Please also note that your remunerations package is confidential between you and the company and should not be discussed with anyone.
4. You will be based in **Mumbai** and your place of work will be discussed and agreed with your reporting manager. We will ensure that you have the facilities and equipment to perform your duties.
5. Your nominal working hours will be 09:30 AM to 06:30 PM [Office Hours] (Monday to Saturday) or as discussed at the time interview with a one-hour lunch each day, although you may be expected to work additional hours or days as required for the execution of your duties.
6. The annual leave year (HOLIDAY) runs from 1 April to 31 March and you are entitled to 15 per year holiday in addition to 10 standard national holidays in India. Periods of absence such as these should be agreed with your reporting manager in order to ensure business continuity. In case of unused leaves, these will not be carried forward to the next year, unless otherwise required under law.
7. If you are unable to work because of sickness or for any other reason you should inform your reporting manager in the first instance as soon as possible on the first day of absence and you should keep him/her updated thereafter. If your absence is for more than three days, you will be required to submit a doctor's medical certificate. Failure to provide appropriate sickness documentation or to notify your reporting manager of your absence may result in payment not being made for the days you were absent.
8. Your notice from Company will be 30 days during the Probation Period (First 3 months from the Joining Date) and 60 days thereafter and in the event of you terminating your contract, you will be required to give **60 days' notice**. The Company may terminate your employment with a shorter notice by paying salary in lieu thereof up to a maximum of 1 (one) month salary. The early release during the notice period will be permitted only at the sole discretion of the Company.
9. Company reserves the right to alter / modify working hours, leave, facilities / amenities within the statutory limits.
10. During your employment with the company, you will, at all times, observe secrecy in respect of any technical, trade or business documents, customers names/business details or any other information of the Company that might come to your knowledge or possession, which according to the Company are necessarily confidential and form valuable property of the Company. You shall not discuss nor cause the discussions of any such data in any manner whatsoever, except in the manner specified by the Company. You will also be responsible for the protection and furtherance of the Company's best interest at all times, including after you cease to be on the Company's role.

11. Any intellectual property including without limitations any inventions, improvements, discoveries made by you either individually or with other persons in the course of your employment with the Company, will become the sole property of the Company. You will ensure that relevant intellectual property protections are obtained for such inventions/improvements and discoveries in the name of the Company. You shall do all acts and things, and execute all agreements, undertakings, deeds, letters and writings as may be required by the Company in connection therewith. You hereby waive all intellectual property and moral rights and agree to waive all rights in any literary/artistic works, computer program or compilations that you may create/develop in the course of your employment with the Company.
12. During the tenure of your engagement with the Company and for a period of 1 (one) year following termination or resignation of employment ("**Term**"), you shall not own, manage, operate, consult or be employed (or accept employment) in a business substantially similar to or competitive with, the present business of the Company or such other business activity in which the Company may substantially engage during the term of employment. Further, you shall not, during the Term, solicit any employees, associates and/or affiliates of the Company, or disclose any information, techniques, know-how, intellectual property and/or any confidential information disclosed during the Term, with respect to the Company and its processes.
13. You agree that during the Term, for whatever reasons, you shall not directly or indirectly, irrespective of whether the relationship between the Company and the respective customer of the Company was originally established in whole or in part through your efforts; (i) solicit any Restricted Business from any customer of the Company; (ii) persuade any previous, existing or prospective customer to cease doing Restricted Business with the Company; (iii) reduce the amount of Restricted Business which any customer has customarily done or might propose doing with the Company. For the purpose of this letter, "**Restricted Business**" shall mean any business directly or indirectly competing with the business of the Company or any entity engaged in services similar to the Company.
14. You agree that during the Term, for whatever reasons, you shall not directly or indirectly, solicit or entice away or endeavour to solicit or to entice away or assist any other person to solicit or hire or entice away from the Company, any Company employee.
15. You agree that during the term of your employment with the Company and following the termination of your employment or your resignation, you will not at any time disparage or defame or in any way criticize the management, operations, products, services or business of Company.
16. You are to treat as strictly confidential the affairs of Company and its customers and / or any information that may come to know during the course of your employment with the Company, the divulgence of which to anyone outside the Company might prove detrimental to the interests of the Company, in the opinion of the Company. Breach of this condition on your part will entitle the Company to immediately terminate your employment and institute actions and proceedings against you under applicable law, at your cost and consequences.
17. The Company reserves the right to terminate your services without any compensation or notice thereof, if you are found to be in moral breach of your responsibilities, or following a code of conduct, not in line with the Company's guidelines and values, or if any information provided by you is at any time, found to be false, or if you are in contravention of the terms of this letter or in the opinion of the Company you have committed any misconduct.
18. You are strictly prohibited from bringing any unauthorized / infringed copies of software on to the office premises of the Company or its Customers, from any external sources or copying software on the system to another which may include any violations of the provisions of the copyrights act.
19. Your employment shall be full time and you will devote your full time, attention and ability to the work of Company. You shall diligently promote the best interests of the Company and you shall serve the Company to the best of your ability, faithfully, honestly diligently and efficiently. You shall comply with all the guidelines, policies and directions of the Company in place from time to time and shall at all time act in such a manner so as to promote the corporate culture of the Company. You hereby represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment in accordance with the terms and conditions of this letter, including without limitation non-compete restriction and so on.

20. You shall at all times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your activities. You shall honor and comply with all the rules, regulations & statutory requirements of the Company in force and as framed from time to time in letter and spirit. You shall refrain from publishing any information and/or content on any media, including without limitation on any social media platform, which may harm the reputation of the Company.
21. Upon termination of your employment, you will return to the Company all documents/CDs/memory sticks/devices and any other article and/ or copies thereof belonging to the Company or its clients, which may at the time be in your possession. In case of your failure to do so, the Company reserves the right to deduct appropriate amounts from any payments due to you and institute appropriate legal proceedings for recovery of the same.
22. You will forthwith inform BharatNxt of any changes in your residential address. At the time of joining, you are requested to submit copies of your identify proofs [passport, driving license] academic certificates, proof of date of birth [birth certificate or matriculation certificate] and photograph.

We look forward to your fruitful association and participation in our company. Please return the duplicate of this letter, duly signed, in token of acceptance of the terms and conditions of employment.

Offered by:

Akshat Birla

Authenticated through
Legalify.com (eNcyV6y)
Akshat Birla
Date: Tue Aug 29 12:04:55 IST
2023

Akshat Birla
CEO

I accept the offer on the stipulated terms and conditions. I shall join BharatNXT on **1st July 2023**

Himanshu Chaurasiya

Authenticated through
Legalify.com (eNcyV6y)
Himanshu Chaurasiya
Date: Tue Aug 29 13:28:08 IST
2023

Name: Himanshu Chaurasiya
Date: 28th Aug 2023



Let's build
a World Class Bank,
right here in India.



Date: April 29, 2023

Job Offer Title: Associate Analyst - FICO

MEET JAGDISH PATEL

Dear Meet,

We are pleased to make an offer to you as "**Associate Analyst - FICO**" within **Retail Banking - Retail Business Risk** function at IDFC FIRST Bank Limited (the "Bank"). You shall join the Bank on or before **13/Jun/2023** ("Date of Joining"). Your Total Fixed Pay ("TFP") will be **Rs. 8,00,000/- (Rs. Eight Lakh only)** per annum. Details maybe referred in Annexure A. The position is currently based at **Mumbai-Naman Chambers BKC Corporate Office**.

Your final appointment is subject to your being medically fit to perform your role effectively. It is also based on verification of information and particulars submitted by you, including the undertaking authorization given by you at the candidate application stage.

Kindly confirm your acceptance to this offer of employment within 3 days of receipt of this offer post which the offer stands cancelled.

A. You are requested to complete the joining formalities immediately on the authorized online portal of IDFC FIRST BANK and submit/confirm the submission of the documents as required by the bank. The detailed list of documents to be submitted will be communicated separately.

- i. Certificates in support of your highest educational and/or professional qualifications,
- ii. Proof of date of birth,
- iii. Certificates in support of your previous employments,
- iv. Your recent passport size photograph,
- v. Copy of your resignation duly accepted by your current employer.

Please note that you are required to keep the details of the salary & other perquisites / benefits offered to you, strictly confidential and not to share information regarding the same with anyone.

We look forward to a successful and pleasant association with you at IDFC FIRST Bank.

Warm Regards,
Human Resources
IDFC FIRST Bank

Annexure "A"
COMPENSATION DETAILS

Employee Name	MEET JAGDISH PATEL
Designation	Associate Analyst - FICO
Grade	Management Trainee-2
Business Unit	Retail Banking - Retail Business Risk
Location	Mumbai-Naman Chambers BKC Corporate Office

Components	Per month (in Rs.)	Per Annum (in Rs.)
Basic	13,333	1,60,000
Flexible Benefit Plan	51,533	6,18,400
Guaranteed Cash	64,867	7,78,400
Employer's PF	1,800	21,600
Total Fixed Pay - A	66,667	8,00,000

* As per the EPFO notification dated February 28, 2019 and basis the new PF rules, your PF will be as mentioned herein

Monthly Net take home (in Rs.)	
Guaranteed Cash	64,867
Employee's contribution to Provident Fund	1,800
Professional Tax	200
Net take home before Tax (in Rs.)	62,867

Notes:

- Flexible Benefit Plan (FBP) comprises of HRA, Meal Card, Professional Development Expenses, Communication Expenses, LTA, Bank's Owned Car /Reimbursement & National Pension Scheme. The employee gets to allocate the pool amount under various components as desired. Tax Benefits will be based on declaration & as per IT law.
- In addition to TFP, Insurance premium is paid by the company towards employee's life, accident & medical insurance. This is a notional premium amount & is not paid in cash to the employee.
- Provident Fund contributions shall be made by the Bank to the fund.
- Gratuity will be applicable as per the Payment of Gratuity Act.
- The notice pay reimbursed, joining bonus, guaranteed bonus, relocation expenses and any other amounts, if any, paid, at the time of joining would be recovered in full, in case of your resignation/separation (whichever is earlier) within twelve months from the date of joining.

RECOVERY CLAUSE

- If the employee resigns within one year of joining IDFC FIRST Bank, he/she would have to pay back an amount of **Rs.1,00,000 /-** to the bank towards joining and training expenses incurred by IDFC FIRST Bank

JOINING BONUS:

IDFC FIRST Bank Limited
 IDFC FIRST Bank Tower, The Square, C-61, G Block, Bandra Kurla Complex, Bandra East, Mumbai - 400051. Tel: +91 22 7132 5500 Fax: +91 22 2654 0354
 Registered Office: KRM Towers, 7th Floor, No. 1, Harrington Road, Chetpet, Chennai 600031 Tel: +91 44 4654 4000
 Fax: +91 44 4564 4022 CIN: L65110TN2014PLC097792 bank.info@idfcbank.com

In addition to Total Fixed Pay, a joining bonus of **Rs.1,00,000/- (Rs. One Lakh only)** (Pre-Tax) will be payable to you along with your **second** monthly salary subject to satisfactory completion of background verification. Joining Bonus (Pre-Tax) would be recovered in full in case of your resignation/separation (whichever is earlier) from the organization within twelve months from the Date of Joining.

INDICATIVE TARGET BONUS:

Based on the agreed performance deliverable with your reporting Manager, you would be eligible for Performance based indicative variable pay of **Rs.1,20,000/- (Rs. One Lakh Twenty Thousand only)** (Pre-Tax) in the Annual Appraisal cycle. This is paid subject to individual, team & Bank's performance and solely at the discretion of the Bank. The Incentive / Performance Bonus plan will be communicated by your reporting Manager.

Annexure "B"

Terms and Conditions of Employment

The following are the terms and conditions of your employment at IDFC FIRST Bank Limited

For the purpose of this document "Bank" or "Company" shall mean IDFC FIRST Bank Limited and all its subsidiaries, associate or group companies.

1. Postings and Transfers

- 1.1 Your joining location will be the same as mentioned in your appointment letter. However, during your employment, you may be posted / transferred to any of the offices / branch/projects / divisions / departments / units / subsidiaries / sister concerns of the Bank, existing or to be set up at any other location, without any additional remuneration, in the interest of the Bank without assigning any reasons.
- 1.2 If your role is a Remote Working role you will additionally have to adhere to the Bank's policy/guidelines for Remote Working, existing and/or as may be framed and amended from time to time.

2. Leave and Absence

- 2.1 You shall be eligible for holidays and leave as per the Bank's leave policy/guidelines, as may be amended from time to time.
- 2.2 You will be entitled to Earned Leave in a financial year running from April to March as per the Bank's Policy. In case of your joining the Bank in the middle of the said financial year, you will be entitled to leave on pro-rata basis. You will be required to avail of mandatory leave as per the Bank Policy in every financial year, this will be part of your Earned Leave entitlement.
- 2.3 While counting the number of days of leave, intervening days of the weekend and Bank Holidays will not be counted.
- 2.4 You should obtain prior approval before proceeding on leave. Failure to do so may invite disciplinary action or such other action as deemed appropriate.

3. Total Fixed Pay

- 3.1 Your Total Fixed Pay ("TFP") is as stated in the annexure of our Offer/Appointment Letter. Based on it, your compensation will be paid to you on a monthly basis by the end of the month to which it relates.
- 3.2 The Bank provides you choice as regards certain reimbursements within your aforesaid Total Fixed Pay, amount in keeping with the Bank's guidelines in this regard. To exercise such choice, you will have to provide to the Bank your choice at the time of joining and in the beginning of the financial year, in the prescribed manner which currently is by uploading the details of your choice of reimbursements on the Bank's Payroll Portal.

- 3.3 All amounts payable to you by the Bank (including the joining bonus, relocation expenses or notice period pay agreed to be reimbursed to you by the Bank in relation to your earlier employment) will be subject to and paid to you after deduction of income tax (or any other) at source (TDS).
- 3.4 Please note that your compensation and benefit details, are to be kept confidential at all times.
- 3.5 Your performance will be subject to periodic review based on which you will be considered for revision of compensation/grade in keeping with the Bank's policies and practices.
- 3.6 The Bank will cover you under the group medical insurance policy from the date of your joining provided you have completed all formalities and documentation pertaining to it.
- 3.7 In addition to the above, you will be covered under the Group Term Life Insurance and Personal Accident Insurance. This is over and above your TFP.
- 3.8 Your Total Fixed Pay increase and future prospects in the Bank shall entirely depend on the individual, business unit and the Bank's performance. Increase in Total Fixed Pay, in no case, and under no circumstances shall be automatic and/or a matter of right.

4. Performance Bonus/Incentive Payments

- 4.1 The Bank may, in its absolute discretion, pay you a bonus/variable incentive of such amount, at such intervals, based on your performance as well as performance of your team and the Bank and subject to such conditions as the Bank, may, in its absolute discretion, determine from time to time, in accordance with the Bank Policy.
- 4.2 An employee will not be entitled to any variable payout/compensation on his resignation/dismissal/job abandonment/cessation.
- 4.3 The exercise of discretion to pay a bonus in one financial year shall not bind the Bank or act as a precedent for the exercise of discretion in any other financial year.
- 4.4 If, on or before the date when a bonus/incentive might otherwise have been payable, your employment has terminated or either party has given notice of cessation of employment, you will not be entitled to receive any such bonus or incentive (whether in cash, shares or any other form).

5. Malus / Clawback

- 5.1 Malus provision, inter-alia, enables prevention of vesting of all or part of deferred component of variable pay including cash and share linked components and Clawback enables the Bank to recover previously paid or vested remuneration in cash or share linked compensation, etc
- 5.2 The Bank reserves its right to incorporate malus/clawback mechanism to address subdued or negative financial performance of the bank and/or the relevant line of business in any year, material failure of risk management, misconduct and other instances of non-compliance of statutory and regulatory stipulations.

6. Statutory Payments / Deductions

- 6.1 All statutory payments / deductions will be as per the applicable law and may change from time to time based on changes in the law of the land.

7. Deductions from Total Fixed Pay/Annual Gross Remuneration Package

- 7.1 You agree that, at any time during your employment, or after cessation of employment, the Bank may deduct and recover, from your Total Fixed Pay /Annual Gross Remuneration Package/Full and Final Settlement/ Bank Account any overpayment made, or any amounts owed by you to the Bank. This includes, but is not limited to, any excess leave, outstanding loans, advances, credit card dues, relocation expenses, joining bonus, and the cost of repairing any damage or loss to Bank's property or equipment caused by you.
- 7.2 You agree that, at any time during your employment, or after cessation of employment the Bank may recover any shortfall /loss on account of any negligence or any act of commission by you, while executing your responsibilities.

8. Tax

- 8.1 You will be fully liable for the payment of Income Tax (or any other applicable taxes) on your total remuneration including bonuses/ variable pay to the Income Tax/concerned authorities including other statutory dues/taxes and this will be your personal responsibility. The Bank shall deduct any statutory dues/taxes from amounts paid to you, as per applicable laws.

9. Medical Fitness and Verification of Particulars

- 9.1 Your appointment is subject to you being medically fit and continuing to remain fit thereafter. In case you subsequently develop any illness, which restricts you from performing your official duties or in any way puts your other colleagues at risk, you are required to inform HR about the same; failure to inform the Bank/HR about such illness at the time of appointment and subsequently after developing, the same may be considered as a misconduct and Bank reserves its right to terminate /conclude your employment.
- 9.2 Your employment is also subject to clearing the Personal and Professional Background Verification as per norms of the Bank, including your antecedents and documents submitted.
- 9.3 In case particulars mentioned in your application / Curriculum Vitae / Resume/ pre - employment declaration or any such document/data/information shared by you are found false or unsatisfactory, your services would be liable for termination as per the discretion of the Bank at any time without any notice or any compensation in lieu thereof.
- 9.4 Your date of birth mentioned in the Aadhaar Card or other such acceptable statutory document submitted by you will be deemed to be the conclusive proof of your date of birth.

10. Normal Retirement Age

- 10.1 You will automatically retire from the employment of the Bank, as the case may be, on attaining retirement age of 58 years or as decided by the Bank and unless concluded earlier or extended further as per the discretion of the Bank. By virtue of this clause, you shall not claim a right of employment with the Bank, as your employment is subject to the terms and conditions laid down by the Bank, as amended from time to time.

11. CONFIDENTIALITY:

- 11.1 You will not, either during your employment or at any time post resignation/cessation from services, use or communicate to any person, any information of a confidential nature concerning the business of the Bank, or of any of their customer(s), supplier(s) or other person(s) having dealings with the Bank as the case may be, and which comes to your knowledge during the course of your employment other than in connection with your services to the Bank.
- 11.2 If you are a supervisor, then in your capacity as the leader of your team, you would be in possession of highly sensitive and confidential information with regard to and not limited to each and every employees' compensation, rating, performance, sensitivities, promotions and career expectations. You would be expected to maintain complete confidentiality of the said information and not use the same in any capacity whatsoever.
- 11.3 Complete confidentiality should be maintained by you of all the information of any nature, including as to the affairs of any person having any dealing with any constituent of the Bank or any of its subsidiaries or the business of any person having any dealing with any constituent of the Bank or any of its subsidiaries and including any documents, books or records thereof, that you have had access to by virtue of your service in the Bank and you shall not directly or indirectly disclose or cause the disclosure of any such information to any person unless required to do so by any regulatory, administrative or judicial authority to such authority.
- 11.4 In performing your duties, you may from time to time receive or obtain information/data/documents from the Bank or related or associated to the Bank, its subsidiary or affiliates or otherwise and have access to information relating to their clients or business information, business plans, systems, personnel, or other information of a confidential nature (this will be termed as "the Information").
- 11.4.1 In consideration of the Bank making the Information/ data/ documents available, you undertake and agree that you will:
- a. Keep the Information/data/documents confidential at all times and not divulge or communicate to any person, other than those approved in writing by the Bank, any of the Information/data/documents which you may (whether before or after the date of your appointment receive or obtain.
 - b. Not use the Information/data/documents for any purpose other than in connection with your services to the Bank;
 - c. Immediately return or destroy (at the Bank's option) the original and all copies of any records of the Information/data/documents (in whatever form) and all notes and other documents embodying any of the Information on the first to occur of any of the following:
 - i. on the Bank's demand;
 - ii. on termination or expiration of your employment contract with the Bank.

12. Other Media, Internet, Blogs, Social Media & External Persons

- 12.1 Employees are not authorized to share any information about the Bank on any social media or other platform. This includes but is not limited to information about any internal activity, awards, achievements, certificates, colleagues, projects or initiatives. Violation of the same will be a breach of confidentiality and invite disciplinary action. Any behavior on the social media that could potentially bring disrepute to the Bank may also invite suitable punitive/disciplinary action including termination of your employment at the discretion of the Bank.

12.2 All concerns and grievances need to be raised and redressed through the channels available or by reaching out to your HR Business Partner. The defined Escalation Matrix needs to be followed. Raising internal organization matters on social media, in the public domain or with external individuals will be considered a breach of conduct and may lead to termination of your employment at the discretion of the Bank.

13. Data Protection

13.1 The Bank may be required to process, transfer and store your personal and sensitive data in any of the other locations used by the Bank/any of the locations as specified by the Bank.

13.2 By agreeing to adhere to the policies of the Bank and/or by signing/accepting your appointment letter, you acknowledge and agree that the Bank is permitted to hold/use/process your personal/sensitive information about you as part of our personnel and other business records and that the Bank may use such information in the course of its business including but not limited to your employment purposes, all administrative and human resource related matters, administration of pay rolls, administering your insurances, investigations, identification, facilitating compliance with any law, order and regulations which may be applicable, etc.

13.3 You agree that the Bank may disclose such information to third parties in the event that such disclosure is, in Bank's view, required for the proper conduct of our business or that of any associated companies, management of your employment and for the matters contained herein. This clause applies to information held, used or disclosed in any medium.

14. Compliance

14.1 In your role at the Bank, it is expected that you will abide and ensure all aspects of compliances, in letter and spirit, staying true to the law of the land.

14.2 You are aware that there are laws against trading securities using material non-public information and you agree to comply with such laws.

14.3 During the continuance of your employment with the Bank, you are expected to comply with the Bank's policies, practices and procedures.

15. Restrictive Covenant

15.1 You are committed not to hire anyone or engage in any sort of discussion related to hiring or solicitation with an employee of the Bank or any of its subsidiaries for at least one year from your last working date in the Bank. This is applicable even during your period of employment whether approached by the employee or officers of the Bank, or by you or by any other intermediary or by any other means whatsoever. This Covenant further specifically requires that employees or officers of the Bank or any of its subsidiaries should not be solicited or encouraged to leave the Bank or any of its subsidiaries to join the organization which you may join in any capacity or any of its subsidiaries, joint ventures, affiliates or associates, for a period of one year from the date of separation from the Bank.

15.2 You agree that during your period of employment with the Bank and for a period of one year from termination or

expiration of your employment with the Bank, you shall not solicit or entice, by any means whatsoever any client of the Bank. Your agreement "not to solicit" means that you will not, initiate any contact or communication of any kind whatsoever, for the purposes of inviting, encouraging or requesting any deal/ mandate/ account/ person:

15.2.1 to transfer from the Bank to you or to your new employer or to any other person or entity; or

15.2.2 to enter into a new deal/ mandate with you or your new employer or with any other person or entity; or

15.2.3 to otherwise discontinue its patronage and business relationship with the Bank.

15.3 You agree that for a period of six (6) months from termination or expiration of your employment with the Bank, you shall not work at the capacity of Executive or Non-Executive member of the board or any management position of any supplier, vendor or partner of the Bank.

16. Assignment

16.1 If you (whether alone or with others) shall, during your engagement with the Bank, make or create an idea, method, invention, discovery, design or other work either in the course of providing your services or relating to or capable of being used in those aspects of the businesses of the Bank (hereinafter called "Work") you shall promptly disclose full details thereof to the Bank and irrespective of disclosure or non-disclosure by you, all Works, shall belong exclusively to the Bank and you hereby irrevocably assign the ownership, right, title, interest, ownership of copyrights of such Works and those of any other derivative works, to the Bank. You will promptly provide to the Bank a complete written disclosure for each such Works identifying the features or concepts you or the Bank believe to be new or different. You grant to the Bank an irrevocable, nonexclusive, worldwide, perpetual, paid-up license under these Works (whether now existing or brought into being in the future).

16.2 The license scope is to make, have made, use, have used, sell, license or transfer items of such Works and to practice and have practiced methods pertaining to such Works. You are specifically made aware that you will not be liable to any compensation for such acts of yours, and that any rewards which the Bank may choose to bestow will not be deemed to confer any rights towards that invention, discovery or improvement in system or method, for you. You shall promptly upon intimation by the Bank, sign and execute such document, papers, declarations including deed of assignment as may be required by the Bank from time to time.

16.3 You (i) hereby assign to the Bank all right, title and interest in any Work (whether now existing or brought into being in the future) which is or may become a copyright work anywhere in the world and (ii) shall consider yourself as a trustee for the Bank in relation to all other Works and shall in either case at the request and expense of the Bank do all things necessary to vest all right, title and interest in any Work in the Bank or its nominee absolutely as legal and beneficial owner and to secure patent or other appropriate form of protection therefore;

16.4 You shall not (except as provided in this letter of appointment or as may be necessary in the course of your duties for the Bank) disclose or make use of any Work without the Bank's prior consent in writing.

17. Resignation and Notice Period

17.1 You may resign from the employment of the Bank by giving to the Bank a notice in writing, the notice period for all employees is 90 days. In case of your resignation from the services of the Bank, the Bank at its sole discretion shall have a right, but not an obligation, to waive off the notice period and in such cases the Bank will not be liable to make

any payment of salary to the employee in lieu of the waived off notice period. It is understood that you will not have a right to insist upon it.

- 17.2 To the extent the Bank does not waive all or part of the Notice Period/Notice Pay,
- i. the employee shall remain employed through the Notice Period (or portion thereof), OR
 - ii. payment in lieu of any unserved notice period will be recovered from the employee.
- 17.3 Recovery of notice pay will attract GST/applicable taxes. GST/applicable taxes once deducted will not be reversed under any circumstances.
- 17.4 In case your last working day falls on a weekly off or a holiday, the previous working day will be considered as the Last Working Day (LWD), further the same date would be considered for the purpose of calculation of notice period recovery/payment if necessary.
- 17.5 The Bank will not be bound to accept from you a notice of period longer than 90 days.
- 17.6 Notice Pay in lieu of notice period is defined as TFP less retinals and non cash benefits.
- 17.7 In case of your resigning from the employment of the Bank within 12(twelve) months or being terminated by the Bank in terms of Clause 18, you shall be liable to repay to the Bank and the Bank shall have a right to recover from you the amount(s) paid by the Bank to you or any others towards your joining bonus, notice period pay in relation to your previous employment, relocation expenses and all other amounts related to your joining the Bank.
- 17.8 During notice period, any leaves availed may extend the notice period by that many days, however, Bank reserves the right to amend/modify this at its sole discretion. Notwithstanding anything foregoing, in case you have been subjected to gardening/garden leave by the Bank, you will not be entitled for any leave and leave encashment thereof for the period of gardening/garden leave, as per the Bank's policy/guidelines thereof. Bank reserves its right to apply/sanction gardening leave to employees in Broad Band 'Role' and above and any of its employee as it deems fit. You are required to familiarize yourself with the Bank Policy/guidelines on Garden Leave, as may be amended from time to time. The Garden Leave for employees for Broad Band 'Role' is three months.
- 17.9 Upon the termination of your employment agreement, you are required to return to the Bank, in acceptable condition, all such properties of the Bank which are in your possession.
- 17.10 Post your resignation from the services of the Bank, if you discontinue/stop attending office before completion of your required or accepted notice period, the Bank shall treat such absence as unauthorized and shall be liable to take disciplinary action against you.
- 17.11 If any involvement of yours is suspected or found in fraud/cheating/theft/ any unethical / unprofessional act, etc. the Bank can initiate suitable action as deemed fit even post separation from the services of the Bank.
- 17.12 You hereby agree that in order to process the Full and Final Settlement on your separation it shall be your responsibility to get No Dues Clearance from the relevant stakeholders of the Bank.

18. Termination of Employment Agreement:

- 18.1 If you absent yourself without leave for continuous five (5) working days, or as per norms of the Bank which may change from time to time, or remain absent beyond the period of leave originally granted or subsequently extended by five (5) working days, you shall be considered as willfully absconding from your employment and disciplinary action can be initiated against you, at the discretion of the Bank. This may include termination of your employment or considering it as voluntarily abandonment of employment by you and concluding your employment thereof. In case

your employment is terminated or concluded under this clause, the Bank shall be entitled to recover from you such amounts as specified in above Clause (Resignation and Notice Period) in lieu of notice period. In addition to the above, the Bank may also claim damages and other reliefs to which it is entitled under contract, law or equity

18.2 Your services are liable to be terminated without any notice or salary/payment in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, fraud, disloyalty, consistent non-performance, sexual harassment or any such act of breach of yours that brings disrepute to the Bank, commission of an act involving moral turpitude, any act of indiscipline or inefficiency, any act of bankruptcy or make any composition or arrangement with your creditors. In case of termination on account of misconduct, Bank will not be liable to give any notice or payment in lieu thereof.

18.3 The Bank reserves the right to terminate your employment if your performance is determined to be unsatisfactory (as per the Bank's standards), by giving you prior written notice. The notice will be 90 days for all grades. In the event of early relieving, you will be paid notice pay in lieu of notice or part thereof. Employees who have been rated as below par or poor in the 'Annual appraisal Cycle' will be considered as underperformers and misfit for the organization and separation process would be initiated post communication of the ratings.

18.4 In the event your employment is terminated by reason of an eventuality caused by (your) death, your nominee(s) beneficiaries will receive further compensation as deemed fit by the Bank which shall be paid to your designated beneficiary/nominee provided. However; in cases, where the nominee details are not provided, the spouse of the employee is considered as the sole nominee for married employees, and parents, as the sole nominee for unmarried employees. Any further settlement from the Bank would be drawn in the nominee's name.

18.5 The Bank has the right to terminate your services for any reasons other than mentioned herein by giving notice in writing or payment of Total Fixed Pay (excluding retiral and other non-cash benefits) in lieu of notice. The notice will be 90 days for all grades.

18.6 You will be covered by the employment rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Bank that may come in force from time to time. The Bank shall have absolute discretion to reject or refuse to accept your resignation in case of staff accountability or disciplinary action proceedings are contemplated or pending against you.

19. Non Conflict of Interest and No External Employment

19.1 You will not, during your employment with the Bank, undertake other full time or part time work for remuneration or any activity that may adversely affect your professional image and integrity as an employee of the Bank.

20. Receipt of Payments and Benefits from Third Parties

20.1 Subject to the Bank regulations issued and amended from time to time, neither you nor any member of your family, nor any Bank or business entity in which you or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by you or on behalf of the Bank. If you or, any member of your family or any Bank or business entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate, commission or other benefit you will forthwith account to the Bank for the amount received or the value of the benefit

so obtained.

21. Code of Conduct and Expected Employee Conduct

- 21.1 You are bound by the Bank's Code of Conduct. The Bank may implement the disciplinary procedure if you fail to comply with the Code of Conduct and in certain circumstances, this could amount to gross misconduct leading to dismissal.
- 21.2 You are expected to work, while in the employment with the Bank, punctually and diligently employing your best efforts with honesty and integrity to protect the interest of the Bank and observing at all times the Bank's terms and conditions and the applicable guidelines, policies and regulations.
- 21.3 You are expected to be well groomed and formally dressed at work.

22. Staff Dealing Rules

- 22.1 You must comply with the Bank's Code of Conduct for Prevention of Insider Trading for the Bank and should familiarize yourself with them by reading the Policy and any relevant guidelines.

23. Intellectual Property Rights

- 23.1 For the purposes of this clause, "IPR" means intellectual property rights of all kinds including, in particular, patents, inventions, trademarks (and associated goodwill), designs, design right, copyright (including copyright in computer software), confidential information and know-how, database rights, applications for any of the foregoing, and all other intellectual and industrial property and rights of a similar or corresponding nature in any part of the world.
- 23.2 To the extent that ownership of IPR does not vest in the Bank by operation of law, you agree that all IPR generated by you during your employment will be owned by the Bank in perpetuity. You will co-operate fully, and do all acts required (at the Bank's expense), to assign IPR with full title guarantee worldwide to the Bank in perpetuity. You agree to appoint the Bank to act as your attorney for the purposes of securing grant and ownership of the IPR. You also agree to do nothing, during or after your employment, to affect the validity of any IPR; in particular, you agree not to make any non-confidential disclosure of any detail of the IPR outside of the Bank before protection for the IPR has been sought or such disclosure has otherwise been authorized. You also agree to waive all moral rights to all work, where the Bank owns or will own the copyright or design right to it.
- 23.3 Nothing in this document and your employment contract shall oblige the Bank to seek patent or other protection for any IPR generated during the course of your employment. The Bank may delegate its rights and/or obligations under this clause to a group company or other nominee. Rights and obligations in this clause shall survive termination of your employment for any reason.

24. Information, Assets and Systems

- 24.1 When you join the Bank, you may have access to phones, e-mail, internet and other equipment and systems. These

form part of our IT and communication systems and you will be required to use them in accordance with the Bank policies relating to them. You should refer to the Code of Conduct for further information on these policies. You will be responsible for the safe keeping and return in good condition and order of all the properties of the Bank, which may be in your use, custody, care or charge. For the loss of any property of the Bank in your possession, the Bank will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

24.2 Information Security Compliance: All employees are expected to be aware of their responsibility relating to protection of information and information assets of the Bank. Accordingly, you are required to familiarize yourself with the Information Security Policies and Procedures of the Bank and abide by it in spirit and practice.

25. Other terms and conditions:

25.1 The Bank reserves the right to make changes to any of your terms and conditions of employment. Any changes will take effect from the date stated in the communication.

25.2 In the event of a criminal case being filed against you in your personal capacity (not in the course of or arising out of employment), the Bank may, at its discretion, ask you to proceed on leave or suspend your employment till the issue is sorted out and you are acquitted. During this period, you will be paid as per applicable laws. If convicted, your employment will stand withdrawn/terminated.

25.3 Bank reserves the right to place you under suspension pending enquiry into the charges of misconduct or otherwise as deemed fit by the bank.

25.4 You will intimate in writing to the Bank any change of address within a week from change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

25.5 As an employee you are responsible to provide correct personal email ID and phone number. The personal email ID and phone number as provided by you will stand valid for all communication from the Bank. In case of change in communication information, you are liable to update the same with the Bank within Seven (7) days of such change. Failing which, any communication sent on your last recorded address/email shall be deemed to have been served on you. The email ID provided by you, until updated with the Bank, shall be considered as one of your unique identification ID.

25.6 The present designation is subject to change depending upon work assignment from time to time.

25.7 During your employment, you will be subject to the Code of Conduct, employment rules, regulations and policy of the Bank applicable and amended from time to time. The terms and conditions contained herein shall be read along with the instructions, guidelines, policies, etc. and amendments thereof as presently applicable to you and as may be amended from time to time and as may be made applicable to you by the Bank subsequently during the course of your employment.

26. Indemnity

26.1 You shall indemnify, keep indemnified and hold harmless the Bank against any loss, damage, expense, costs, fines, charges, proceeding which the Bank might suffer due to or arising out of any wrongful acts, wrongful gains, fraud, mala fide acts, gross negligence and /or gross dereliction of duties on your part. Such indemnity shall not prejudice

the right of the Bank to terminate your services on such count or the right of the Bank to seek other remedies which the Bank may have to make good the Loss or damage

27. Force Majeure

27.1 Notwithstanding anything contained herein, if the regular operations of the Bank are suspended resulting from general economic conditions or other general market effects or Acts of God or governmental or regulatory restrictions other cause of similar or different nature beyond the control of the Bank, the Bank may suspend the performance of services by you and the payment of compensation herewith. During the continuation of such suspension of operations, the Bank may, by written notice, terminate employment agreement or change the terms and conditions of your employment with no further liability whatsoever.

28. Foreclosure:

28.1 The Bank reserves the right to suspend or terminate the performance of services by you and the payment of compensation, in case of any unforeseen circumstances that might lead to suspension of the operations of any unit or business of the Bank. In such case, the general terms and conditions related to termination of employment shall stand valid.

29. Warranty

29.1 You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment, or any of them, in accordance with the terms and conditions of this letter.

30. Governing Law

30.1 The interpretation and enforcement of this contract/document shall be governed by and construed in all respects in accordance with the law of India and the parties submit to the non-exclusive jurisdiction of the Mumbai courts.

By providing your e-signature below you acknowledge that You have read and understand the foregoing Agreement, that You agree to comply with all the terms of the Agreement, and that You have received a copy of the Agreement.

Date

Employee IP Address

meetpatel14101@gmail.com

Employee Name

Employee Email



1st February 2023

Mr. Tanish Parmar

Bhind Saraswati Hospital, Plot No-56,
Shubh Laabh Row House, Sector - 7, Charkop
Kandivali West, Mumbai - 400067

Dear Tanish,

Further to our meetings and discussions, we are pleased to confirm Sportz Interactive's intent to offer and provide you with a full-time role with our Mumbai Team. We would like you to join us on or before **1st July 2023** as a **"Junior Associate - Development"**.

As agreed, your Gross Annual CTC will be as mentioned below –

- **₹3,50,000** /- (Rupees Three Lakh Fifty Thousand Only) payable in equal monthly instalments (gross monthly salary) effective your date of joining.
- **₹100,000** /- (Rupees One Lakh Only) as a performance-based bonus payable by the month of **July 2024** (this date will be one year from the DOJ). The bonus is applicable subject to you not serving a termination notice on the company during this period.

Some key standard HR policies or specific terms that will apply to you are as follows:

- Salary and other employment-related details must be kept strictly confidential.
- Your probation will be for a period of three (3) months' unless extended for a further period.
- During probation, you may resign from the services of the company by providing one (1) month's written notice. If the company decides to terminate any employee for any reason, then the notice period will be decided solely by the company.
- Upon confirmation, you may resign from the services of the company by providing three (3) months' written notice.
- This offer letter is provisional subject to your joining date, successful completion of background verification and acceptance of the terms and conditions of employment listed above.
- You may also be required to sign documents detailing your code of conduct in relation to general guidelines and policies expected due to your employment. The general policies are subject to change based on periodic reviews as per business requirements.
- It is clearly understood by **Mr. Tanish Parmar**, that failure to report on work on or before schedule dated i.e., **1st July 2023** and to provide necessary notice period as per 1.3 (a) clause of the Agreement shall amount to breach of trust and the Company shall proceed to take appropriate legal measures and penalty will be imposed at the sole discretion of the company.

Kindly return the duplicate copy of this letter signed in acceptance of this offer. **This offer letter may also serve as your appointment letter when you join the Company.** On behalf of the Management and the entire team, we wish you the very best and look forward to your innings with Sportz Interactive.

Sincerely,

For **N. A. SPORTZ INTERACTIVE PVT. LTD.**

Disha Vakharia
Senior Manager – Human Resources

(Accepted & Confirmed)

Date: 1-February-2023

I accept the above offer on the terms indicated. Further, I also confirm that I have read and understood the AGREEMENT ON PROFESSIONAL CONDUCT, CONFIDENTIALITY, NON-DISCLOSURE & NON-COMPETE which is attached to this offer letter and hereby assure that I will abide to all the conditions mentioned.

N. A. SPORTZ INTERACTIVE PRIVATE LIMITED

F-1201 / F-1202, Lotus Corporate Park, Western Express Highway, Goregaon (E), Mumbai - 400063

☎ +6771 4461 / 6771 4401 ✉ hr@sportzinteractive.net 🌐 www.sportzinteractive.com



CloudRock Partners India Private Limited

OFFER & CONTRACT OF EMPLOYMENT

May 18, 2023

FAO: Alastin Porathur
BY EMAIL: alastinroy2@gmail.com

Dear Alastin,

Following your recent interviews, we are delighted to offer you a position with CloudRock Partners India Pvt. Ltd. This offer letter has also been sent to you via DocuSign, and we kindly request that you sign to confirm your acceptance.

We are a fast-growing company, and really hope that you're excited by the opportunity to join our team, and to have a long and successful career with us.

A Kyriacou

Signed
Ani Kyriacou
Chief Operating Officer



Strictly Private & Confidential

Nidhi Hariya

May 22, 2023

Dear Nidhi,

Employment Agreement ("Agreement")

We are pleased to make this conditional offer of employment to you with **BNP Paribas India Solutions Pvt. Ltd. ("BNPP")** in India on the terms and conditions set out in this agreement.

For the purposes of this Agreement, an "**affiliate**" shall include any subsidiary or holding company of BNPP.

1. Commencement Date & Location

- 1.1. Your employment will commence on **June 19, 2023 at Mumbai**, unless otherwise mutually agreed by you and BNPP in writing.
- 1.2. Your employment with BNPP will initially be subject to a probationary period of 6 months from the date of your commencement of employment with BNPP in India. You will not be considered as having successfully completed your probationary period unless and until a written confirmation is issued to you by Human Resources. For the avoidance of doubt, BNPP may extend your probationary period at its sole discretion.

2. Position

You will be employed on a full time basis as **Associate Support Analyst with CIB IT Production Cluster Department** and shall perform all duties commensurate with and appropriate to your position. Your corporate title shall be **Associate**. BNPP may amend your position, corporate title (if applicable) and/or reporting line as appropriate in the future to align your role with applicable policies, procedures or practices.

3. Remuneration

- 3.1 Your annual salary will be **INR 600,058** (less applicable deductions), payable over 12 months, for each complete month of service (pro-rated for any incomplete month of service), inclusive of all the following allowances and benefits:

Basic Salary	INR 180,000
House Rent Allowance	INR 90,000
Executive Allowance	INR 240,600
Leave Travel Allowance	INR 25,000
Conveyance Allowance	INR 19,200
Medical Allowance	INR 15,000
Provident Fund	INR 21,600
Gratuity Fund valued @ 4.81% of Basic Salary	INR 8,658
Total Cost to Company	INR 600,058



- 3.2 Your salary and benefits will be subject to applicable taxes which will be withheld by BNPP from your salary or bonus payment.
- 3.3 Any remuneration which you receive from BNPP shall be inclusive of any fees, expenses or other remuneration which you may be entitled to receive in relation to any office or directorship you may be required to perform in connection with your employment and includes consideration for all covenants made by you under this Agreement (including without limitation the covenants and restrictions set out in clauses 9 and 10).
- 3.4 You will receive provident fund and related benefits in accordance with [the provisions of the Employees' Provident Fund & Miscellaneous Provisions Act 1952 (as amended from time to time).
- 3.5 You will be entitled to gratuity benefit in accordance with the Payment of Gratuity Act 1972 (as amended from time to time).
- 3.6 You will be entitled to employee state insurance coverage in accordance with the Employees State Insurance (Central Rules) 1950 (as amended from time to time).

4. **Discretionary Bonus**

- 4.1 You may be eligible to receive a discretionary bonus in respect of a given performance year, based on BNPP's results, your individual performance and conduct, and such other factors as BNPP may consider relevant. Provided you are eligible to be considered for a discretionary bonus award, the terms, conditions, nature and amount of such discretionary bonus award (if any) will be determined at the absolute discretion of BNPP. BNPP reserves the right to defer all or part of any discretionary bonus award granted to you in accordance with the applicable bonus deferral arrangement in force from time to time, and to impose such reasonable conditions as BNPP considers appropriate; any such discretionary bonus awarded will be subject to the terms of any Group incentive or deferral plan in respect of variable compensation for the relevant performance year.
- 4.2 If you are eligible to receive a statutory bonus pursuant to the Payment of Bonus Act 1965 (as amended from time to time), any discretionary bonus which may be awarded to you shall take into account any statutory bonus payable to you.
- 4.3 Any bonus awarded will only be paid to you if (i) you are employed by BNPP on the payment date; and (ii) you have not given or received notice to terminate your employment, or otherwise ceased your employment with BNPP, prior to the payment date.
- 4.4 You acknowledge and agree that you do not have a contractual right to receive a bonus annually and any discretionary bonus award is at the absolute discretion of BNPP, except for statutory bonus if applicable to you in accordance with the Payment of Bonus Act 1965 (as amended from time to time). The payment of any discretionary bonus in respect of any year, and the amount of such discretionary bonus if paid, shall not give rise to any expectation of the payment or amount of any bonus in any future year of employment. Other than as set out in this Agreement, you acknowledge that no representation, assurance or guarantee has been provided by or on behalf of BNPP with respect to the payment of any discretionary bonus and you also acknowledge that you may receive a nil bonus.

5. **Relocation Benefits**

In the event you give or receive notice to terminate your employment, or otherwise cease your employment with BNPP (except for reason due to redundancy, disability or death), within the first 12 months of your employment, you will be required to repay to BNPP the full gross amount of the relocation benefits availed by you.



6. Staff Benefits

In addition to the salary and benefits set out in clause 3 above, you will be eligible to enjoy staff benefits in accordance with applicable laws and BNPP's policies (where applicable) in force from time to time, including the following:

- (a) Insurance coverage under BNPP's medical and other applicable insurance schemes; and
- (b) Annual leave, sick leave, and other types of leave in accordance with applicable laws and prevailing policies of BNPP.

For details, please refer to the relevant policies and procedures of BNPP.

7. Place of Work

Your place of employment will be at our office location as mentioned in clause 1.1 or such other location within India as BNPP may require from time to time. During the course of your employment with BNPP, you may be required to work in any current or future divisions or departments of BNPP or its affiliates as BNPP may decide at its discretion. You may also be required to travel within India or overseas as BNPP may request from time to time.

8. Hours of Work

Your core working hours are from 9:30 a.m. to 6:00 p.m., Monday to Friday including half an hour lunch break. Your normal rest day will be Sunday (or such other day scheduled as a rest day). Saturday will normally be a contractual day off (unless an alternative contractual day off is scheduled). You acknowledge and agree that you are expected to devote sufficient time to perform your duties efficiently, which may require you to attend the office, or be available to perform your duties, outside of your core working hours.

9. Confidentiality Obligations

- 9.1 At any time during your employment with BNPP and after termination of your employment with BNPP, you must not, without the prior written consent of BNPP, disclose or make use of any confidential information (as defined below) relating or belonging to BNPP or any of its affiliates, or their customers or clients.

"Confidential information" means details of customers and their requirements, details of suppliers and their terms of business, the prices charged to and terms of business with customers, marketing plans and sales forecasts, financial information, results and forecasts (save to the extent that these are included in published audited accounts), any proposals relating to the acquisition or disposal of a company or business or any part thereof or to any proposed expansion or contraction of activities, details of employees and officers and of the remuneration and other benefits paid to them, information relating to research activities, formulae and product lines, know-how, any information which you are told is confidential and any information which has been given to BNPP or any of its affiliates in confidence by customers, suppliers or other persons.

- 9.2 All notes, memoranda, records, lists of customers and suppliers and employees, correspondence, documents, computer and other discs and tapes, data listings, codes, designs and drawings and other documents and material whatsoever (whether made or created by you or otherwise) relating to the business of BNPP or any of its affiliates, and any copies of the same:

- (a) Shall be and remain the property of BNPP or the relevant affiliate; and
- (b) Shall be returned to BNPP or the relevant affiliate on demand and in any event upon termination of your employment.



9.3 All developments, productions, written work, inventions and improvements of inventions, whether patentable or not, made by you or to which you would have contributed in the course of your employment, and all industrial and intellectual property rights and copyrights made by you or to which you would have contributed in the course of your employment shall be and remain the exclusive property of BNPP or the relevant affiliate, and to the extent necessary you assign any potential rights relating thereto to BNPP. This includes without limitation all research and research products, "know-how" developed in whatever form and systems developments.

10. Restrictive Covenants

10.1 During your employment with BNPP and for a period of 6 months after the termination of your employment with BNPP, you must not, without the prior written consent of BNPP, directly or indirectly and whether on your own behalf or in conjunction with or on behalf of any other person:

- (a) solicit, engage, or otherwise endeavour to entice away any employees or agents of BNPP or any of its affiliates, or induce or persuade any such persons to cease working for, or representing, or doing business with BNPP or any of its affiliates;
- (b) canvass, solicit, contact or approach any BNPP's or any of its affiliates' clients, customers, suppliers or agents with whom or which you had dealings in the course of your employment with BNPP during the period of 12 months immediately preceding the date of termination of your employment, or have any business dealings with any such clients, customers, suppliers or agents.

10.2 You agree that the restrictions contained in clause 10.1 above are reasonable and necessary for the protection of the legitimate interests of BNPP and its affiliates; however, in the event that any such restrictions are held to be void but would be valid if part of their wording were deleted or the period of application reduced or the geographical scope narrowed, such restriction shall apply with such modification as may be necessary to make it valid or effective.

10.3 If you receive an offer to be involved in another business in any capacity during your employment or prior to the expiry of the last of the restrictive covenants above, you must provide the person or entity making the offer a copy of clause 10 (but no other part of this Agreement) and you must inform BNPP the identity of that person or entity as soon as possible after accepting the offer.

10.4 The restrictions set out in clause 10 shall remain in full force and effect and survive the termination of this Agreement for any reason whatsoever.

10.5 You acknowledge that damages will be inadequate compensation for breach of any of the restrictive covenants contained in clause 10 and, subject to a court's discretion, BNPP may (for itself or on behalf of any affiliates of BNPP) restrain, by injunction, equitable relief or similar remedy, any conduct or threatened conduct by you which is or will be a breach of clause 10.

11. Termination

11.1 During your probation period, either you or BNPP may terminate this Agreement at any time by giving 30 days prior written notice to the other party. After successful completion of your probation period, either you or BNPP may terminate this Agreement at any time by giving 90 days prior written notice to the other party. BNPP may provide you with a payment in lieu of all or part of the applicable notice period. Under certain exceptional circumstances, BNPP may consider shortening the notice period for you. For the avoidance of doubt, without such express agreement from BNPP, your notice period will remain unchanged. BNPP may also deduct any amount (including but not limited to any outstanding payment in lieu of notice) which you owe to BNPP or any of its affiliates from any amounts which may be payable to you in connection with the termination of your employment, to the extent permitted under applicable laws and in accordance with applicable policies of BNPP.



- 11.2 The contractual and normal age of retirement is 60. Upon reaching the age of 60, you will be required to retire from your employment with BNPP.
- 11.3 Nothing in this Agreement shall otherwise limit either party's right to terminate this Agreement with or without notice in accordance with applicable laws and prevailing policies of BNPP.

12. Garden Leave/Administrative Leave

BNPP reserves the right to require you not to attend its premises and/or not to undertake all or any of your duties of employment during any period of notice of termination or at any other time during the period of your employment with BNPP. During any such period, all your express and implied duties under this Agreement (including without limitation your obligations of good faith, loyalty and fidelity to BNPP) shall continue to apply.

13. Other Conditions

- 13.1 You acknowledge and agree that during your employment with BNPP:
- (a) You must serve BNPP faithfully and diligently to the best of your abilities, and exercise reasonable care and skill in the performance of your duties as assigned to you by BNPP from time to time, whether during or outside the BNPP's normal business hours, at such places as BNPP requires and for BNPP or any affiliates of BNPP as required by BNPP;
 - (b) You must act in BNPP's best interests and use all reasonable efforts to promote the interests of BNPP;
 - (c) You must comply with all directions of BNPP from time to time and report to the person(s) nominated by BNPP from time to time;
 - (d) You must comply with all legal, regulatory and mandatory obligations applicable to your position and the duties assigned to you; and
 - (e) You must inform BNPP immediately if you become aware of or suspect any unlawful act or omission by any employee, contractor or officer of BNPP.
- 13.2 You further acknowledge and agree that during your employment with BNPP:
- (a) You must provide services exclusively to BNPP and, save with the prior written consent of BNPP, you must not be directly or indirectly employed, engaged, concerned or interested in any other occupation, business or trade; and
 - (b) You must not act in conflict with BNPP's best interests or your obligations to BNPP. If you become aware of any actual or potential conflict of interest, you must immediately disclose such conflict of interest to BNPP.
- 13.3 You acknowledge and agree that you shall be wholly and solely responsible for fulfilling all your tax obligations, including without limitation declaration and payment of all taxes arising from your professional and personal income, wherever and whenever they arise.
- 13.4 You will keep the existence and terms of this Agreement in strictest confidence and will not disclose this Agreement or its terms to anyone other than your spouse, lawyer or accountant without the prior written consent of BNPP.



- 13.5 BNPP reserves the right to vary any terms and conditions of your employment from time to time, to the extent permitted under applicable laws. You are required to comply with the Code of Conduct, compliance policies, and any other policies, procedures and guidelines as issued and/or amended by BNPP from time to time. Application of such policies, procedures and guidelines is at BNPP's discretion and is not a contractual entitlement unless otherwise specifically stated in the relevant documents. BNPP reserves the right to change, amend, supplement, withdraw or discontinue its policies, procedures and guidelines at its discretion in accordance with applicable laws. You are responsible for keeping yourself up-to-date with the latest version of these policies, procedures and guidelines. For the avoidance of doubt, this Agreement shall prevail over any of those documents to the extent of any inconsistency.

14. Data Privacy

You consent to BNPP and any of its affiliates holding and processing the data it collects in relation to you in the course of your employment, for the purpose of BNPP's administration and management of its employees and its business and for compliance with applicable laws, regulations and procedures, and to the transfer, storage and processing of such data in and outside India.

Please refer to BNPP's General Policy on Employee Personal Data Protection and Employee Personal Data Protection Notice for further details relating to data privacy.

15. Third Party Rights

No one other than a party to this Agreement shall have any right to enforce any of its terms.

16. Entire Agreement

This Agreement constitutes the entire agreement between you and BNPP, and shall supersede any prior written or oral agreement or understanding between you and BNPP in relation to the matters dealt with herein. You acknowledge and agree that you are not entering into this Agreement in reliance on any representation, warranty or undertaking not expressly set out in this Agreement. No variations to the terms of this Agreement will be valid unless they are authorized in writing by BNPP.

17. Governing Law and Jurisdiction

This Agreement and all aspects of your employment shall be governed by and construed in accordance with the laws of India. In the event of any dispute, the matter shall be resolved in India and the employee shall submit to the exclusive jurisdiction of the courts of location as mentioned in clause 1.1.

This offer is conditional upon the following terms and may be withdrawn or rescinded without liability on the part of BNPP should any or all of them not be satisfied.

- BNPP receives satisfactory employment references about you and you have all the qualifications and prior work experience stated at interview and/or provided during your recruitment/employment screening process;
- You successfully complete employment screening to the satisfaction of BNPP, including without limitation credit history check, criminal record check, and information provided by you during the employment screening process. In the event any matter is identified pursuant to such background checks which requires the consent of any regulatory authority, the offer is also subject to such consent;
- You obtain, where applicable, all necessary registration(s) and/or licence(s) with the relevant regulatory authorities in India within 3 months of your commencement of employment;



BNP PARIBAS

Nidhi Hariya

**The bank
for a changing
world**

- You will not be in breach of any contractual obligation from any previous employer and are available to commence employment with BNPP on or before the commencement date mentioned in clause 1.1 without being subject to any restrictions from any previous employers;
- You duly present a valid India Identity Card, and where applicable, the necessary work visa or permit and/or other relevant document(s) enabling you to commence employment with BNPP in India on or before the commencement date mentioned in clause 1.1 ; and
- Your agreement to abide by the prescribed policies, procedures and guidelines of BNPP, as notified to you from time to time.

Please signify your agreement to the above by signing and returning the enclosed copy of this letter. This offer will be valid for 7 days from the date of receipt of this letter and will lapse if you have not returned an original signed copy of this letter to us on or before such expiry date.

Please report to Human Resources, at the office location mentioned in clause 1.1 at 9:30 a.m. on your start date.

We look forward to welcoming you as a member of BNPP.

Yours sincerely,
For and on behalf of
BNP Paribas India Solutions Pvt. Ltd.



I have read and agree to the terms and conditions of this Agreement.

Nidhi Hariya



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Telefax: 91 – 22 – 2288 1781 / 82 www.vistex.com

MUMPDCH2023021

March 02, 2023

Mr. Ron Pinto
Mumbai

Offer cum Appointment Letter

Dear Mr. Ron Pinto

Congratulations!

This letter is to confirm your appointment as **Junior Software Developer** with Vistex Asia-Pacific Private Ltd. You will be based out of our Mumbai, India office.

Your reporting date at Vistex Asia-Pacific Pvt, Ltd. Mumbai will be **July 03, 2023**.

Your annual compensation will be **Rs. 450,000/- (Rupees Four Lakhs and Fifty Thousand Only)** as outlined in Annexure – A. This is subject to usual statutory and/or other taxes, which may be imposed from time to time by the Government, or any public body authorized to do so. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

You are expected to serve us for a minimum period of three years and have to sign a contract for the same at the time of joining.

You shall be on probation for a period of Six (6) months from the date of joining. The period of probation can be extended or reduced at the discretion of the Company. During probation your services will be liable for termination with a notice of Fifteen (15) days from either party without having to assign any reasons thereof. Based on your performance, you could be confirmed, terminated or probation extended for a further period. On successful completion of your probation period, you shall be given a letter confirming you as a regular employee of the Company.

Your employment with us will be governed by the **Terms & Conditions as detailed in the Annexure -B**. These are subject to change from time to time. You will be expected to carefully read, and keep yourself abreast of, the policies of the Firm as announced or amended from time to time. These amendments would be binding on you, immediately on its publication.

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

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Employment as per this offer is subject to your being medically fit.

Please sign all the pages and declaration and return duplicate copy of this letter in token of your acceptance. Please note that this offer shall remain open for 5 days post- receipt of this employment contract, by which date if you have not given your acceptance in writing it shall automatically be deemed to have been rejected.

We congratulate you on your appointment and wish you a long and successful career with us. We look forward to having you on our team and together successfully achieve the goals of the Organization.

Sincerely,

For Vistex Asia-Pacific Pvt. Ltd.

Anu Gudala
Director, Human Resources

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Annexure – A

Name	Mr. Ron Pinto
Designation	Junior Software Developer
Work Location	Mumbai, India

Earning Heads	Pay (INR/Month)
Basic Salary	₹ 18,750
House Rent Allowance (HRA)	₹ 9,375
Leave Travel Allowance (LTA)	₹ -
Telephone Reimbursements	₹ -
Internet Expense	₹ -
Grade/Special/Management/Supplementary Allowance	₹ 6,525
Gross Salary	₹ 34,650
PF	₹ 1,950
Gratuity	₹ 900
Cost to Company (P.M)	₹ 37,500
Cost to Company (P.A)	₹ 450,000
Annual Variable Incentive	₹ -
Total Target Remuneration (P.A)	₹ 450,000

For Vistex Asia-Pacific Pvt. Ltd.

Anu Gudala
Director, Human Resource

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Annexure – B

Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars.

Nature of Work:

Your nature of work mainly includes all the aspects of the Software Development as well as any other ad-hoc duties assigned to you from time to time. You will work at high standard of initiative, creativeness, efficiency, and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior/team lead from time to time.

Working Hours:

You should work for a minimum of 9.00 hrs a day including one-hour break time and follow your Team timings. You will be required to work extra hours as and when required and informed by your senior/team lead.

Assignment, Transfer and Deputation:

Though you have been engaged to a specific position, the company reserves the right to send you on deputation/transfer/assignment to any of the company's branch offices in India or abroad, whether existing at the time of your appointment or to be set up in the future.

Training:

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. Kindly note that refusal to participate in a training program without any extraneous circumstances would lead to automatic termination of your employment.

Performance Reviews/Appraisal:

The Company also has a policy of annual salary appraisal based on performance. You will be eligible for a salary appraisal under this policy based solely on the performance ratings achieved during the previous one year.

Intellectual Property Right:

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use, utilize and exploit such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

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Confidentiality:

You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever including competitors and former employees, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavor to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.

Restrain:

- **Access to Information:** Information is available on need to know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the company.
- **Restriction on Personal Use:** Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use. You will under no circumstances carry any work home unless specifically requested by your manager. Any usage of company information for personal use will result in immediate termination of employment without notice and/or legal action for misdemeanor as deemed fit by the company. You may/may not be required to reimburse the company for any losses incurred by the company on account of personal usage of company data.

Leave:

You will be entitled to leave as per law in force and as laid down in the Standing Orders of the company. No leave will be allowed during probation unless it is an emergency.

Security:

Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer system, disabling all working stations, floppy disk drives and companywide awareness about the need for protection of intellectual property and sensitive customer information.

Termination of Service:

- Either party can terminate this employment by serving a notice of three months.
- Unauthorized absence or absence without permission from duty for a continuous period of 3 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.

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- You will be governed by the laid down code of conduct of the company and if there is any breach of the same or nonconformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

Employment with Clients/Partners:

you will not accept employment with any of Vistex clients/partners for the period of 12 months immediately following the termination of employment.

Bond signing (Sponsored Rotation Program)

The Company, from time to time, sponsors Rotation Program for eligible employees to provide an additional incentive and at the same time to derive benefit by having employees take up additional responsibilities in achieving business goals of the Organization.

In consideration of Such Rotation Program, at the Organization's option, you may be required to sign a bond whereby you shall agree to continue to provide services diligently and not leave the Organization for a prescribed period while on deputation or after return to base location. If you fail to do so, you shall be required to refund to the Firm the cost of travel period in accordance with applicable slabs of refunds.

Standing Orders:

You will abide by the Standing Orders, rules & regulations and service conditions that may be in force or application to the organization or are framed from time to time by the company.

Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a later date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

General:

As an employee of the Organization you are required to book proper time and expenses, use the company provided email ID and Internet for business purposes, not share your ID/access card with anyone else, maintain good housekeeping practices and also dress in a professional manner at all times.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time and they become binding upon you immediately on its publication.

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Employee Consent:

You hereby give consent to the Organization to collect, hold, store and process, both electronically and manually, all the personal information it collects or has collected in relation to you or belonging to you and your employment (in the course of your employment), for the purposes of the Company, e.g. management and administration of its employees and its business or for compliance with applicable procedures, laws and regulations and you also consent to the transfer, storage and processing by the Firm, agents, contractors or sub-contractors or other Vistex entities (each of which is a separate legal entity) of such personal information within or outside India.

Sincerely,

For Vistex Asia- Pacific Pvt Ltd.

Anu Gudala
Director, Human Resources

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Declaration

"I have read understood and unconditionally accept the terms and conditions of my appointment letter and agree to keep its contents strictly private and confidential. I understand that my sharing this confidential information with anybody, including but not limited to any employee of the Company, will amount to a breach of my employment terms with the Company and I will be liable to be terminated without any notice or compensation in lieu of. I hereby declare that the information stated in my resume and any other information I have given/may give the Company is complete, accurate and true in all aspects."

I agree that I have read, understand, and accept employment with Vistex under the terms and conditions stated above.

Name:

Signature: _____

Date:

Place: Mumbai



Strictly Private & Confidential

Gilchrist Gonsalves

May 18, 2023

Dear Gilchrist,

Employment Agreement ("Agreement")

We are pleased to make this conditional offer of employment to you with **BNP Paribas India Solutions Pvt. Ltd. ("BNPP")** in India on the terms and conditions set out in this agreement.

For the purposes of this Agreement, an "**affiliate**" shall include any subsidiary or holding company of BNPP.

1. Commencement Date & Location

- 1.1. Your employment will commence on **June 19, 2023 at Mumbai**, unless otherwise mutually agreed by you and BNPP in writing.
- 1.2. Your employment with BNPP will initially be subject to a probationary period of 6 months from the date of your commencement of employment with BNPP in India. You will not be considered as having successfully completed your probationary period unless and until a written confirmation is issued to you by Human Resources. For the avoidance of doubt, BNPP may extend your probationary period at its sole discretion.

2. Position

You will be employed on a full time basis as **Associate Support Analyst with Client Engagement & Protection IT Department** and shall perform all duties commensurate with and appropriate to your position. Your corporate title shall be **Associate**. BNPP may amend your position, corporate title (if applicable) and/or reporting line as appropriate in the future to align your role with applicable policies, procedures or practices.

3. Remuneration

- 3.1 Your annual salary will be **INR 600,058** (less applicable deductions), payable over 12 months, for each complete month of service (pro-rated for any incomplete month of service), inclusive of all the following allowances and benefits:

Basic Salary	INR 180,000
House Rent Allowance	INR 90,000
Executive Allowance	INR 240,600
Leave Travel Allowance	INR 25,000
Conveyance Allowance	INR 19,200
Medical Allowance	INR 15,000
Provident Fund	INR 21,600
Gratuity Fund valued @ 4.81% of Basic Salary	INR 8,658
Total Cost to Company	INR 600,058



- 3.2 Your salary and benefits will be subject to applicable taxes which will be withheld by BNPP from your salary or bonus payment.
- 3.3 Any remuneration which you receive from BNPP shall be inclusive of any fees, expenses or other remuneration which you may be entitled to receive in relation to any office or directorship you may be required to perform in connection with your employment and includes consideration for all covenants made by you under this Agreement (including without limitation the covenants and restrictions set out in clauses 9 and 10).
- 3.4 You will receive provident fund and related benefits in accordance with [the provisions of the Employees' Provident Fund & Miscellaneous Provisions Act 1952 (as amended from time to time).
- 3.5 You will be entitled to gratuity benefit in accordance with the Payment of Gratuity Act 1972 (as amended from time to time).
- 3.6 You will be entitled to employee state insurance coverage in accordance with the Employees State Insurance (Central Rules) 1950 (as amended from time to time).

4. **Discretionary Bonus**

- 4.1 You may be eligible to receive a discretionary bonus in respect of a given performance year, based on BNPP's results, your individual performance and conduct, and such other factors as BNPP may consider relevant. Provided you are eligible to be considered for a discretionary bonus award, the terms, conditions, nature and amount of such discretionary bonus award (if any) will be determined at the absolute discretion of BNPP. BNPP reserves the right to defer all or part of any discretionary bonus award granted to you in accordance with the applicable bonus deferral arrangement in force from time to time, and to impose such reasonable conditions as BNPP considers appropriate; any such discretionary bonus awarded will be subject to the terms of any Group incentive or deferral plan in respect of variable compensation for the relevant performance year.
- 4.2 If you are eligible to receive a statutory bonus pursuant to the Payment of Bonus Act 1965 (as amended from time to time), any discretionary bonus which may be awarded to you shall take into account any statutory bonus payable to you.
- 4.3 Any bonus awarded will only be paid to you if (i) you are employed by BNPP on the payment date; and (ii) you have not given or received notice to terminate your employment, or otherwise ceased your employment with BNPP, prior to the payment date.
- 4.4 You acknowledge and agree that you do not have a contractual right to receive a bonus annually and any discretionary bonus award is at the absolute discretion of BNPP, except for statutory bonus if applicable to you in accordance with the Payment of Bonus Act 1965 (as amended from time to time). The payment of any discretionary bonus in respect of any year, and the amount of such discretionary bonus if paid, shall not give rise to any expectation of the payment or amount of any bonus in any future year of employment. Other than as set out in this Agreement, you acknowledge that no representation, assurance or guarantee has been provided by or on behalf of BNPP with respect to the payment of any discretionary bonus and you also acknowledge that you may receive a nil bonus.

5. **Relocation Benefits**

In the event you give or receive notice to terminate your employment, or otherwise cease your employment with BNPP (except for reason due to redundancy, disability or death), within the first 12 months of your employment, you will be required to repay to BNPP the full gross amount of the relocation benefits availed by you.



6. **Staff Benefits**

In addition to the salary and benefits set out in clause 3 above, you will be eligible to enjoy staff benefits in accordance with applicable laws and BNPP's policies (where applicable) in force from time to time, including the following:

- (a) Insurance coverage under BNPP's medical and other applicable insurance schemes; and
- (b) Annual leave, sick leave, and other types of leave in accordance with applicable laws and prevailing policies of BNPP.

For details, please refer to the relevant policies and procedures of BNPP.

7. **Place of Work**

Your place of employment will be at our office location as mentioned in clause 1.1 or such other location within India as BNPP may require from time to time. During the course of your employment with BNPP, you may be required to work in any current or future divisions or departments of BNPP or its affiliates as BNPP may decide at its discretion. You may also be required to travel within India or overseas as BNPP may request from time to time.

8. **Hours of Work**

Your core working hours are from 9:30 a.m. to 6:00 p.m., Monday to Friday including half an hour lunch break. Your normal rest day will be Sunday (or such other day scheduled as a rest day). Saturday will normally be a contractual day off (unless an alternative contractual day off is scheduled). You acknowledge and agree that you are expected to devote sufficient time to perform your duties efficiently, which may require you to attend the office, or be available to perform your duties, outside of your core working hours.

9. **Confidentiality Obligations**

- 9.1 At any time during your employment with BNPP and after termination of your employment with BNPP, you must not, without the prior written consent of BNPP, disclose or make use of any confidential information (as defined below) relating or belonging to BNPP or any of its affiliates, or their customers or clients.

"Confidential information" means details of customers and their requirements, details of suppliers and their terms of business, the prices charged to and terms of business with customers, marketing plans and sales forecasts, financial information, results and forecasts (save to the extent that these are included in published audited accounts), any proposals relating to the acquisition or disposal of a company or business or any part thereof or to any proposed expansion or contraction of activities, details of employees and officers and of the remuneration and other benefits paid to them, information relating to research activities, formulae and product lines, know-how, any information which you are told is confidential and any information which has been given to BNPP or any of its affiliates in confidence by customers, suppliers or other persons.

- 9.2 All notes, memoranda, records, lists of customers and suppliers and employees, correspondence, documents, computer and other discs and tapes, data listings, codes, designs and drawings and other documents and material whatsoever (whether made or created by you or otherwise) relating to the business of BNPP or any of its affiliates, and any copies of the same:

- (a) Shall be and remain the property of BNPP or the relevant affiliate; and
- (b) Shall be returned to BNPP or the relevant affiliate on demand and in any event upon termination of your employment.



- 9.3 All developments, productions, written work, inventions and improvements of inventions, whether patentable or not, made by you or to which you would have contributed in the course of your employment, and all industrial and intellectual property rights and copyrights made by you or to which you would have contributed in the course of your employment shall be and remain the exclusive property of BNPP or the relevant affiliate, and to the extent necessary you assign any potential rights relating thereto to BNPP. This includes without limitation all research and research products, "know-how" developed in whatever form and systems developments.

10. Restrictive Covenants

- 10.1 During your employment with BNPP and for a period of 6 months after the termination of your employment with BNPP, you must not, without the prior written consent of BNPP, directly or indirectly and whether on your own behalf or in conjunction with or on behalf of any other person:
- (a) solicit, engage, or otherwise endeavour to entice away any employees or agents of BNPP or any of its affiliates, or induce or persuade any such persons to cease working for, or representing, or doing business with BNPP or any of its affiliates;
 - (b) canvass, solicit, contact or approach any BNPP's or any of its affiliates' clients, customers, suppliers or agents with whom or which you had dealings in the course of your employment with BNPP during the period of 12 months immediately preceding the date of termination of your employment, or have any business dealings with any such clients, customers, suppliers or agents.
- 10.2 You agree that the restrictions contained in clause 10.1 above are reasonable and necessary for the protection of the legitimate interests of BNPP and its affiliates; however, in the event that any such restrictions are held to be void but would be valid if part of their wording were deleted or the period of application reduced or the geographical scope narrowed, such restriction shall apply with such modification as may be necessary to make it valid or effective.
- 10.3 If you receive an offer to be involved in another business in any capacity during your employment or prior to the expiry of the last of the restrictive covenants above, you must provide the person or entity making the offer a copy of clause 10 (but no other part of this Agreement) and you must inform BNPP the identity of that person or entity as soon as possible after accepting the offer.
- 10.4 The restrictions set out in clause 10 shall remain in full force and effect and survive the termination of this Agreement for any reason whatsoever.
- 10.5 You acknowledge that damages will be inadequate compensation for breach of any of the restrictive covenants contained in clause 10 and, subject to a court's discretion, BNPP may (for itself or on behalf of any affiliates of BNPP) restrain, by injunction, equitable relief or similar remedy, any conduct or threatened conduct by you which is or will be a breach of clause 10.

11. Termination

- 11.1 During your probation period, either you or BNPP may terminate this Agreement at any time by giving 30 days prior written notice to the other party. After successful completion of your probation period, either you or BNPP may terminate this Agreement at any time by giving 90 days prior written notice to the other party. BNPP may provide you with a payment in lieu of all or part of the applicable notice period. Under certain exceptional circumstances, BNPP may consider shortening the notice period for you. For the avoidance of doubt, without such express agreement from BNPP, your notice period will remain unchanged. BNPP may also deduct any amount (including but not limited to any outstanding payment in lieu of notice) which you owe to BNPP or any of its affiliates from any amounts which may be payable to you in connection with the termination of your employment, to the extent permitted under applicable laws and in accordance with applicable policies of BNPP.



- 11.2 The contractual and normal age of retirement is 60. Upon reaching the age of 60, you will be required to retire from your employment with BNPP.
- 11.3 Nothing in this Agreement shall otherwise limit either party's right to terminate this Agreement with or without notice in accordance with applicable laws and prevailing policies of BNPP.

12. Garden Leave/Administrative Leave

BNPP reserves the right to require you not to attend its premises and/or not to undertake all or any of your duties of employment during any period of notice of termination or at any other time during the period of your employment with BNPP. During any such period, all your express and implied duties under this Agreement (including without limitation your obligations of good faith, loyalty and fidelity to BNPP) shall continue to apply.

13. Other Conditions

- 13.1 You acknowledge and agree that during your employment with BNPP:
- (a) You must serve BNPP faithfully and diligently to the best of your abilities, and exercise reasonable care and skill in the performance of your duties as assigned to you by BNPP from time to time, whether during or outside the BNPP's normal business hours, at such places as BNPP requires and for BNPP or any affiliates of BNPP as required by BNPP;
 - (b) You must act in BNPP's best interests and use all reasonable efforts to promote the interests of BNPP;
 - (c) You must comply with all directions of BNPP from time to time and report to the person(s) nominated by BNPP from time to time;
 - (d) You must comply with all legal, regulatory and mandatory obligations applicable to your position and the duties assigned to you; and
 - (e) You must inform BNPP immediately if you become aware of or suspect any unlawful act or omission by any employee, contractor or officer of BNPP.
- 13.2 You further acknowledge and agree that during your employment with BNPP:
- (a) You must provide services exclusively to BNPP and, save with the prior written consent of BNPP, you must not be directly or indirectly employed, engaged, concerned or interested in any other occupation, business or trade; and
 - (b) You must not act in conflict with BNPP's best interests or your obligations to BNPP. If you become aware of any actual or potential conflict of interest, you must immediately disclose such conflict of interest to BNPP.
- 13.3 You acknowledge and agree that you shall be wholly and solely responsible for fulfilling all your tax obligations, including without limitation declaration and payment of all taxes arising from your professional and personal income, wherever and whenever they arise.
- 13.4 You will keep the existence and terms of this Agreement in strictest confidence and will not disclose this Agreement or its terms to anyone other than your spouse, lawyer or accountant without the prior written consent of BNPP.



- 13.5 BNPP reserves the right to vary any terms and conditions of your employment from time to time, to the extent permitted under applicable laws. You are required to comply with the Code of Conduct, compliance policies, and any other policies, procedures and guidelines as issued and/or amended by BNPP from time to time. Application of such policies, procedures and guidelines is at BNPP's discretion and is not a contractual entitlement unless otherwise specifically stated in the relevant documents. BNPP reserves the right to change, amend, supplement, withdraw or discontinue its policies, procedures and guidelines at its discretion in accordance with applicable laws. You are responsible for keeping yourself up-to-date with the latest version of these policies, procedures and guidelines. For the avoidance of doubt, this Agreement shall prevail over any of those documents to the extent of any inconsistency.

14. Data Privacy

You consent to BNPP and any of its affiliates holding and processing the data it collects in relation to you in the course of your employment, for the purpose of BNPP's administration and management of its employees and its business and for compliance with applicable laws, regulations and procedures, and to the transfer, storage and processing of such data in and outside India.

Please refer to BNPP's General Policy on Employee Personal Data Protection and Employee Personal Data Protection Notice for further details relating to data privacy.

15. Third Party Rights

No one other than a party to this Agreement shall have any right to enforce any of its terms.

16. Entire Agreement

This Agreement constitutes the entire agreement between you and BNPP, and shall supersede any prior written or oral agreement or understanding between you and BNPP in relation to the matters dealt with herein. You acknowledge and agree that you are not entering into this Agreement in reliance on any representation, warranty or undertaking not expressly set out in this Agreement. No variations to the terms of this Agreement will be valid unless they are authorized in writing by BNPP.

17. Governing Law and Jurisdiction

This Agreement and all aspects of your employment shall be governed by and construed in accordance with the laws of India. In the event of any dispute, the matter shall be resolved in India and the employee shall submit to the exclusive jurisdiction of the courts of location as mentioned in clause 1.1.

This offer is conditional upon the following terms and may be withdrawn or rescinded without liability on the part of BNPP should any or all of them not be satisfied.

- BNPP receives satisfactory employment references about you and you have all the qualifications and prior work experience stated at interview and/or provided during your recruitment/employment screening process;
- You successfully complete employment screening to the satisfaction of BNPP, including without limitation credit history check, criminal record check, and information provided by you during the employment screening process. In the event any matter is identified pursuant to such background checks which requires the consent of any regulatory authority, the offer is also subject to such consent;
- You obtain, where applicable, all necessary registration(s) and/or licence(s) with the relevant regulatory authorities in India within 3 months of your commencement of employment;



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- You will not be in breach of any contractual obligation from any previous employer and are available to commence employment with BNPP on or before the commencement date mentioned in clause 1.1 without being subject to any restrictions from any previous employers;
- You duly present a valid India Identity Card, and where applicable, the necessary work visa or permit and/or other relevant document(s) enabling you to commence employment with BNPP in India on or before the commencement date mentioned in clause 1.1 ; and
- Your agreement to abide by the prescribed policies, procedures and guidelines of BNPP, as notified to you from time to time.

Please signify your agreement to the above by signing and returning the enclosed copy of this letter. This offer will be valid for 7 days from the date of receipt of this letter and will lapse if you have not returned an original signed copy of this letter to us on or before such expiry date.

Please report to Human Resources, at the office location mentioned in clause 1.1 at 9:30 a.m. on your start date.

We look forward to welcoming you as a member of BNPP.

Yours sincerely,
For and on behalf of
BNP Paribas India Solutions Pvt. Ltd.



I have read and agree to the terms and conditions of this Agreement.



Gilchrist Gonsalves



Strictly Private & Confidential

Srushti Shinde

May 18, 2023

Dear Srushti,

Employment Agreement ("Agreement")

We are pleased to make this conditional offer of employment to you with **BNP Paribas India Solutions Pvt. Ltd. ("BNPP")** in India on the terms and conditions set out in this agreement.

For the purposes of this Agreement, an "**affiliate**" shall include any subsidiary or holding company of BNPP.

1. Commencement Date & Location

- 1.1. Your employment will commence on **June 19, 2023 at Mumbai**, unless otherwise mutually agreed by you and BNPP in writing.
- 1.2. Your employment with BNPP will initially be subject to a probationary period of 6 months from the date of your commencement of employment with BNPP in India. You will not be considered as having successfully completed your probationary period unless and until a written confirmation is issued to you by Human Resources. For the avoidance of doubt, BNPP may extend your probationary period at its sole discretion.

2. Position

You will be employed on a full time basis as **Associate Support Analyst** with **RISK IT Department** and shall perform all duties commensurate with and appropriate to your position. Your corporate title shall be **Associate**. BNPP may amend your position, corporate title (if applicable) and/or reporting line as appropriate in the future to align your role with applicable policies, procedures or practices.

3. Remuneration

- 3.1 Your annual salary will be **INR 600,058** (less applicable deductions), payable over 12 months, for each complete month of service (pro-rated for any incomplete month of service), inclusive of all the following allowances and benefits:

Basic Salary	INR 180,000
House Rent Allowance	INR 90,000
Executive Allowance	INR 240,600
Leave Travel Allowance	INR 25,000
Conveyance Allowance	INR 19,200
Medical Allowance	INR 15,000
Provident Fund	INR 21,600
Gratuity Fund valued @ 4.81% of Basic Salary	INR 8,658
Total Cost to Company	INR 600,058



- 3.2 Your salary and benefits will be subject to applicable taxes which will be withheld by BNPP from your salary or bonus payment.
- 3.3 Any remuneration which you receive from BNPP shall be inclusive of any fees, expenses or other remuneration which you may be entitled to receive in relation to any office or directorship you may be required to perform in connection with your employment and includes consideration for all covenants made by you under this Agreement (including without limitation the covenants and restrictions set out in clauses 9 and 10).
- 3.4 You will receive provident fund and related benefits in accordance with [the provisions of the Employees' Provident Fund & Miscellaneous Provisions Act 1952 (as amended from time to time).
- 3.5 You will be entitled to gratuity benefit in accordance with the Payment of Gratuity Act 1972 (as amended from time to time).
- 3.6 You will be entitled to employee state insurance coverage in accordance with the Employees State Insurance (Central Rules) 1950 (as amended from time to time).

4. **Discretionary Bonus**

- 4.1 You may be eligible to receive a discretionary bonus in respect of a given performance year, based on BNPP's results, your individual performance and conduct, and such other factors as BNPP may consider relevant. Provided you are eligible to be considered for a discretionary bonus award, the terms, conditions, nature and amount of such discretionary bonus award (if any) will be determined at the absolute discretion of BNPP. BNPP reserves the right to defer all or part of any discretionary bonus award granted to you in accordance with the applicable bonus deferral arrangement in force from time to time, and to impose such reasonable conditions as BNPP considers appropriate; any such discretionary bonus awarded will be subject to the terms of any Group incentive or deferral plan in respect of variable compensation for the relevant performance year.
- 4.2 If you are eligible to receive a statutory bonus pursuant to the Payment of Bonus Act 1965 (as amended from time to time), any discretionary bonus which may be awarded to you shall take into account any statutory bonus payable to you.
- 4.3 Any bonus awarded will only be paid to you if (i) you are employed by BNPP on the payment date; and (ii) you have not given or received notice to terminate your employment, or otherwise ceased your employment with BNPP, prior to the payment date.
- 4.4 You acknowledge and agree that you do not have a contractual right to receive a bonus annually and any discretionary bonus award is at the absolute discretion of BNPP, except for statutory bonus if applicable to you in accordance with the Payment of Bonus Act 1965 (as amended from time to time). The payment of any discretionary bonus in respect of any year, and the amount of such discretionary bonus if paid, shall not give rise to any expectation of the payment or amount of any bonus in any future year of employment. Other than as set out in this Agreement, you acknowledge that no representation, assurance or guarantee has been provided by or on behalf of BNPP with respect to the payment of any discretionary bonus and you also acknowledge that you may receive a nil bonus.

5. **Relocation Benefits**

In the event you give or receive notice to terminate your employment, or otherwise cease your employment with BNPP (except for reason due to redundancy, disability or death), within the first 12 months of your employment, you will be required to repay to BNPP the full gross amount of the relocation benefits availed by you.



6. **Staff Benefits**

In addition to the salary and benefits set out in clause 3 above, you will be eligible to enjoy staff benefits in accordance with applicable laws and BNPP's policies (where applicable) in force from time to time, including the following:

- (a) Insurance coverage under BNPP's medical and other applicable insurance schemes; and
- (b) Annual leave, sick leave, and other types of leave in accordance with applicable laws and prevailing policies of BNPP.

For details, please refer to the relevant policies and procedures of BNPP.

7. **Place of Work**

Your place of employment will be at our office location as mentioned in clause 1.1 or such other location within India as BNPP may require from time to time. During the course of your employment with BNPP, you may be required to work in any current or future divisions or departments of BNPP or its affiliates as BNPP may decide at its discretion. You may also be required to travel within India or overseas as BNPP may request from time to time.

8. **Hours of Work**

Your core working hours are from 9:30 a.m. to 6:00 p.m., Monday to Friday including half an hour lunch break. Your normal rest day will be Sunday (or such other day scheduled as a rest day). Saturday will normally be a contractual day off (unless an alternative contractual day off is scheduled). You acknowledge and agree that you are expected to devote sufficient time to perform your duties efficiently, which may require you to attend the office, or be available to perform your duties, outside of your core working hours.

9. **Confidentiality Obligations**

- 9.1 At any time during your employment with BNPP and after termination of your employment with BNPP, you must not, without the prior written consent of BNPP, disclose or make use of any confidential information (as defined below) relating or belonging to BNPP or any of its affiliates, or their customers or clients.

"Confidential information" means details of customers and their requirements, details of suppliers and their terms of business, the prices charged to and terms of business with customers, marketing plans and sales forecasts, financial information, results and forecasts (save to the extent that these are included in published audited accounts), any proposals relating to the acquisition or disposal of a company or business or any part thereof or to any proposed expansion or contraction of activities, details of employees and officers and of the remuneration and other benefits paid to them, information relating to research activities, formulae and product lines, know-how, any information which you are told is confidential and any information which has been given to BNPP or any of its affiliates in confidence by customers, suppliers or other persons.

- 9.2 All notes, memoranda, records, lists of customers and suppliers and employees, correspondence, documents, computer and other discs and tapes, data listings, codes, designs and drawings and other documents and material whatsoever (whether made or created by you or otherwise) relating to the business of BNPP or any of its affiliates, and any copies of the same:
- (a) Shall be and remain the property of BNPP or the relevant affiliate; and
 - (b) Shall be returned to BNPP or the relevant affiliate on demand and in any event upon termination of your employment.



- 9.3 All developments, productions, written work, inventions and improvements of inventions, whether patentable or not, made by you or to which you would have contributed in the course of your employment, and all industrial and intellectual property rights and copyrights made by you or to which you would have contributed in the course of your employment shall be and remain the exclusive property of BNPP or the relevant affiliate, and to the extent necessary you assign any potential rights relating thereto to BNPP. This includes without limitation all research and research products, "know-how" developed in whatever form and systems developments.

10. **Restrictive Covenants**

- 10.1 During your employment with BNPP and for a period of 6 months after the termination of your employment with BNPP, you must not, without the prior written consent of BNPP, directly or indirectly and whether on your own behalf or in conjunction with or on behalf of any other person:
- (a) solicit, engage, or otherwise endeavour to entice away any employees or agents of BNPP or any of its affiliates, or induce or persuade any such persons to cease working for, or representing, or doing business with BNPP or any of its affiliates;
 - (b) canvass, solicit, contact or approach any BNPP's or any of its affiliates' clients, customers, suppliers or agents with whom or which you had dealings in the course of your employment with BNPP during the period of 12 months immediately preceding the date of termination of your employment, or have any business dealings with any such clients, customers, suppliers or agents.
- 10.2 You agree that the restrictions contained in clause 10.1 above are reasonable and necessary for the protection of the legitimate interests of BNPP and its affiliates; however, in the event that any such restrictions are held to be void but would be valid if part of their wording were deleted or the period of application reduced or the geographical scope narrowed, such restriction shall apply with such modification as may be necessary to make it valid or effective.
- 10.3 If you receive an offer to be involved in another business in any capacity during your employment or prior to the expiry of the last of the restrictive covenants above, you must provide the person or entity making the offer a copy of clause 10 (but no other part of this Agreement) and you must inform BNPP the identity of that person or entity as soon as possible after accepting the offer.
- 10.4 The restrictions set out in clause 10 shall remain in full force and effect and survive the termination of this Agreement for any reason whatsoever.
- 10.5 You acknowledge that damages will be inadequate compensation for breach of any of the restrictive covenants contained in clause 10 and, subject to a court's discretion, BNPP may (for itself or on behalf of any affiliates of BNPP) restrain, by injunction, equitable relief or similar remedy, any conduct or threatened conduct by you which is or will be a breach of clause 10.

11. **Termination**

- 11.1 During your probation period, either you or BNPP may terminate this Agreement at any time by giving 30 days prior written notice to the other party. After successful completion of your probation period, either you or BNPP may terminate this Agreement at any time by giving 90 days prior written notice to the other party. BNPP may provide you with a payment in lieu of all or part of the applicable notice period. Under certain exceptional circumstances, BNPP may consider shortening the notice period for you. For the avoidance of doubt, without such express agreement from BNPP, your notice period will remain unchanged. BNPP may also deduct any amount (including but not limited to any outstanding payment in lieu of notice) which you owe to BNPP or any of its affiliates from any amounts which may be payable to you in connection with the termination of your employment, to the extent permitted under applicable laws and in accordance with applicable policies of BNPP.



- 11.2 The contractual and normal age of retirement is 60. Upon reaching the age of 60, you will be required to retire from your employment with BNPP.
- 11.3 Nothing in this Agreement shall otherwise limit either party's right to terminate this Agreement with or without notice in accordance with applicable laws and prevailing policies of BNPP.

12. Garden Leave/Administrative Leave

BNPP reserves the right to require you not to attend its premises and/or not to undertake all or any of your duties of employment during any period of notice of termination or at any other time during the period of your employment with BNPP. During any such period, all your express and implied duties under this Agreement (including without limitation your obligations of good faith, loyalty and fidelity to BNPP) shall continue to apply.

13. Other Conditions

- 13.1 You acknowledge and agree that during your employment with BNPP:
- (a) You must serve BNPP faithfully and diligently to the best of your abilities, and exercise reasonable care and skill in the performance of your duties as assigned to you by BNPP from time to time, whether during or outside the BNPP's normal business hours, at such places as BNPP requires and for BNPP or any affiliates of BNPP as required by BNPP;
 - (b) You must act in BNPP's best interests and use all reasonable efforts to promote the interests of BNPP;
 - (c) You must comply with all directions of BNPP from time to time and report to the person(s) nominated by BNPP from time to time;
 - (d) You must comply with all legal, regulatory and mandatory obligations applicable to your position and the duties assigned to you; and
 - (e) You must inform BNPP immediately if you become aware of or suspect any unlawful act or omission by any employee, contractor or officer of BNPP.
- 13.2 You further acknowledge and agree that during your employment with BNPP:
- (a) You must provide services exclusively to BNPP and, save with the prior written consent of BNPP, you must not be directly or indirectly employed, engaged, concerned or interested in any other occupation, business or trade; and
 - (b) You must not act in conflict with BNPP's best interests or your obligations to BNPP. If you become aware of any actual or potential conflict of interest, you must immediately disclose such conflict of interest to BNPP.
- 13.3 You acknowledge and agree that you shall be wholly and solely responsible for fulfilling all your tax obligations, including without limitation declaration and payment of all taxes arising from your professional and personal income, wherever and whenever they arise.
- 13.4 You will keep the existence and terms of this Agreement in strictest confidence and will not disclose this Agreement or its terms to anyone other than your spouse, lawyer or accountant without the prior written consent of BNPP.



- 13.5 BNPP reserves the right to vary any terms and conditions of your employment from time to time, to the extent permitted under applicable laws. You are required to comply with the Code of Conduct, compliance policies, and any other policies, procedures and guidelines as issued and/or amended by BNPP from time to time. Application of such policies, procedures and guidelines is at BNPP's discretion and is not a contractual entitlement unless otherwise specifically stated in the relevant documents. BNPP reserves the right to change, amend, supplement, withdraw or discontinue its policies, procedures and guidelines at its discretion in accordance with applicable laws. You are responsible for keeping yourself up-to-date with the latest version of these policies, procedures and guidelines. For the avoidance of doubt, this Agreement shall prevail over any of those documents to the extent of any inconsistency.

14. Data Privacy

You consent to BNPP and any of its affiliates holding and processing the data it collects in relation to you in the course of your employment, for the purpose of BNPP's administration and management of its employees and its business and for compliance with applicable laws, regulations and procedures, and to the transfer, storage and processing of such data in and outside India.

Please refer to BNPP's General Policy on Employee Personal Data Protection and Employee Personal Data Protection Notice for further details relating to data privacy.

15. Third Party Rights

No one other than a party to this Agreement shall have any right to enforce any of its terms.

16. Entire Agreement

This Agreement constitutes the entire agreement between you and BNPP, and shall supersede any prior written or oral agreement or understanding between you and BNPP in relation to the matters dealt with herein. You acknowledge and agree that you are not entering into this Agreement in reliance on any representation, warranty or undertaking not expressly set out in this Agreement. No variations to the terms of this Agreement will be valid unless they are authorized in writing by BNPP.

17. Governing Law and Jurisdiction

This Agreement and all aspects of your employment shall be governed by and construed in accordance with the laws of India. In the event of any dispute, the matter shall be resolved in India and the employee shall submit to the exclusive jurisdiction of the courts of location as mentioned in clause 1.1.

This offer is conditional upon the following terms and may be withdrawn or rescinded without liability on the part of BNPP should any or all of them not be satisfied.

- BNPP receives satisfactory employment references about you and you have all the qualifications and prior work experience stated at interview and/or provided during your recruitment/employment screening process;
- You successfully complete employment screening to the satisfaction of BNPP, including without limitation credit history check, criminal record check, and information provided by you during the employment screening process. In the event any matter is identified pursuant to such background checks which requires the consent of any regulatory authority, the offer is also subject to such consent;
- You obtain, where applicable, all necessary registration(s) and/or licence(s) with the relevant regulatory authorities in India within 3 months of your commencement of employment;



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- You will not be in breach of any contractual obligation from any previous employer and are available to commence employment with BNPP on or before the commencement date mentioned in clause 1.1 without being subject to any restrictions from any previous employers;
- You duly present a valid India Identity Card, and where applicable, the necessary work visa or permit and/or other relevant document(s) enabling you to commence employment with BNPP in India on or before the commencement date mentioned in clause 1.1 ; and
- Your agreement to abide by the prescribed policies, procedures and guidelines of BNPP, as notified to you from time to time.

Please signify your agreement to the above by signing and returning the enclosed copy of this letter. This offer will be valid for 7 days from the date of receipt of this letter and will lapse if you have not returned an original signed copy of this letter to us on or before such expiry date.

Please report to Human Resources, at the office location mentioned in clause 1.1 at 9:30 a.m. on your start date.

We look forward to welcoming you as a member of BNPP.

Yours sincerely,
For and on behalf of
BNP Paribas India Solutions Pvt. Ltd.


Digitally signed
by IMRAN
SULEMAN
PATEL
Date:
2023.05.23
19:42:40 IST
Authorized Signatory 1


Digitally signed
by RUPESH
RAMACHANDR
AN
Date:
2023.05.22
18:00:53 IST
Authorized Signatory 2

I have read and agree to the terms and conditions of this Agreement.


Signed by
Srushti Shinde
Date:
2023.05.31
14:20:03

Srushti Shinde



Reference Number: CCIN/HR/NGOFL/2023/008

Date – June 1, 2023

To,
Srishti Shetty,
A 401/2 Harsh Niketan Sant Mirabai Road, Behind Shri Shashwat
Building, Ghartan Pada, No 2 Dashisar, East Mumbai- 400068
Maharashtra, India

Dear Srishti Shetty,

Subject: Appointment Letter

We are pleased to appoint you as **Associate Consultant** at Career Level 3 with Cognitus Consulting IT Services Private Limited (hereinafter referred to as the Company) with effect from **June 5, 2023**. Your initial place of posting will be at **Mumbai**. The Company has clearly defined objectives and management philosophies which provide the broad corporate framework to your employment with us. Your appointment with the company is subject to terms of this Letter of Employment and the Company policies and procedures including the amendments made therein from time to time.

You will be bound by company's policies introduced and enforced by the management, from time to time in relation to conduct, discipline, working hours, leave, holidays or any matter relating to service conditions which will be deemed as rules, regulations, and orders in the part of these terms of employment. The Management reserves the right to modify, alter or delete the existing service rules or to introduce fresh service rules which will be binding upon you.

The Company requests you to duly sign
Annexure "A" – Roles & Responsibilities
Annexure "B" – Remuneration
Annexure "C" – Non-disclosure and Non-solicitation

Kindly return one set of duly executed copy of this Letter of Employment along with the Annexure for our records.

The following terms will govern your employment with us:

1. COMMENCEMENT DATE

Your appointment as Company's full-time employee shall be effective from the date of your joining which shall not be later than **June 5, 2023**. It may be noted that if you do not report for work on or before the date specified above or do not intimate the reasons for delay to the Company and seek approval, this Letter of Employment shall stand automatically withdrawn with effect from the said date without any obligation to the Company. You may be required to undergo training either in India and/or abroad at times for development of skills and for maximization of your performance. In the event thereof, you may be required to execute a security bond or such other agreement on such terms and conditions as the Company may deem to be fit in its absolute discretion.

2. WORKING HOURS

The working hours of the Company are from 12:30 p.m. to 09:00 p.m. for five (5) days a week Monday to Friday with flexibility to work on a schedule as per the demand of project. However, you shall ensure your availability, as and when required, depending upon the urgency of the work. At your level we expect a fair amount of travel around the region with short notice at times and would need your full support and commitment for the same if the company requires that.

3. ROLE & RESPONSIBILITIES

You shall perform task that may include but not limited to tasks detailed in Annexure "A". You are aware that your role and responsibilities may change from time to time as required by the Company and you will undertake the same effectively, solely to pursue Company's interest.

4. REMUNERATION

Your total gross salary will be as per Annexure "B".

5. PROBATION

In the first instance you will be on probation for a period of 6 months from the date of your joining, where after the probation period may be either extended at the discretion of the management or may be dispensed with either earlier or on completion or thereafter till confirmation. You will be deemed as probationer in the initial or extended period of probation.

During the probation period, the Letter of Employment may be terminated by the company without any notice. 30 days' notice is required by the employee in probation period.

6. LEAVES

During the tenure of your employment, you will be entitled to leave with wages and national & festival holidays with wages as per the provisions of Telangana Shops and Establishments Act and Telangana National and Festival Holidays Act respectively.

7. LOCATION OF EMPLOYMENT

While your initial home base of employment is **Mumbai**, you will appreciate that the Company's projects cover a wide geographical area and are derived by the Company's assessment of client's requirements. The Company have business operations at various locations globally, and you may be transferred to other locations within the city/country/overseas, for the reasons including but not limited to redundancy or restructuring or acquisition or merger of business/s or scaling down of business or on account of any other critical business decision/s. The relocation benefits/allowances, if any, shall be payable as per the Company's policy.

During your employment with the Company, you may be required to work for other related or group companies and/or the affiliates of the Company. However, no additional benefits will accrue for this work.

8. MEDICAL EXAMINATION

Your appointment and its continuance are subject to you being found and remaining medical (physically and mentally) fit. You may be required at the discretion of the company to undergo a confidential medical examination, which will be carried out by a medical practitioner selected by the Company. In such cases the final appointment will be subject to a satisfactory medical examination report being received. During your period of service with the Company, you may be required to undertake additional medical examinations or tests, where occupational health, safety and wellbeing issues are concerned.

9. RETIREMENT AGE

By accepting this letter of employment, you are required to submit to the Company, the certificate ascertaining your age. You will be retired from the services of the Company on the last day of calendar month in which you attain the age of 58 years unless the Company at its sole discretion permits you to continue your services or as permitted by law.

10. TAXATION

It is your responsibility to meet all requirements under the tax laws of India, including tax compliance and filing of tax returns. The Company will withhold income tax, profession tax and other statutory deductions as per the applicable laws. Any penalties or interest due to tax, which is caused by your failure to provide the company with relevant information or failure to file the tax return, will be your responsibility.

11. HEALTH AND SAFETY ISSUES

The company intends to provide a pleasant, healthy work environment. As employee of the Company, you will be expected to ensure that safety precautions are taken. Smoking is not allowed on the Company's work premises. The use of illegal drugs and any other substance abuse are forbidden.

12. GROUP HEALTH INSURANCE

You will be enrolled for the health insurance that will cover you and your dependents under the company's Health Insurance Scheme (HIS). Basic premium for self, spouse and up to two children is entirely borne by the company provided these members are explicitly enrolled by you under the scheme. Entitlement – You and your enrolled dependents will be entitled for a total medical cover of INR 500,000/-.

13. NOTICE PERIOD

13.1 During the probation period, the Letter of Employment may be terminated by the company without any notice. 30 days' notice is required by the employee in probation period.

13.2 Any notices sent hereunder will be registered mail, return receipt requested or by email, to the respective address of parties as contained in this Agreement and communicated by the parties to each other.

13.3 On confirmation as permanent employee, this Letter of Employment may be terminated by either party giving to the other 90 days written notice. You shall be required to make payments in lieu of the notice period for early release. However, if you fail to provide the required notice, as stated herein or fail to work through the said notice period and/or cooperate in satisfactory handover of your work, the Company shall have the right to withhold/deduct the payments. These provisions shall not prevent the summary termination of employment based on the Company policy and procedure on account of misconduct or misrepresentation or breach of trust or negligence or breach of the terms of this Letter of Employment or any policy and procedure of the Company.

14. TERMINATION

14.1 - In case of any breach of the terms of this Letter of Employment including misconduct, misrepresentation, unsatisfactory or poor performance, unauthorized absence or any breach of the terms stipulated herein, the Company reserves the right to terminate your services without any notice or any further obligations. The Company's decision on this would be final and you shall be bound to abide by the same. This employment is subject to satisfactory investigation of your credentials and if it is found at any time that you have made any false statements or suppressed any material information, irrespective of whether such acts impact directly or indirectly, it shall lead to termination of your services by the Company without any notice or compensation or any further obligations. The Company and/or its related or group companies shall have the rights to take suitable action against you for your breach in any of the terms of this Letter of Employment. If it is found that you are engaged in any activity which is against the public policy and illegal, the Company shall have the right to terminate your services without any notice.

14.2 - During the tenure of your employment, if it comes to knowledge of the Company from any source that a criminal complaint has been lodged against you for any crime related to person or property or otherwise, for violation of the applicable laws, in which your involvement may in any matter, either direct or indirect, adversely affecting the interest of the Company, then the Company shall have the right to terminate your services and such decision of the Company shall

be final and binding on you.

14.3 – Further you are also bound to inform the Company in writing, if any legal action is initiated against you during the tenure of your employment or engagement with the Company. You are aware that your intentional failure to disclose about the above shall adversely affect the Company's interest and therefore allow the Company to take suitable action against you including terminating your services for misrepresentation, breach of trust and such other similar causes.

14.4 – Upon leaving the services of the Company, you will return all properties of the Company/related or group companies or of any of its affiliates, including but not limited to all documents (and copies) created or acquired during the course of your employment. Your full and final settlement shall be subject to you returning the Company's, related group companies and/or its affiliates properties/assets lying with you, if any.

Automatic Termination:

Absence for a continuing period of 8 days without leave or prior permission and including leave though applied for but not granted and when overstayed for a period of 8 days, would make you to lose your lien on service and the same shall be automatically come to an end without any notice or even intimation. In such eventuality, the management will draw an irresistible presumption that by remaining absent continuously and unauthorizedly, you have abandoned your job which will have the effect as if you have resigned from your job.

15. FORCE MAJEURE

If during the term of this Agreement, due to any Force Majeure event which is beyond the control of the party/s including but not limited to labour disputes, government regulations/orders, war, pandemics, epidemics or other calamities or any extraordinary situation beyond both or either party/s control (collectively, "Force Majeure Event") and the Company shall have the right upon minimum 7 days prior notice to the Employee, to take any suitable measure including suspension of Employee's services for the duration of such Force Majeure Event, or for any part thereof or adjust/ reduce hi/her monthly compensation (salary) payable or accrued to the Employee.

16. CONFIDENTIALLY

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use, utilize such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

17. OTHER EMPLOYMENT AND ASSIGNMENT

17.1 – You will not take up any employment or assignment, remuneration or honorarium from any other organization or any person without the consent of the Company in writing during the tenure of your employment with the Company. You are required to make a full and frank disclosure of any dealing you propose to enter directly or through any of your relatives or family member with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like by whatever name called.

17.2 - This Letter of Employment is personal to you, and you shall not assign any rights and obligations to any third party in any manner whatsoever. The failure/silence of the Company at any time to insist on performance of any obligation under this Letter shall not be treated as a waiver of its rights.

18. POLICIES & PROCESSES

18.1 – While in the service of the Company, you will be governed by the Company's Policies and Processes currently in existence, and those, which may be introduced from time-to-time hereafter including but not limited to address changing circumstances and to all common law and statutory provisions, which may be applicable.

18.2 – All policies and procedures of the Company including any modifications thereof shall be deemed to be read,

understood and accepted by you. Any act in violation of the policies your and procedures of the Company will be deemed to be the breach of this Letter of Employment.

18.3 – At all times, during your tenure with the Company, you shall remain loyal and trustworthy to the Company and ensure that your acts and interests shall not adversely affect and/or be contrary to the interests of the Company. You shall always conduct yourself in good faith and in a lawful manner including that you shall not complete on your own or on behalf of others with the Company during your employment. You are aware that any non-disclosure of adverse interest amounts to violation of the Letter of Employment.

18.4 – You shall ensure that you shall not act for commercial gain for yourself or any third person/entity, at any point in time during your tenure with the Company. You shall at all times deal fairly in all the transactions related to the Company. You are aware and agree that the Company's interest is of paramount importance, and you shall not place yourself in a position where in your duties and the Company's interest may conflict.

19. LAWS OF COUNTRY

This Letter of Employment is governed by and shall be construed and interpreted in accordance with the laws of India and the parties submit to the exclusive jurisdiction of the courts at Telangana.

20. YOUR UNDERTAKINGS

20.1 – During the period of employment with the Company, you shall neither give/accept any gifts nor favors from any Clients. The Company values honesty of intent and purpose in all the business transactions with its employees, customers, suppliers, vendors, government agencies, public bodies, media and associates. Equity and fairness shall be the benchmark of the Company's dealings with them. Any violation to the prescribed code of conduct including the Handbook of the Company will be viewed seriously and will be considered as a breach of this Letter of Employment. You shall maintain utmost discipline and good conduct in your dealings with your colleagues, customers etc., The Company values every employee as an individual and an asset of the Company and will not tolerate any objectionable behavior including however not limiting to verbal abuse, sexual harassment gender discrimination, misuse of Company's property, theft, cheating, any other illegal act or any such act of any individual or body of individuals, for which if proved, will result in summary dismissal, Company's policies including the code of conduct and Handbook shall be always applicable to you and it shall form part of the Letter of Employment.

20.2 - You have represented that document submitted as proof of academic qualifications are genuine and all the details and information supplied by you are correct.

Address of Communication:

The above address furnished by you is the Communication address of you. Any change of residential address should be intimated in writing within one week from the date of such change. In case if you have not updated the change, the last known address shall be deemed to be the residential address by the company for all communication purposes. "

21. ENTIRE AGREEMENT

This Letter contains the entire understanding between yourself and the Company and supersedes any previous agreement and arrangements relating to your employment. The Company shall be free to modify the terms of this Letter and notify you of the same and such amendments shall be binding on you.

Please signify your acceptance of the conditions by signing in the space provided and return to us the attached copy of this Letter.

We welcome you to Cognitus Consulting family and wish you a long and happy work association.

For Cognitus Consulting IT Services Pvt. Ltd

DocuSigned by:


BFA0927BF2E74E8

Mohit Agrawal
Authorized Signatory

ACCEPTANCE

I, **Srishti Shetty**, have read, understood and hereby confirm the acceptance of the foregoing conditions as well as all the policies, procedures, and terms of the Company.

Sign: _____

Date: _____

Place: Mumbai

DECLARATION

I, **Srishti Shetty**, hereby, affirm that all the documents and information provided/stated/disclosed by me to the Company and under this Agreement are true and correct.

Sign: _____

Date: _____

Place: Mumbai

Annexure A

Roles and Responsibilities

- You will be involved in full cycle, large-scale and end-to-end international projects where Cognitus team play a key role in designing and delivering solution to the client.
- Working in a project team
- Work in SAP Implementation / Development / Support projects assigned by Resource Management.
- You will drive industry innovation by delivering SAP S/4HANA solutions. By unlocking your potential, you will be playing an active role in building new and innovative applications and industry solutions
- Business process and data analysis
- Testing the system and its extensions or modifications
- Development of project documentation like Technical/Functional specs.
- Upgrade skills as per the requirement whenever needed and be hands on in the projects.
- Role and responsibilities are not limited to the above and can change as per business needs.

**Annexure B
REMUNERATION**

Your remuneration package comprises:

Salary breakup:

Your annual CTC is ₹650,000.00 Detailed break up is as follows. Your salary and other remunerations are considered confidential, and you are not to disclose or discuss your remunerations with anyone.

Name	Srishti Shetty	
Position	Associate Consultant	
Career Level	3	
Description	Monthly (Rs. Per Month)	Annually (Rs. Per Annum)
Basic Pay	₹24,375.00	₹292,500.00
House Rent Allowance	₹12,187.50	₹146,250.00
Conveyance Allowance	₹4,875.00	₹58,500.00
Communication Allowance	₹2,437.50	₹29,250.00
Personal Development Allowance	₹3,075.00	₹36,900.00
Employer Contribution to PF	₹1,800.00	₹21,600.00
Variable	-	₹65,000.00
Total Gross Salary	₹48,750.00	₹650,000.00
<ul style="list-style-type: none"> • The variable pay is conditional on the company and individual performance as per company's performance management system and company policy and is not guaranteed. At your level, the variable bonus could range from 0-10 % of your salary. • You will receive pro-rated salary for the said month which will be paid to you in the same month payroll. (Payroll cut off). • Please also note that if your Date of Joining is on or after 25th of a month, your salary for the rest of the days for that month will be processed in the following month's payroll cycle. • Gratuity shall be payable as per the payment of Gratuity Act 1972. • Contributory Provident Fund, which is 12% of Basic Salary or Rs 1800/- whichever is less. 		

Annexure C
NON-DISCLOSURE AND NON-SOLICITATION

This Non-disclosure, Non-solicitation and agreement made between Cognitus Consulting, IT Services Pvt Ltd (hereinafter "Company"), and **Srishti Shetty** (hereinafter "Employee").

DEFINITIONS

- a) As used in this Agreement, the term "Confidential Information" shall include all information which: (a) is disclosed to or becomes known to the Employee as a consequence of or through his employment by the Company, regardless of whether it was disclosed to or became known to the Employee during working hours; (b) is not generally known in the industry in which the Company is or may be engaged; and (c) is about the Company's products, processes and services, including, but not limited to, information related to research, design, development, methods, inventions, manufacturing, engineering, marketing, prospective and executed contracts and other business arrangements, sources of supply, customers, customer lists and trade secrets.
- b) As used in this Agreement, the term "Customer of the Company" shall refer to all persons, firms, or entities that have purchased products from the Company during the term of the Employee's employment by the Company, and all persons, firms, or entities that control or are controlled by the same person, firm or entity controlling such purchasers.
- c) As used in this Agreement, the term "Company" shall also include any entity owned or controlled by Cognitus Consulting IT Services Private Limited for which the Employee has performed services during his employment with Cognitus Consulting IT Services Private Limited.

EMPLOYEE ACKNOWLEDGMENT

The Employee recognizes and acknowledges:

The value of the opportunity for additional training, the enhancement of his experience, and the associations that he will be afforded through employment with the Company; and
That during his employment by the Company, he will have access to and work with Confidential Information vital to the successful operation of the Company; that he will be called upon to establish relationships with Customers of the Company; that the Company is engaged in a highly competitive enterprise, and that any disclosure of Confidential Information would cause immediate and irreparable injury to the business and goodwill of the Company.
That, as a consultant, his training, experience, and technical skills are of such breadth that he can employ them to advantage in other fields; and that, consequently, the terms of this Agreement will not unreasonably impair the Employee's ability to engage in business activity after termination of his employment with the Company.

IN CONSIDERATION OF the value of employment with the Company, recognized and acknowledged above in this section of the Agreement, and in recognition of the Company's just purpose in protecting its investments and the training and experience afforded to the Employee at the Company's expense by the employment offered to him, through avoiding for limited times competition by through, and from persons trained and/or given experience by the Company, and through avoiding disclosures of confidential information by such persons, the Company and Employee agree as follows:

Non-Disclosure. Both during this employment and after termination of employment by the Company, the Employee agrees:

To make a prompt and complete disclosure upon request to any executive officer of the Company and to no other person without the express written permission of the Company of any Confidential Information.
That every item of Confidential Information is the property of the Company, and the Employee hereby assigns all such property to the Company.
That upon the Company's request, but without expense to himself, he will execute any and all applications, assignments, and other legal instruments which the Company deems necessary or convenient for the protection of its Confidential Information in the Any foreign countries, and that he will render aid and assistance in all proceedings pertaining to said Confidential Information.
That upon termination of employment for any reason, and at any time during employment if requested by the Company, the Employee will give and surrender to the Company all documents, notes, models, and other such materials, including any customer or potential customer lists, produced by him or coming into his possession through his employment by the

Company, and agrees that all such materials are at all times the Company's property. The Employee also agrees that he will not make or retain any copies of such materials without the express written authorization of the Company.

That the Company's business interests require a confidential relationship between the Company and the Employee, and the fullest possible protection and confidential treatment of its Confidential Information conceived or learned by the Employee during his employment. Accordingly, the Employee agrees to keep secret and to treat confidentially all the Company's Confidential Information, whether patentable, patented or not, and not to use or aid others in using any such information, without the express written authorization of an executive officer of the Company. Employee further agrees to take all reasonable precautions to protect against the intentional, negligent, or inadvertent disclosure of the Confidential Information to any other person or business entity.

Non-Solicitation of Employees. Employee agrees that he shall not, at any time during the term of his employment with Company, and for a period of two years after the date of termination of his employment with the Company, for his own purposes or for the account of any other person or business entity, directly or indirectly, hire, employ or solicit for employment any other type of affiliation, any present employee of Company.

Disclosure of Agreement. Company may notify anyone employing Employee, or in Company's opinion evidencing an intention to employ Employee, in any of the businesses in which Company is engaged at the time of Employee's termination, of the existence and provisions of this Agreement. Disclosure may occur before or after termination of Employee's employment and may be made for any reason. Disclosure will not be deemed to constitute the breach of any duty by Company to Employee, including without limitation, duties under the concepts of interference with contractual and prospective contractual relations and interference with prospective advantage. Employee hereby waives and releases any claims that may arise because of Company's disclosure of this Agreement.

Injunctive Relief. Consistent with the acknowledgments contained above in this Agreement, the Employee further acknowledges that a breach by the Employee of any provisions contained in this Agreement will cause the Company immediate and irreparable injury and damage, the loss of which cannot be fully and adequately compensated for in damages in an action at law. Accordingly, the Employee agrees that the Company shall be entitled, in addition to any other remedies it may have at law, to enforce this Agreement in equity by means of an injunction or decree of specific performance, and/or any other forms of equitable relief. This provision shall not, however, be construed as a waiver of any other rights which the Company may have, including the right to receive money damages. The Employee agrees to indemnify, defend and save harmless Company and its officers, employees and agents from and against all suits, causes of action, judgments, liabilities, damages (including without limitation reasonable attorneys' fees and costs), or claims of any nature whatsoever which may arise out of or occur because of any violation of any provision of this Agreement by Employee.

Period of Employment. The Employee recognizes and acknowledges that his employment and compensation can be terminated at the option of either the Company or the Employee, and that no agreement for employment for any specified period or contrary in any way to the foregoing is valid unless made in writing and signed by an executive officer of the Company. **[FOR AT-WILL EMPLOYEES ONLY]**

1. Attorney's Fees. Employee agrees to indemnify, defend, and save harmless Company and its officers, employees and agents from and against all suits, causes of action, judgments, liabilities, damages (including without limitation reasonable attorneys' fees and costs), or claims of any nature whatsoever which may arise out of or occur because of Employee's violation of any provision of this Agreement.
2. Non-Competition. The Employee agrees that during his employment by the Company and for a period of two (2) years after termination of employment, said period to be extended by any period of violation or by any period of time required to obtain enforcement of this covenant, he will not, on his own behalf or as a partner, officer, director, employee, agent or consultant of any other person, firm or entity, directly or indirectly engage in any business activity that is the same as or similar to the business of the Company with respect to any product or service which the Company did sell, offer to sell, develop, or commence to develop, and in which the Employee was involved or to which the Employee had access during the Employee's employment by the Company, either a) within the geographical area in which the Employee did business during his employment; or
b) with any of the Company's Customers; or
c) with any of the Company's Customers about which the Employee had access to information through his employment with the Company; or
d) with any of the Company's Customers with which the Employee did business during his employment with the Company.
3. Acknowledgment of Understanding. The Employee acknowledges that he has read this Agreement in its entirety

and understands all its terms and conditions. The Employee acknowledges that he has had the opportunity to consult with any individual of his choice regarding his agreement to the provisions contained herein and that he is entering into this employment relationship of his own free will, without coercion from any source, and agrees to abide by all the terms and conditions herein contained.

4. Entire Agreement. This Agreement contains the entire understanding of the parties. It may not be changed orally but only by an agreement in writing signed by the party against whom enforcement of any waiver, change, modification, extension, or discharge is sought.

IN WITNESS WHEREOF, the parties have duly executed this Agreement as of the day and year first above written.

Sign: _____

Date: _____

Place: Mumbai

For Cognitus Consulting IT Services Pvt. Ltd

DocuSigned by:

BY: _____
BFAD39270F3E74F8
MOHIT AGRAWAL
(CHIEF FINANCIAL OFFICER - Asia Finance)



Hemant Jayesh Mistry
Aadhaar No: 3406 7785 5810
Phone: 900 453 7057
E-mail: hemant.mistry101@gmail.com

Date: July 26, 2023

Dear Hemant Jayesh Mistry:

On behalf of **MAQ India Private Limited**, a company set up under the Companies Act of India, 1956 (the "Company"), I am pleased to offer you the position of **Software Engineer 1** of the Company. We are very impressed with your credentials and we look forward to your future success in this position.

The terms of your new position with the Company are as set forth below:

1. Position. a. You will become **Software Engineer 1** working on projects from our clients including Microsoft Corporation and other clients (each of which is hereinafter called "Client").

b. You agree to the best of your ability and experience that you will at all times loyally and conscientiously perform all of the duties and obligations required of and from you pursuant to the express and implicit terms hereof, and to the reasonable satisfaction of the Company. During the term of your employment, you further agree that you will devote all of your business time and attention to the business of the Company, the Company will be entitled to all of the benefits and profits arising from or incident to all such work services and advice, you will not render commercial or professional services of any nature to any person or organization, whether or not for compensation, without the prior written consent of the Company. You will not directly or indirectly engage or participate in any business that is competitive in any manner with the business of the Company.

2. Start Date. Subject to fulfilment of any conditions imposed by this letter agreement, you will commence this new position with the Company on **Monday, July 31, 2023**. Your place of joining will be **Mumbai**.

3. Service Agreement. Your appointment is subject to your agreeing to be employed by the company for a period from **Monday, July 31, 2023**, to **Tuesday, January 30, 2024**. The Company invests in training and provides a learning environment to the employees during their employment. The Company also commits to our clients that our employees will continue on projects for certain minimum period of time. By accepting this appointment letter and the service agreement, you are committing to pay Rupees Sixty Thousand to the company as compensation if you leave the company before service agreement end date for any reason or no reason at all.

4. Compensation. Your annual compensation consists of base salary, bonus, house rent allowance and other allowance as described below. In addition, you will be entitled to gratuity and certification reimbursement as per company policy. The salary will be paid to you at the end of each month:

Basic Salary	Rupees 4,12,772
Bonus	Rupees 34,398
House Rent Allowance	Rupees 2,06,386
Other Allowance	Rupees 50,000
Gratuity ^a	Rupees 19,844
Employee Provident Fund	Rupees 21,600
Health Insurance Reimbursement ^b	Rupees 5,000
Total Eligible Annual CTC	Rupees 7,50,000

- a. As per the provisions of the Payment of Gratuity Act, 1972.
- b. You will be eligible for Health Insurance reimbursement of up to Rupees Five Thousand (Rs. 5,000) as per company policy.

5. **Vacation Benefits.** You will be entitled to paid vacation per year, pro-rated for the remainder of this calendar year as per the company policy.
6. **Confidential Information and Invention Assignment Agreement.** Your acceptance of this offer and commencement of employment with the Company is contingent upon the execution, and delivery to an officer of the Company, of the Company's Confidential Information and Invention Assignment Agreement, a copy of which is enclosed for your review and execution (the "Confidentiality Agreement"), prior to or on your Start Date.
7. **Confidentiality of Terms.** You agree to follow the Company's strict policy that employees must not disclose, either directly or indirectly, any information, including any of the terms of this agreement, regarding salary or bonuses to any person, including other employees of the Company; provided, however, that you may discuss such terms with members of your immediate family and any legal, tax or accounting specialists who provide you with individual legal, tax or accounting advice.
8. **Employment Restriction.** You shall not accept employment directly or indirectly with, at, for or by Client (Microsoft) for a period of one year following the completion of your employment with the Company without the written consent of Company.
9. **At-Will Employment and Notice Period.** Your employment with the Company will be on an "at will" basis. This means that either you or the Company may terminate your employment for any reason or no reason with certain notice period, without further obligation or liability. Refer the employee handbook for more details on notice period.

This simple action allows us to help inform the customer and find a suitable replacement so that customer projects are not adversely affected. The notice period is not applicable in case an employee is terminated due to damage caused to the company for example: due to fraud or misrepresentation.

10. **Surety Deposit.** Rupees Fifteen thousand, deducted from your salary every month for the first four months, will be deposited as surety with the company. This amount will be refunded to you at the end of the service agreement. The surety will not be refunded in case the service agreement is breached by you.
11. **Jurisdiction.** This Agreement shall be governed and construed in accordance with the laws of India and shall be subject to the exclusive jurisdiction of the Courts at Mumbai.

We are all delighted to extend you this offer and look forward to working with you. To indicate your acceptance of the Company's offer, please sign and date this letter in the space provided below and return it to us, along with a signed and dated copy of the Confidentiality Agreement. This letter, together with the Confidentiality Agreement, set forth the terms of your employment with the Company and supersedes any prior representations or agreements, whether written or oral. This letter may not be modified or amended except by a written agreement, signed by the Company and by you.

For MAQ India Private Limited

Accepted and Agreed

Amrish Shah

Hemant

Signature

Signature

Amrish Shah

Hemant Jayesh Mistry

Director of Application Services Delivery

Date: July 26, 2023

Date: 07 / 28 / 2023

Attachment A: Confidential Information and Invention Assignment Agreement.

Title	2022092006090902331059316_Hemant Jayesh Mistry_Offer Letter
File name	20220920060909023...Offer Letter.docx
Document ID	11e43c97a7acdd989eb2519f4416311637bde22c
Audit trail date format	MM / DD / YYYY
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 SENT	07 / 26 / 2023 07:50:20 UTC	Sent for signature to Rahul Singh (rahulsi@maqsoftware.com), Pratyush Mantri (pratyushma@maqsoftware.com), Hemant Jayesh Mistry (hemant.mistry101@gmail.com) and Amrish Shah (amrishs@maqsoftware.com) from indiaadmin@maqsoftware.com IP: 14.98.242.242
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Title	2022092006090902331059316_Hemant Jayesh Mistry_Offer Letter
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The document has been completed.



Dear **Arpan Dhameliya**,

Thank you for interviewing with us. Our team at CleverTap truly enjoyed interacting with you and we hope that your experience of the interview was enriching, and you got to know more about us.

We all agree that you would be an excellent addition to our winning team and accordingly, would like to offer you the position of **Production Support Engineer**. Based on our discussions and agreed terms, your formal offer letter along with details of your compensation and benefits is attached for your digital signature. Upon your acceptance of the offer, we shall kick start our internal on-boarding process to welcome you on June 5, 2023, at 10:30 am. In case of any change in the date of joining, do let us know immediately.

Upon joining, you will receive the Letter of Appointment, Non-Disclosure, Intellectual Property, Non-Compete and Non-Solicitation Agreement. In the meantime, in case of any questions / clarification, please reach out to your recruiter. The attached offer letter is valid for a period of 2 working days from the date of communication to you. Please DocuSign and accept the same.

We look forward to having you on-board.

For, **CleverTap Private Limited**
(f.k.a **Wizrocket Technologies Private Limited**)

DocuSigned by:

A handwritten signature in black ink that reads "Satyadeep Mishra".
F627014E030848B

Satyadeep Mishra
Chief Human Resource Officer

In Process



March 20, 2023

Arpan Dhameliya
B/21, Basant Primises, S.V Road, Shanti Nagar, Above Canara Bank,
Dahisar East, Mumbai - 400068

Dear Arpan Dhameliya,

We are pleased to extend you an offer of employment as **Production Support Engineer** in the **Engineering team** with CleverTap Pvt. Ltd. ("CleverTap"). We truly enjoyed meeting you and invite you to be part of our winning team.

The terms of offer are as follows:

Date of Joining	June 5, 2023
Compensation & Benefits	INR 10,00,000 per annum as per details attached in Annexure 1
Annual review	The Company follows the January to December cycle for annual reviews. At the discretion of the Company, your total compensation may be reviewed annually. The review will be based on your progress and performance. You will be eligible for salary increment in January 2024.
Background/Ref check	This offer is contingent upon the successful initiation of your background verification and reference check before the agreed date of joining. This check is conducted to ensure the authenticity of the information provided by you. Failure to adhere to the timelines might result in delaying your joining or even canceling your offer with CleverTap. The check with your current employer will be done post your joining at CleverTap. You acknowledge that in case of any discrepancy found in any of the checks, we reserve the right to withdraw the offer or terminate your employment.
Annual Leaves	24 days
Notice Period	60 days
Job Location	Mumbai

Please keep the terms of the above offer and the remuneration details confidential. We reserve a right to withdraw the offer in case we learn about the breach of confidentiality on this count. You are requested to provide us with the documents as listed in Annexure 2.

We look forward to having you on board.

For, **CleverTap Private Limited**
(f.k.a **Wizrocket Technologies Private Limited**)

DocuSigned by:

F027014E036848B

Satyadeep Mishra
Chief Human Resource Officer

I have carefully read and understood the above offer and terms. I accept the same.

Arpan Dhameliya



Arpan Dhameliya
Production Support Engineer

**Annexure 1
Compensation & Benefits**

		Monthly Compensation	Annual Compensation
		INR	INR
Base Pay	Basic Salary	33,333	4,00,000
	House Rent Allowance	16,667	2,00,000
	Gratuity	1,603	19,240
	Employer's PF Contribution	1,800	21,600
	Special Allowance	29,930	3,59,160
	Total Base Pay	83,333	10,00,000
Total Compensation			10,00,000

Notes:

- The above compensation is subject to deduction of taxes and other statutory amounts as per the applicable law
- Provident Fund contribution will be at minimum wages of INR 1,800, for both employer and employee contribution. PF (Employer Contribution) will be directly deposited to the employee PF account.
- Gratuity will be paid at the time of exit
- Company provides Medical Insurance floating coverage of INR 500,000 for self, spouse, dependent parents, and up to 2 children
- The above compensation structure is subject to detailed rules and regulations of the Company, as may be applicable from time to time

For, **CleverTap Private Limited**
(f.k.a **Wizrocket Technologies Private Limited**)

DocuSigned by:

Satyadeep Mishra

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Satyadeep Mishra
Chief Human Resource Officer

Signature_____



Annexure 2
List of Documents

Please keep the following documents ready as we would require these for our internal records and a few documents will also be submitted as part of the background verification. We will let you know about the process of submission of these documents:

1. Experience letter/ Relieving Letter/ Service Certificate of your current and previous employer(s)
2. Last 3 months Salary Slip of both (current & previous) employer(s)
3. Educational Certificate (Convocation degree/ Marksheet)
4. Passport copy
5. Residential Proof (if residential address mentioned on Aadhar Card/ Passport is different)
6. PAN Card copy
7. Aadhar Card copy

We would need your current employer's documents once you have been relieved. In absence of any document, please let us know before your joining date.

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India Private Limited
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Mumbai

August 14, 2023

OFFER OF EMPLOYMENT

Dear Ashna,

On behalf of Marsh McLennan Global Services India Private Limited ("**Company/we/us/our**"), I am delighted to formally offer ("**Employment Offer**") you the position of "**Engineer**" at Grade B2, based at **Hiranandani Gardens, Powai, Mumbai**, commencing on **August 14, 2023** (In response to your reasonable request, the Company may agree to extend your start date to a future date in its sole discretion under exceptional circumstances).

Your Employment Offer with us is conditional on:

- (a) the accuracy of the representations you have given us in your resume or otherwise, including any testimonials and information you have provided;
- (b) you should not have a criminal record (ongoing criminal proceedings or convictions) for offences relating to dishonesty or financial crimes (money laundering, fraud, corruption etc.), breach of trust or misuse of official or fiduciary position, or involving moral turpitude;
- (c) your provision of your specific consent to background verification and documentation checks and the completion of these to our satisfaction; these checks may include credit, employment and education verification, health check-up, criminal background checks and reference checks; and
- (d) you being free from any contractual restrictions which would prevent you from accepting this Employment Offer or starting work on the date upon which we have agreed.

If you are not able to satisfy all of these conditions, this Employment Offer will be revoked; if for some reason you have started working for us, your employment will be terminated without notice.

The contents of this Employment Offer are strictly private and confidential. If you disclose these terms to any third party or any other organization (including your current employer), this Employment Offer will be automatically terminated and withdrawn.

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Unless you accept this Employment Offer, we are not responsible or liable to you and are entitled to revoke or revise this Employment Offer for any reason in our sole discretion.

REMUNERATION

Your annual fixed pay is **INR.525,000/- (Indian Rupees Five Lakh Twenty Five Thousand Only)**, and all payments will be subject to deduction of tax as applicable under the Income Tax Act 1961.

You will receive a sign-on bonus in the amount of **INR. 50,000/- (Indian Rupees Fifty Thousand Only)** payable within your first 30 days with us. If within 24 months of the payment date you give notice of your resignation or you voluntarily end your employment, or if your employment is terminated due to your misconduct or personal delinquency, you will be required to repay this sign-on bonus to the Company immediately.

Full details of your perks and perquisites, along with employment benefits, both contractual and discretionary, are set out in Appendix 2 of this Employment Offer. All payments made to you will be subject to appropriate tax deductions as may be required.

ANNUAL BONUS SCHEME

You may also be eligible for a non-contractual bonus reward scheme, payable at the Company's sole discretion (which means no bonus may be paid as well). Your participation for the joining year will be on pro-rata basis based on your date of joining. However, the terms and conditions of any bonus reward scheme shall be specifically decided by the Company from time to time, without the need from any consent from or notification to you. Further, you understand and agree that all decisions as to the payment of bonus (and matters pertaining thereto) are solely at the discretion of the Company, and the Company with or without notice or cause or liability, shall be entitled to amend, cancel or revise any bonus reward scheme in place, and you hereby waive your right to make any adverse claim against the Company in this regard.

This Offer of Employment is a conditional offer and obligations of the Company shall come into effect upon your unconditional acceptance of the Employment Offer. The detailed terms and conditions set out in Appendix 1 of this Employment Offer, will govern your employment with the Company if you accept our Employment Offer; be sure to read these terms and conditions carefully before accepting the Employment Offer.

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To accept this offer, you should acknowledge your full agreement with the terms of this Employment Offer Letter by emailing Reecha Mahajan at Reecha.Mahajan@mmc.com of your unconditional acceptance.

We hope that you accept this offer of employment - we are certain that a career with us will provide you with significant opportunities and rewarding professional challenges. In the interim, if you have any questions or concerns, don't hesitate to contact me. We look forward to working with you.

Yours Sincerely,

A handwritten signature in black ink, appearing to read "Shwetha Nayak", with a horizontal line underneath.

Shwetha Nayak
Senior Director - People Partner Human Resources
Marsh McLennan Global Services India Private Limited

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Appendix 1

This contract is between Marsh McLennan Global Services India Private Limited (also referred to as the Company, we, us or our)

And

Ashna Kabsuri (also referred to as you or your)

YOUR EMPLOYMENT IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS

Our Employment Offer, these terms and conditions along with any Appendices and/or Schedules appended hereto shall together constitute the entire agreement between you and us (also referred to as "Agreement").

1. COMMENCEMENT OF EMPLOYMENT AND PROBATIONARY PERIOD

Your employment under these terms and conditions commences on **August 14, 2023**.

Your employment will be subject to a probation period of six months with the Company ("**Probation Period**"). On successful completion of your probation period and on our sole discretion, your services will stand automatically confirmed. In case of non-satisfactory performance during the probation period, your probation period may be extended, at the sole discretion of the Company, by issuing a probation extension letter.

2. DEDUCTIONS

The Company shall be entitled to deduct from salary, or from any payment due to you upon termination of employment or during your employment, any monies due from you to the Company. Such sums include, without limitation, repayment of any loans or advances, repayment of any overpaid holiday pay, salary or benefits and the cost of any damage to or failure to return the Company's property. The Company will operate this clause in a fair and reasonable manner.

3. SALARY REVIEW

Your salary will be reviewed on an annual basis. Any salary increase is at the absolute discretion of the Company, therefore salary may not necessarily increase.

4. NORMAL RETIREMENT AGE

Normal retirement age is the 60th birthday for all employees.

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5. ILLNESS

If you are prevented by ill-health, accident or other urgent necessity from reporting for work or performing your duties, you shall bring this to the notice of your line manager as soon as possible and provide the Company with all relevant information as it may reasonably require. You may be required by the Company to attend an examination by a qualified registered medical practitioner appointed or agreed to by the Company and you may be required to produce a certificate of medical fitness before you resume work. Absence from work or disability in performing your duties beyond the period of sick leave to which you are entitled under the Company's policies shall be at the discretion of the Company, without salary.

6. HOURS OF WORK

You will be required to work a minimum of 40 hours per week excluding breaks, for 5 days a week. You agree and acknowledge that the Company reserves the right to increase your working hours from time to time, subject to maximum limit allowed as per the local law regulations being in force.

7. LEAVE ENTITLEMENT

You are entitled to leaves and holidays as per the applicable leave policies of the Company, which may be amended from time to time due to change in law or business policy. This entitlement will be prorated for part time employees. In your first year with the Company you will receive a pro-rata proportion of your annual leave entitlement based on the number of months you work.

You may be required to take leave at a time the Company requires.

If you leave the Company, you are entitled to be paid for any outstanding leave entitlement. If leave already taken exceeds entitlement, the Company will deduct a pro rata amount from any monies owing to you at the time.

8. NOTICE PERIODS FOR TERMINATION

During your employment with us, in the probationary period you are required to provide the Company with not less than one month's written notice to terminate this Agreement and as a confirmed employee, you are required to provide the Company with not less than three month's written notice to terminate this Agreement. Should the Company terminate your employment unless it is by reason of misconduct, the Company will give you one month's notice if you are in the probationary period and three months' notice if you are a confirmed employee.

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The Company plans to invest significantly in training employees by training them in any of the group offices outside India. If an employee were to resign from the Company on their own accord, or at the Company's accord due to misconduct or personal delinquency within 12 months of the completion of the training, the Company reserves the right to recover from the employee all costs incurred directly or indirectly regarding the training undertaken. The Company reserves the right to require you not to attend work or attend work or undertake any duties in relation to your employment during the applicable notice period. The Company has the discretion to pay you in lieu of notice. If termination is found to be wrongful by an appropriate Court in India, based on a non-appealable Order, the maximum liability of the Company shall not exceed three months' salary and statutory benefits.

9. RETURN OF COMPANY PROPERTY

When your employment ends, or at any other time if you are requested to do so, you must return to the Company all property belonging to or relating to the Company, any Associated Company or its or their business. You shall be at all times be responsible for ensuring proper care and safety of all property belonging to or relating to the Company (including without limitation any IT/electronic assets, Company data or information, identification badges etc.) which is in your possession, whether working from office or home.

10. JOB TITLE AND DUTIES

Your job title is **Engineer**. This title may be subject to change and does not define or limit your duties. You may be required to carry out other duties, which the Company reasonably considers appropriate, to undertake any training or retraining and to obtain and retain qualifications.

11. COMPANY POLICIES

You agree to abide by the code of conduct of the Company and such other policies of MMC Group as may be made applicable to you from time to time. At any time, the terms and conditions contained in Company Policy(ies) shall supersede the terms hereof.

As a condition of our Employment Offer, as well as your continued employment by the Company, you must read, understand and abide by all applicable Marsh & McLennan Companies, Inc. (hereinafter referred as MMC) compliance policies found on the MMC compliance website (integrity.mmc.com), as updated from time to time, including but not limited to MMC Code of Conduct, The Greater Good and the Anti Bribery & Corruption course. You must complete any required online compliance training on and before mandatory completion date assigned by the system. You must also read, understand and abide by all applicable Company (Mercer/Marsh/Guy Carpenter/Oliver Wyman) compliance policies found on Company's intranet/website and complete

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any and all mandatory compliance training that Company determines is appropriate for your position within the timeframe established by Company during the course of your employment

12. LOCATION

Your primary place of work will be the Company's office in **Hiranandani Gardens, Powai, Mumbai**. However, the Company may, either permanently or temporarily, on giving you reasonable notice, require you to accept a reasonable new location, or move your employment to any of the group entity of the Company, as the Company may deem fit and proper. You hereby expressly acknowledge and accept to the said transition of work location and/or employment.

During your employment the Company may require you to visit locations other than your primary place of work. You may be required to travel both within India and abroad from time to time.

You are required to keep your place of work in a safe condition. You must inform the Company immediately of any accident or if you believe your workstation or any equipment supplied by the Company is unsafe. Misuse of safety equipment and facilities will result in disciplinary action.

You acknowledge and accept that the Company, at its sole discretion, may require you to "work from home" at your primary place of work, for such duration as may be deemed appropriate for business needs. Any such "work from home" arrangement implemented by the Company shall at all times comply with all the applicable laws/regulations and the Company policies.

13. DISCIPLINARY AND GRIEVANCE PROCEDURES

You will be subject to the applicable Company policies and rules relating to discipline, performance and grievance. If you have any grievance relating to your employment, you should escalate the matter in line with the Company policies and rules.

14. OTHER INTERESTS

14.1. During your employment, you must devote your full time and attention to your duties of employment. Therefore, you may not (without the prior written consent of the Company or Board, which shall not be unreasonably withheld) directly or indirectly:

- engage in; or
- be concerned with; or
- provide services to, (whether as an employee, officer, director, agent, partner, consultant or otherwise); or
- have any financial or other interest in; or
- accept any other engagement or appointment in

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- any other business activity (whether or not competitive with the business of the Company or any MMC Group Company) or other non-business activity, or public office.
- 14.2. Clause 14.1 is subject to the exception that you may hold, purely for investment purposes only, an interest in any class of securities in a company which is quoted on any Recognised Investment Exchange provided that such an investment is carried out by you to manage your personal finances.
- 14.3. You must not directly or indirectly receive or obtain any discount, rebate, commission or other benefit in respect of any business transacted (whether or not by you) by or on behalf of the Company or any MMC Group Company. If you do obtain any such a discount, rebate, commission or other benefit you must immediately account to the Company, or the applicable MMC Group Company, for the amount received or value of the benefit obtained. This requirement also applies if the benefit or value is received by:
- any of your Immediate Relatives; or
 - any company, firm, business entity or other organisation in which you or your Immediate Relatives have a direct or indirect interest.
- 14.4. You confirm that you have disclosed fully to the Company all circumstances in respect of which there is, or there might be, a conflict of interest between the Company or any MMC Group Company, and you or your Immediate Relatives. You agree to disclose, fully and in writing, to the Company any such circumstances which may arise during your employment.

15. INVENTIONS, COPYRIGHT AND DESIGN RIGHTS

You shall promptly disclose and deliver to the Company full details, including drawings and models, of any inventions, discoveries or improvements which are originated, conceived, written or made by you at any time during your employment and which relate or could relate, directly or indirectly, to the Company's business.

You shall promptly disclose to the Company any copyright works or designs originated, conceived, written or made by you during your employment, which relate, or could relate, to the Company's business.

You assign to the Company by way of future assignments with full title guarantee all copyright, design rights and other proprietary rights including in works and invention and derivative works therefrom for their full terms throughout the world in respect of all works and material originated, conceived, written or made by you during the course of your employment which relate, or could relate, directly or indirectly to the Company's business.

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You shall execute all necessary documents, now and in future, in favour of the Company to effect and record the transfer of ownership of the intellectual property created during the course of employment.

You irrevocably and unconditionally waive in favour of the Company any and all moral rights conferred on you now or in future in force in any part of the world for any work the rights in which are vested in the Company.

You will not use any third party data or materials that are not validly licensed by the Company unless authorised by your manager. You will not violate the Intellectual Property Rights of any third party in the course of your employment. If the Company is held liable for any violation by you, you will indemnify the Company against any losses, liabilities, litigation and expenses.

16. EXCLUSIVITY OF SERVICE

During your employment, unless otherwise agreed by your line manager, you shall not undertake any other business, profession, or employment, or be or become directly or indirectly concerned or interested in any other business, profession or employment.

17. CONFIDENTIAL INFORMATION

During your employment with us, or at any time after its termination, you are not permitted to use or disclose to another, be it another employee or a third party, (unless you must do so in order to carry out your normal working duties whilst employed by us abiding by the Company policies) any confidential information belonging to the Company, or any Associated Company, or in respect of which the Company, or any Associated Company, owes a duty of confidentiality.

Confidential Information includes but is not limited to:

- any information given by a person to the Company who is a client or potential client of the Company
- confidential lists and particulars of the clients and potential clients of the Company or any Associated Company;
- any information relating to the products, or proposed products, of the Company or any Associated Company;
- any marketing, financial, business or sales information or terms of contracts or agreements, or plans relating to the Company or any Associated Company;
- any information which the Company has identified as confidential.

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By accepting this offer, you are also acknowledging your continuing obligations to Company with respect to confidential or proprietary information and trade secrets to which you may have access, and work product that may be developed, in connection with your employment with Company. This would include, but not be limited to, information as to the identity of Company's personnel and their rates of compensation, identities of Company's clients and prospects and their business needs and Company's specialized methods and other similar items.

18. DATA

The Company may, in connection with your employment, receive personal data (the term "data" includes information and other related terms as well) and/or sensitive personal data, relating to you or third parties associated with you (such as your legal dependents). Such data may be received directly from you, or from other sources, and some limited personal data may be recorded directly or indirectly by internal security systems or by other means. Subject to the applicable laws in India, the Company may process /share such personal data and/or sensitive personal data without obtaining prior consent from you, with Government agencies mandated under the law to obtain information including sensitive personal data or information for the purpose of verification of identity, or for prevention, detection, investigation including cyber incidents, prosecution, and punishment of offences or any other legal obligations.

. By accepting the Company's employment, you wilfully consent to the following, subject to the compliance of provisions of laws applicable to you and to the Company:

- the processing of your personal data by the Company;
- the collection and processing of your sensitive personal data for purposes relating to your employment (such as legal, personnel, administrative and management purposes) and in particular to the processing of any data relating to you, qualifying as 'Sensitive Personal Data or Information' and/or 'Personal Information' as defined in the Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data of Information) Rules, 2011), or any other future legislation in India
- the transfer of your personal or sensitive personal data by the Company to other employees and offices of the MMC Group worldwide and to third parties where disclosure to such third parties is required in the normal course of business or in connection to employment, or under applicable laws; and use of your personal images and voices in marketing material, videos, etc.; and

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- treating any personal or sensitive personal data to which you have access in the course of your employment strictly in accordance with Company's policies and procedures and not using any such data for any other purpose, other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you.

For the sake of clarity the aforesaid rights granted to the Company under this Clause shall be construed as **your consent** to allow the Company to possess, process, collect and transfer your personal data or sensitive personal data (the term 'personal data' or "sensitive personal data" used herein shall be interpreted in the widest sense allowed under applicable and future laws) in the manner prescribed under any new law which may apply to the Employee and the Company herein in future.

19. 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, solicit or accept from any person who was client or potential client of the Company, 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 the Company, or of any Associated Company, not to conduct or renew any financial services or insurance business with the Company, 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 that the time and character limitations are reasonable and will not impair your ability to earn a livelihood.

'Company' means Marsh McLennan Global Services India Private Limited

'Associated Company' means any member of the Marsh and McLennan Companies, Inc 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 the Company.

'Client' means any person to whom you have sold any financial or insurance services or products on behalf of the Company 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).

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

20. NON COMPETE

You covenant and agree that, in the course of your employment with the Company you would have access to confidential information of the company and its clients, proprietary contents, privileged information and technical knowhow, which information if known to people or entities outside the Company (including but not limited to competitive businesses) may cause irreparable damages and losses to the Company. You hereby agree that during the term of your employment with the Company 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 the Company. Some of the direct competitors of the Company include but not limited to are:

1. Willis Towers Watson
2. Aon
3. Arthur J. Gallagher
4. Capita

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

21. NON SOLICITATION

You covenant and agree that during the course of your employment with the Company 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 the Company, with whom you had personal contact or supervised while performing

Confidential



**Marsh McLennan Global Services
India Private Limited**
1001-A, Supreme Business Park,
Supreme City, Hiranandani Gardens, Powai,
Mumbai – 400076, Maharashtra India
Phone +91 22 4274 2000
www.mmc.com

PRIVATE AND CONFIDENTIAL

your Job Duties, to terminate their employment relationship with the Company or otherwise act contrary to the interests of the Company.

22. PROCESSING OF YOUR INFORMATION

By accepting this Agreement, you are giving your consent to allow the company to process your personal information, including sensitive information such as health information and information about criminal convictions, for employee administration and management purposes, which may include the carrying out of appropriate security checks. You also consent to us for transferring your information to countries, which do not provide the same level of data protection as India.

23. 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 Mumbai & 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.

24. Severability

In the event any provision or part of this Agreement is found to be invalid or unenforceable, only that particular provision or part so found, and not the entire Agreement, will be inoperative. In the event such invalidity or enforceability of any part or provision of this Agreement deprives any party of the commercial benefits intended to be conferred by this Agreement, the parties shall negotiate, in good-faith, to give effect to the commercial benefit originally intended by curing such invalidity.

25. Survival

Any provision in this Agreement by virtue of its nature and continuing obligation remains in force termination of your employment, then such clauses and provisions contained therein shall survive termination of this Agreement.

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Appendix 2

The break-up of your annual remuneration is as follows:

Component	Per Annum (INR)
Basic	210,000
HRA	105,000
Flexible Allowance	151,600
Statutory Bonus	33,200
PF(Employer Contribution)	25,200
Annual Fixed Pay	525,000
Annual Performance Bonus@ 10% indicative*	52,500
Other Benefits	
Gratuity	10,101
Medical Insurance, Life Cover & Personal Accident Insurance	18,344
Total CTC	605,945

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Flexible Allowance - The following are the components that are available under the Flexible Allowance Basket

Component	Limit	Remarks
NPS	1% to 10% of Basic	
Leave Travel Allowance	Up to INR 1,50,000	
Fuel Allowance	Up to INR 21,600 Up to INR 28,800	Below 1,600 cc Above 1,600 cc
Professional Development Allowance	Up to INR 75,000 p.a	Professional Journals, magazines, Membership for professional forums, etc.
Sodexo	Up to INR 21,600	
Special Allowance		Any balance or residual amount left after allocating the flexible allowance amount to the above components

Notes:

- The contents contained herein including your salary particulars are confidential.*
- The company reserves the right to change the structure and break-up of your compensation. Any changes will be intimated in advance.*
- Provident Fund indicates employer contribution*
- Bonus is discretionary; the amount mentioned is only indicative and is paid annually on a pro-rated basis subject to employee and organization's performance.*
- The pay-out is based on individual and company's performance through the financial year*
- Group Mediclaim Insurance Policy for Yourself + Spouse & up to a maximum of 3 children for a sum insured of INR 5 lacs*
- Voluntary parental plan with 50 % co sharing of premium by the employer up to a sum insured of INR 3 lacs*
- 3 Voluntary Parental plans are available with sum insured of INR 3 lacs, INR 5 lacs & INR 7 lacs, which you can opt by paying applicable premium.*

Existing benefits may be restructured or modified as per Company policy without the need of seeking any consent. Additional benefits which may be announced from time to time and where eligible will be included in the compensation structure.

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1305/6/7, Gold Crest Commercial Centre, Opp. Manubhai Jewellers, L.T.Road. Borivali (West),
Mumbai - 400092.

Date: 20th January, 2023

Vedant Pawar
Borivali, Mumbai.
Mob. No.: 9594838454
Email: pawarvedant09@gmail.com

Subject: Appointment for post of Growth Hacker

Dear Vedant,

We are pleased to offer you, the position of **Growth Hacker** with Feedspot (the 'Company') on the following terms and conditions:

1. Commencement of employment

Your employment will be effective from June, 2023.

2. Job title

Your job title will be **Growth Hacker**, and you will report to Anuj Agarwal.

3. Salary

First two months will be training period.

During training period your stipend will be Rs 10,000/- month. From the 3rd month to 18th month, your salary will be Rs 4,00,000/- year (i.e. 33333/month). From 19th Month, your salary will be Rs 4,25,000/- year (i.e. 35417/month).

4. Place of posting

You will be posted at Mumbai, Maharashtra.

5. Leave/Holidays

The Company shall notify declared holidays on major festivals. After training period, only 1 paid leave is allowed per month with prior approval. The Paid Leave gets credited to your account at the end of the complete working month. Saturdays and Sundays are off. Late office start time will be strictly considered as half day, unless approved by the supervisor. Calculation of half/full day leave will be done by (current-month's-salary) / (no. of days in month-Sundays) X no. of leaves.

6. Nature of duties

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.

7. Company property

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

8. Termination

8.1 You may terminate your employment with the Company, after one year period, without any cause, by giving no less than 1 month's prior notice.

8.2 For Special cases, The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or not performing your duties as expected or causing negative environment in office or caused any loss to the Company. For General cases, The Company will notify you two–three times about your low performance.

8.3 On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

9. Confidential Information

9.1 During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

9.2 During Employment or post termination you must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

9.3 Breach of the conditions of this clause will render you liable for the loss caused to the company and dismissal under clause above in addition to any other remedy the Company may have against you in law.

10. Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

11. Applicability of Company Policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

12. Governing Law/Jurisdiction


Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Mumbai only.

13. Acceptance of our offer

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you, and look forward to receiving your acceptance and to working with you.

Yours Sincerely, Accepted by Vedant Pawar

A rectangular box containing a handwritten signature in blue ink that reads "Vedant Pawar".

25/05/2023

Pallavi Amberkar
HR



Strictly Private & Confidential

Parth Magiya

May 18, 2023

Dear Parth,

Employment Agreement ("Agreement")

We are pleased to make this conditional offer of employment to you with **BNP Paribas India Solutions Pvt. Ltd. ("BNPP")** in India on the terms and conditions set out in this agreement.

For the purposes of this Agreement, an "**affiliate**" shall include any subsidiary or holding company of BNPP.

1. Commencement Date & Location

- 1.1. Your employment will commence on **June 19, 2023 at Mumbai**, unless otherwise mutually agreed by you and BNPP in writing.
- 1.2. Your employment with BNPP will initially be subject to a probationary period of 6 months from the date of your commencement of employment with BNPP in India. You will not be considered as having successfully completed your probationary period unless and until a written confirmation is issued to you by Human Resources. For the avoidance of doubt, BNPP may extend your probationary period at its sole discretion.

2. Position

You will be employed on a full time basis as **Associate Software Engineer with Client Engagement & Protection IT Department** and shall perform all duties commensurate with and appropriate to your position. Your corporate title shall be **Associate**. BNPP may amend your position, corporate title (if applicable) and/or reporting line as appropriate in the future to align your role with applicable policies, procedures or practices.

3. Remuneration

- 3.1 Your annual salary will be **INR 600,058** (less applicable deductions), payable over 12 months, for each complete month of service (pro-rated for any incomplete month of service), inclusive of all the following allowances and benefits:

Basic Salary	INR 180,000
House Rent Allowance	INR 90,000
Executive Allowance	INR 240,600
Leave Travel Allowance	INR 25,000
Conveyance Allowance	INR 19,200
Medical Allowance	INR 15,000
Provident Fund	INR 21,600
Gratuity Fund valued @ 4.81% of Basic Salary	INR 8,658
Total Cost to Company	INR 600,058



- 3.2 Your salary and benefits will be subject to applicable taxes which will be withheld by BNPP from your salary or bonus payment.
- 3.3 Any remuneration which you receive from BNPP shall be inclusive of any fees, expenses or other remuneration which you may be entitled to receive in relation to any office or directorship you may be required to perform in connection with your employment and includes consideration for all covenants made by you under this Agreement (including without limitation the covenants and restrictions set out in clauses 9 and 10).
- 3.4 You will receive provident fund and related benefits in accordance with [the provisions of the Employees' Provident Fund & Miscellaneous Provisions Act 1952 (as amended from time to time).
- 3.5 You will be entitled to gratuity benefit in accordance with the Payment of Gratuity Act 1972 (as amended from time to time).
- 3.6 You will be entitled to employee state insurance coverage in accordance with the Employees State Insurance (Central Rules) 1950 (as amended from time to time).

4. **Discretionary Bonus**

- 4.1 You may be eligible to receive a discretionary bonus in respect of a given performance year, based on BNPP's results, your individual performance and conduct, and such other factors as BNPP may consider relevant. Provided you are eligible to be considered for a discretionary bonus award, the terms, conditions, nature and amount of such discretionary bonus award (if any) will be determined at the absolute discretion of BNPP. BNPP reserves the right to defer all or part of any discretionary bonus award granted to you in accordance with the applicable bonus deferral arrangement in force from time to time, and to impose such reasonable conditions as BNPP considers appropriate; any such discretionary bonus awarded will be subject to the terms of any Group incentive or deferral plan in respect of variable compensation for the relevant performance year.
- 4.2 If you are eligible to receive a statutory bonus pursuant to the Payment of Bonus Act 1965 (as amended from time to time), any discretionary bonus which may be awarded to you shall take into account any statutory bonus payable to you.
- 4.3 Any bonus awarded will only be paid to you if (i) you are employed by BNPP on the payment date; and (ii) you have not given or received notice to terminate your employment, or otherwise ceased your employment with BNPP, prior to the payment date.
- 4.4 You acknowledge and agree that you do not have a contractual right to receive a bonus annually and any discretionary bonus award is at the absolute discretion of BNPP, except for statutory bonus if applicable to you in accordance with the Payment of Bonus Act 1965 (as amended from time to time). The payment of any discretionary bonus in respect of any year, and the amount of such discretionary bonus if paid, shall not give rise to any expectation of the payment or amount of any bonus in any future year of employment. Other than as set out in this Agreement, you acknowledge that no representation, assurance or guarantee has been provided by or on behalf of BNPP with respect to the payment of any discretionary bonus and you also acknowledge that you may receive a nil bonus.

5. **Relocation Benefits**

In the event you give or receive notice to terminate your employment, or otherwise cease your employment with BNPP (except for reason due to redundancy, disability or death), within the first 12 months of your employment, you will be required to repay to BNPP the full gross amount of the relocation benefits availed by you.



6. Staff Benefits

In addition to the salary and benefits set out in clause 3 above, you will be eligible to enjoy staff benefits in accordance with applicable laws and BNPP's policies (where applicable) in force from time to time, including the following:

- (a) Insurance coverage under BNPP's medical and other applicable insurance schemes; and
- (b) Annual leave, sick leave, and other types of leave in accordance with applicable laws and prevailing policies of BNPP.

For details, please refer to the relevant policies and procedures of BNPP.

7. Place of Work

Your place of employment will be at our office location as mentioned in clause 1.1 or such other location within India as BNPP may require from time to time. During the course of your employment with BNPP, you may be required to work in any current or future divisions or departments of BNPP or its affiliates as BNPP may decide at its discretion. You may also be required to travel within India or overseas as BNPP may request from time to time.

8. Hours of Work

Your core working hours are from 9:30 a.m. to 6:00 p.m., Monday to Friday including half an hour lunch break. Your normal rest day will be Sunday (or such other day scheduled as a rest day). Saturday will normally be a contractual day off (unless an alternative contractual day off is scheduled). You acknowledge and agree that you are expected to devote sufficient time to perform your duties efficiently, which may require you to attend the office, or be available to perform your duties, outside of your core working hours.

9. Confidentiality Obligations

- 9.1 At any time during your employment with BNPP and after termination of your employment with BNPP, you must not, without the prior written consent of BNPP, disclose or make use of any confidential information (as defined below) relating or belonging to BNPP or any of its affiliates, or their customers or clients.

"Confidential information" means details of customers and their requirements, details of suppliers and their terms of business, the prices charged to and terms of business with customers, marketing plans and sales forecasts, financial information, results and forecasts (save to the extent that these are included in published audited accounts), any proposals relating to the acquisition or disposal of a company or business or any part thereof or to any proposed expansion or contraction of activities, details of employees and officers and of the remuneration and other benefits paid to them, information relating to research activities, formulae and product lines, know-how, any information which you are told is confidential and any information which has been given to BNPP or any of its affiliates in confidence by customers, suppliers or other persons.

- 9.2 All notes, memoranda, records, lists of customers and suppliers and employees, correspondence, documents, computer and other discs and tapes, data listings, codes, designs and drawings and other documents and material whatsoever (whether made or created by you or otherwise) relating to the business of BNPP or any of its affiliates, and any copies of the same:

- (a) Shall be and remain the property of BNPP or the relevant affiliate; and
- (b) Shall be returned to BNPP or the relevant affiliate on demand and in any event upon termination of your employment.



- 9.3 All developments, productions, written work, inventions and improvements of inventions, whether patentable or not, made by you or to which you would have contributed in the course of your employment, and all industrial and intellectual property rights and copyrights made by you or to which you would have contributed in the course of your employment shall be and remain the exclusive property of BNPP or the relevant affiliate, and to the extent necessary you assign any potential rights relating thereto to BNPP. This includes without limitation all research and research products, "know-how" developed in whatever form and systems developments.

10. **Restrictive Covenants**

- 10.1 During your employment with BNPP and for a period of 6 months after the termination of your employment with BNPP, you must not, without the prior written consent of BNPP, directly or indirectly and whether on your own behalf or in conjunction with or on behalf of any other person:
- (a) solicit, engage, or otherwise endeavour to entice away any employees or agents of BNPP or any of its affiliates, or induce or persuade any such persons to cease working for, or representing, or doing business with BNPP or any of its affiliates;
 - (b) canvass, solicit, contact or approach any BNPP's or any of its affiliates' clients, customers, suppliers or agents with whom or which you had dealings in the course of your employment with BNPP during the period of 12 months immediately preceding the date of termination of your employment, or have any business dealings with any such clients, customers, suppliers or agents.
- 10.2 You agree that the restrictions contained in clause 10.1 above are reasonable and necessary for the protection of the legitimate interests of BNPP and its affiliates; however, in the event that any such restrictions are held to be void but would be valid if part of their wording were deleted or the period of application reduced or the geographical scope narrowed, such restriction shall apply with such modification as may be necessary to make it valid or effective.
- 10.3 If you receive an offer to be involved in another business in any capacity during your employment or prior to the expiry of the last of the restrictive covenants above, you must provide the person or entity making the offer a copy of clause 10 (but no other part of this Agreement) and you must inform BNPP the identity of that person or entity as soon as possible after accepting the offer.
- 10.4 The restrictions set out in clause 10 shall remain in full force and effect and survive the termination of this Agreement for any reason whatsoever.
- 10.5 You acknowledge that damages will be inadequate compensation for breach of any of the restrictive covenants contained in clause 10 and, subject to a court's discretion, BNPP may (for itself or on behalf of any affiliates of BNPP) restrain, by injunction, equitable relief or similar remedy, any conduct or threatened conduct by you which is or will be a breach of clause 10.

11. **Termination**

- 11.1 During your probation period, either you or BNPP may terminate this Agreement at any time by giving 30 days prior written notice to the other party. After successful completion of your probation period, either you or BNPP may terminate this Agreement at any time by giving 90 days prior written notice to the other party. BNPP may provide you with a payment in lieu of all or part of the applicable notice period. Under certain exceptional circumstances, BNPP may consider shortening the notice period for you. For the avoidance of doubt, without such express agreement from BNPP, your notice period will remain unchanged. BNPP may also deduct any amount (including but not limited to any outstanding payment in lieu of notice) which you owe to BNPP or any of its affiliates from any amounts which may be payable to you in connection with the termination of your employment, to the extent permitted under applicable laws and in accordance with applicable policies of BNPP.



- 11.2 The contractual and normal age of retirement is 60. Upon reaching the age of 60, you will be required to retire from your employment with BNPP.
- 11.3 Nothing in this Agreement shall otherwise limit either party's right to terminate this Agreement with or without notice in accordance with applicable laws and prevailing policies of BNPP.

12. Garden Leave/Administrative Leave

BNPP reserves the right to require you not to attend its premises and/or not to undertake all or any of your duties of employment during any period of notice of termination or at any other time during the period of your employment with BNPP. During any such period, all your express and implied duties under this Agreement (including without limitation your obligations of good faith, loyalty and fidelity to BNPP) shall continue to apply.

13. Other Conditions

- 13.1 You acknowledge and agree that during your employment with BNPP:
- (a) You must serve BNPP faithfully and diligently to the best of your abilities, and exercise reasonable care and skill in the performance of your duties as assigned to you by BNPP from time to time, whether during or outside the BNPP's normal business hours, at such places as BNPP requires and for BNPP or any affiliates of BNPP as required by BNPP;
 - (b) You must act in BNPP's best interests and use all reasonable efforts to promote the interests of BNPP;
 - (c) You must comply with all directions of BNPP from time to time and report to the person(s) nominated by BNPP from time to time;
 - (d) You must comply with all legal, regulatory and mandatory obligations applicable to your position and the duties assigned to you; and
 - (e) You must inform BNPP immediately if you become aware of or suspect any unlawful act or omission by any employee, contractor or officer of BNPP.
- 13.2 You further acknowledge and agree that during your employment with BNPP:
- (a) You must provide services exclusively to BNPP and, save with the prior written consent of BNPP, you must not be directly or indirectly employed, engaged, concerned or interested in any other occupation, business or trade; and
 - (b) You must not act in conflict with BNPP's best interests or your obligations to BNPP. If you become aware of any actual or potential conflict of interest, you must immediately disclose such conflict of interest to BNPP.
- 13.3 You acknowledge and agree that you shall be wholly and solely responsible for fulfilling all your tax obligations, including without limitation declaration and payment of all taxes arising from your professional and personal income, wherever and whenever they arise.
- 13.4 You will keep the existence and terms of this Agreement in strictest confidence and will not disclose this Agreement or its terms to anyone other than your spouse, lawyer or accountant without the prior written consent of BNPP.



- 13.5 BNPP reserves the right to vary any terms and conditions of your employment from time to time, to the extent permitted under applicable laws. You are required to comply with the Code of Conduct, compliance policies, and any other policies, procedures and guidelines as issued and/or amended by BNPP from time to time. Application of such policies, procedures and guidelines is at BNPP's discretion and is not a contractual entitlement unless otherwise specifically stated in the relevant documents. BNPP reserves the right to change, amend, supplement, withdraw or discontinue its policies, procedures and guidelines at its discretion in accordance with applicable laws. You are responsible for keeping yourself up-to-date with the latest version of these policies, procedures and guidelines. For the avoidance of doubt, this Agreement shall prevail over any of those documents to the extent of any inconsistency.

14. Data Privacy

You consent to BNPP and any of its affiliates holding and processing the data it collects in relation to you in the course of your employment, for the purpose of BNPP's administration and management of its employees and its business and for compliance with applicable laws, regulations and procedures, and to the transfer, storage and processing of such data in and outside India.

Please refer to BNPP's General Policy on Employee Personal Data Protection and Employee Personal Data Protection Notice for further details relating to data privacy.

15. Third Party Rights

No one other than a party to this Agreement shall have any right to enforce any of its terms.

16. Entire Agreement

This Agreement constitutes the entire agreement between you and BNPP, and shall supersede any prior written or oral agreement or understanding between you and BNPP in relation to the matters dealt with herein. You acknowledge and agree that you are not entering into this Agreement in reliance on any representation, warranty or undertaking not expressly set out in this Agreement. No variations to the terms of this Agreement will be valid unless they are authorized in writing by BNPP.

17. Governing Law and Jurisdiction

This Agreement and all aspects of your employment shall be governed by and construed in accordance with the laws of India. In the event of any dispute, the matter shall be resolved in India and the employee shall submit to the exclusive jurisdiction of the courts of location as mentioned in clause 1.1.

This offer is conditional upon the following terms and may be withdrawn or rescinded without liability on the part of BNPP should any or all of them not be satisfied.

- BNPP receives satisfactory employment references about you and you have all the qualifications and prior work experience stated at interview and/or provided during your recruitment/employment screening process;
- You successfully complete employment screening to the satisfaction of BNPP, including without limitation credit history check, criminal record check, and information provided by you during the employment screening process. In the event any matter is identified pursuant to such background checks which requires the consent of any regulatory authority, the offer is also subject to such consent;
- You obtain, where applicable, all necessary registration(s) and/or licence(s) with the relevant regulatory authorities in India within 3 months of your commencement of employment;



BNP PARIBAS

Parth Magiya

**The bank
for a changing
world**

- You will not be in breach of any contractual obligation from any previous employer and are available to commence employment with BNPP on or before the commencement date mentioned in clause 1.1 without being subject to any restrictions from any previous employers;
- You duly present a valid India Identity Card, and where applicable, the necessary work visa or permit and/or other relevant document(s) enabling you to commence employment with BNPP in India on or before the commencement date mentioned in clause 1.1 ; and
- Your agreement to abide by the prescribed policies, procedures and guidelines of BNPP, as notified to you from time to time.

Please signify your agreement to the above by signing and returning the enclosed copy of this letter. This offer will be valid for 7 days from the date of receipt of this letter and will lapse if you have not returned an original signed copy of this letter to us on or before such expiry date.

Please report to Human Resources, at the office location mentioned in clause 1.1 at 9:30 a.m. on your start date.

We look forward to welcoming you as a member of BNPP.

Yours sincerely,
For and on behalf of
BNP Paribas India Solutions Pvt. Ltd.

 Digitally signed
by IMRAN
SULEMAN
PATEL
Date:
2023.05.23
19:42:21 IST
Authorized Signatory 1

 Digitally signed
by RUPESH
RAMACHANDR
AN
Date:
2023.05.22
18:00:35 IST
Authorized Signatory 2

I have read and agree to the terms and conditions of this Agreement.

 Signed by
Parth Magiya
Date:
2023.05.30
17:40:03

Parth Magiya



1305/6/7, Gold Crest Commercial Centre, Opp. Manubhai Jewellers, L.T.Road. Borivali (West),
Mumbai - 400092.

Date: 10th January, 2023

Vaishnavi Keshav Puthran
Mumbai
Mob. No.: 9930668127
Email: vaishnavikp18@gmail.com

Subject: Appointment for post of Marketing and SEO Analyst

Dear Vaishnavi,

We are pleased to offer you, the position of **Marketing and SEO Analyst** with Feedspot (the 'Company') on the following terms and conditions:

1. Commencement of employment

Your employment will be effective from June, 2023.

2. Job title

Your job title will be **Marketing and SEO Analyst**, and you will report to Anuj Agarwal.

3. Salary

First two months will be training period.

During training period your stipend will be Rs 10,000/- month. From the 3rd month to 18th month, your salary will be Rs 3,60,000/- year (i.e. 30000/month). From 19th Month, your salary will be Rs 4,00,000/- year (i.e. 33333/- month).

4. Place of posting

You will be posted at Mumbai, Maharashtra.

5. Leave/Holidays

The Company shall notify declared holidays on major festivals. After training period, only 1 paid leave is allowed per month with prior approval. The Paid Leave gets credited to your account at the end of the complete working month. Saturdays and Sundays are off. Late office start time will be strictly considered as half day, unless approved by the supervisor. Calculation of half/full day leave will be done by (current-month's-salary) / (no. of days in month-Sundays) X no. of leaves.

6. Nature of duties

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.

7. Company property

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

8. Termination

8.1 You may terminate your employment with the Company, after one year period, without any cause, by giving no less than 1 month's prior notice.

8.2 For Special cases, The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or not performing your duties as expected or causing negative environment in office or caused any loss to the Company. For General cases, The Company will notify you two–three times about your low performance.

8.3 On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

9. Confidential Information

9.1 During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

9.2 During Employment or post termination you must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

9.3 Breach of the conditions of this clause will render you liable for the loss caused to the company and dismissal under clause above in addition to any other remedy the Company may have against you in law.

10. Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

11. Applicability of Company Policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

12. Governing Law/Jurisdiction

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Mumbai only.

13. Acceptance of our offer

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you, and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

DocuSigned by:
Pallavi Amberkar
FB1B8DC0D5E642E...
Pallavi Amberkar
HR

Accepted by Vaishnavi Puthran

Vaishnavi

16/01/2023
[sign & date]



21st December 2022

To,
Mr. Aashay Narkar
Mumbai

Letter of Intent

Dear Aashay,

We are pleased to inform you that we intend to offer you employment as **Associate Software Engineer** in our Mumbai Office on following terms and conditions.

1. **EXPECTED JOINING DATE:** Your expected joining date in the organization will be tentatively **July 03, 2023**.
2. **REMUNERATION:** Your starting remuneration package will be as follows:
Maximum Annual Compensation : **Rs. 4,50,000/- per annum**
Joining Bonus : **Rs. 50,000/-**
3. **COMPLETION BONUS:** Upon completion of 3 years, you will receive a Completion Bonus of **Rs. 1,20,000 (Rupees One Lac Twenty Thousand Only)**
4. **SERVICE BOND:** As e-Emphasys will be incurring considerable expenditure on your training, you will be required to execute an Agreement, to serve e-Emphasys for a minimum period of 3 years.
5. **CONDITIONS:** Your employment is necessarily contingent upon the following conditions:
 - a. Only on successful completion of your academic course
 - b. The Position being open at the time of your expected joining date

You will be given a formal Employment letter on your joining date upon fulfillment of above conditions
6. **VERIFICATION:** Your employment is necessarily contingent upon your
 - a. Submitting a medical certificate of fitness from a registered medical practitioner on commencement of employment.
 - b. Having furnished correct information regarding your past service and other academic degrees and other records.

We look forward to having you with us and providing you an opportunity to contribute towards the growth of the Company.

For e-Emphasys

Maneesh Mehra
Director– People Experience



Offer: Computer Consultancy
Ref: TCSL/DT20223245844/Mumbai
Date: 01/10/2022

Mr. Parth Prasad Narvekar
B/502,Kaveri,River Park,
Rawalpada,
Mumbai-400068,
Maharashtra.
Tel# 91-8779481173

Dear Parth Prasad Narvekar,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Tata Consultancy Services Limited

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related



documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum



qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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- *There is no criminal offence registered/pending against you
- *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

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

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the



same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter.

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET

Annexure 1

Name	Parth Prasad Narvekar
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q.City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



1305/6/7, Gold Crest Commercial Centre, Opp. Manubhai Jewellers, L.T.Road. Borivali (West),
Mumbai - 400092.

Date: 15th February, 2023

Aleena Sara James
Vasai
Mumbai.
Mob. No.: 7756000335
Email:aleenajames998@gmail.com

Subject: Appointment for post of SEO Analyst

Dear Aleena,

We are pleased to offer you, the position of **SEO Analyst** with Feedspot (the 'Company') on the following terms and conditions:

1. Commencement of employment

Your employment will be effective from June, 2023.

2. Job title

Your job title will be **SEO Analyst**, and you will report to Anuj Agarwal.

3. Salary

First two months will be training period.

During training period your stipend will be Rs 10,000/- month. From the 3rd month, your salary will be Rs 2,50,000/- year (i.e. 20833/month).

4. Place of posting

You will be posted at Mumbai, Maharashtra.

5. Leave/Holidays

The Company shall notify declared holidays on major festivals. After training period, only 1 paid leave is allowed per month with prior approval. The Paid Leave gets credited to your account at the end of the complete working month. Saturdays and Sundays are off. Late office start time will be strictly considered as half day, unless approved by the supervisor. Calculation of half/full day leave will be done by (current-month's-salary) / (no. of days in month-Sundays) X no. of leaves.

6. Nature of duties

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.

7. Company property

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

8. Termination

8.1 You may terminate your employment with the Company, after one year period, without any cause, by giving no less than 1 month's prior notice.

8.2 For Special cases, The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or not performing your duties as expected or causing negative environment in office or caused any loss to the Company. For General cases, The Company will notify you two–three times about your low performance.

8.3 On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

9. Confidential Information

9.1 During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

9.2 During Employment or post termination you must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

9.3 Breach of the conditions of this clause will render you liable for the loss caused to the company and dismissal under clause above in addition to any other remedy the Company may have against you in law.

10. Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

11. Applicability of Company Policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

12. Governing Law/Jurisdiction

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Mumbai only.

13. Acceptance of our offer

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you, and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

DocuSigned by:
Pallavi Amberkar
FB188DCC05E842E

Pallavi Amberkar
HR

Accepted by Aleena Sara James

[sign & date]



21st December 2022

To,
Mr. Austin Emmanuval
Mumbai

Letter of Intent

Dear Austin,

We are pleased to inform you that we intend to offer you employment as **Associate Software Engineer** in our Mumbai Office on following terms and conditions.

1. **EXPECTED JOINING DATE:** Your expected joining date in the organization will be tentatively **July 03, 2023**.
2. **REMUNERATION:** Your starting remuneration package will be as follows:
Maximum Annual Compensation : **Rs. 4,50,000/- per annum**
Joining Bonus : **Rs. 50,000/-**
3. **COMPLETION BONUS:** Upon completion of 3 years, you will receive a Completion Bonus of **Rs. 1,20,000 (Rupees One Lac Twenty Thousand Only)**
4. **SERVICE BOND:** As e-Emphasys will be incurring considerable expenditure on your training, you will be required to execute an Agreement, to serve e-Emphasys for a minimum period of 3 years.
5. **CONDITIONS:** Your employment is necessarily contingent upon the following conditions:
 - a. Only on successful completion of your academic course
 - b. The Position being open at the time of your expected joining date

You will be given a formal Employment letter on your joining date upon fulfillment of above conditions
6. **VERIFICATION:** Your employment is necessarily contingent upon your
 - a. Submitting a medical certificate of fitness from a registered medical practitioner on commencement of employment.
 - b. Having furnished correct information regarding your past service and other academic degrees and other records.

We look forward to having you with us and providing you an opportunity to contribute towards the growth of the Company.

For e-Emphasys

Maneesh Mehra
Director– People Experience



1st February 2023

Mr. Tejas Kashid
F-4, Flat No. G-4, S.S. CHS,
Dias And Pereira Nagar, Near Play Ground,
Naigaon (West), Mumbai - 401207

Dear Tejas,

Further to our meetings and discussions, we are pleased to confirm Sportz Interactive's intent to offer and provide you with a full-time role with our Mumbai Team. We would like you to join us on or before **1st July 2023** as a "Junior Associate - Development".

As agreed, your Gross Annual CTC will be as mentioned below –

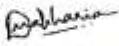
- ₹3,50,000 /- (Rupees Three Lakh Fifty Thousand Only) payable in equal monthly instalments (gross monthly salary) effective your date of joining.
- ₹100,000/- (Rupees One Lakh Only) as a performance-based bonus payable by the month of **July 2024** (this date will be one year from the DOJ). The bonus is applicable subject to you not serving a termination notice on the company during this period.

Some key standard HR policies or specific terms that will apply to you are as follows:

- Salary and other employment-related details must be kept strictly confidential.
- Your probation will be for a period of three (3) months' unless extended for a further period.
- During probation, you may resign from the services of the company by providing one (1) month's written notice. If the company decides to terminate any employee for any reason, then the notice period will be decided solely by the company.
- Upon confirmation, you may resign from the services of the company by providing three (3) months' written notice.
- This offer letter is provisional subject to your joining date, successful completion of background verification and acceptance of the terms and conditions of employment listed above.
- You may also be required to sign documents detailing your code of conduct in relation to general guidelines and policies expected due to your employment. The general policies are subject to change based on periodic reviews as per business requirements.
- It is clearly understood by **Mr. Tejas Kashid**, that failure to report on work on or before schedule dated i.e., **1st July 2023** and to provide necessary notice period as per 1.3 (a) clause of the Agreement shall amount to breach of trust and the Company shall proceed to take appropriate legal measures and penalty will be imposed at the sole discretion of the company.

Kindly return the duplicate copy of this letter signed in acceptance of this offer. **This offer letter may also serve as your appointment letter when you join the Company.** On behalf of the Management and the entire team, we wish you the very best and look forward to your innings with Sportz Interactive.

Sincerely,
For N. A. SPORTZ INTERACTIVE PVT. LTD.


Disha Vakharia
Senior Manager – Human Resources



(Accepted & Confirmed)

Date: 1-February-2023

I accept the above offer on the terms indicated. Further, I also confirm that I have read and understood the AGREEMENT ON PROFESSIONAL CONDUCT, CONFIDENTIALITY, NON-DISCLOSURE & NON-COMPETE which is attached to this offer letter and hereby assure that I will abide to all the conditions mentioned.

N. A. SPORTZ INTERACTIVE PRIVATE LIMITED

F-1201 / F-1202, Lotus Corporate Park, Western Express Highway, Goregaon (E), Mumbai - 400063

+6771 4461 / 6771 4401 hr@sportzinteractive.net www.sportzinteractive.com

Date: 21-10-2022

**To,
Rasik Sawant**

Sub: Offer Letter

Dear MR. Rasik Sawant,

We are pleased to inform you that, the Management has selected you for the post of
“Trainee Software Developer” at proMX Software Technologies Pvt. Ltd.

You shall commence your duties from 05th June 2023.

We hope you will perform in an extra ordinary way for the growth of the company & will meet the targets & will deliver the required details.

Kindly acknowledge the letter as token of acceptance.

Thanking You

Yours truly,

For **proMX Software Technologies Pvt. Ltd.**



**Kuldeep Gupta
CEO**



January 17, 2023

Dear Rohan,

We are pleased to make you an offer of employment as **Web Solutions Specialist** at career level **II-A** in the **Web Services Support** department at **Endurance International Group (India) Private Limited** commencing on **June 05, 2023**. You will be on probation for a period of **6 months** starting from the day you join the organization.

Your total package is **INR 3,91,942/-**. Your package should be treated as confidential and non-comparable. Kindly refer to Annexure I for the break-up.

Terms and Conditions:

As we invest significant resources towards your training in the initial months, the company reserves the right to recover one month's fixed compensation if you were to leave within a period of 12 months from the date of commencement.

This offer expires on **January 19, 2023**.

On or before your joining date we will require you to submit various documents for our records as mentioned in the list enclosed. Your appointment with Newfold will come into effect only after you produce all the relevant documents from the attached list. All offers are subject to satisfactory completion of reference checks.

We look forward to working with you and believe that you can make a very significant impact to the success of Newfold.

Please feel free to contact us at campusteam@newfold.com with any questions.

Yours Sincerely,

For Endurance International Group (India) Private Limited.,

Rena Isetta Soans
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by Rena Isetta
Soans
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Rena Soans
Director - Human Resources

Rohan Amol Vanmali

Endurance International Group (India) Private Limited
Registered Office: Unit No. 401, 4th Floor, IT Building 3, Nesco IT Park, Nesco Complex,
Western Express Highway, Goregaon (East), Mumbai 400 063
CIN: U72300MH2012PTC226415, Tel: +91 22 67209000, Email Id: finacctind@newfold.com



Annexure I

Compensation & Benefits Package

Designation: Web Solutions Specialist

Career Level: I1-A

Components	₹ Monthly	₹ Annually	
Fixed Pay	25,000	3,00,000	
Basic	15,200	1,82,400	Fully Taxable
HRA	1,520	18,240	Exempted from tax as per the Income Tax Rules
Special Allowance	4,456	53,472	Fully Taxable
Flexible Pay	2,000	24,000	Includes Meal Vouchers, Communication, Books and Periodicals, Fuel expenses, Vehicle Maintenance, and Driver's Salary. These components are optional and fully exempted from tax, subject to Submission of bills.
Provident Fund	1,824	21,888	12% of the basic salary (employer's contribution). An equivalent amount will be deducted from your monthly salary in lieu of your contribution towards Provident Fund. (This is an optional benefit)
Variable Pay	4,000	48,000	
Night Shift Allowance	4,000	48,000	Payout of INR 4,000 per week on completion of rostered night shifts.
[A]Compensation	29,000	3,48,000	Sum of Fixed Variable Pay.

For Endurance International Group (India) Private Limited.,

Rena Isetta Soans
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by Rena Isetta
Soans
Date:
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Rena Soans
Director - Human Resources

Rohan Amol Vanmali

Endurance International Group (India) Private Limited

Registered Office: Unit No. 401, 4th Floor, IT Building 3, Nesco IT Park, Nesco Complex,
Western Express Highway, Goregaon (East), Mumbai 400 063
CIN: U72300MH2012PTC226415, Tel: +91 22 67209000, Email Id: finacctind@newfold.com



Components	₹ Monthly	₹ Annually	
[B] Anniversary Bonus (One-time Bonus)		24,000	One-time bonus will be disbursed to you on the completion of your 1st year of employment with the organization
[C] Benefits & Retirals		19,942	
Medical Insurance		9,011	Sum insured INR 5,00,000 provides coverage to you and your dependents i.e. spouse + 2 children. This benefit can also be extended to include dependent parents on an optional basis.
Life Insurance		2,158	Sum insured is 4X of the annual compensation
Gratuity		8,773	Eligibility is as per the Gratuity Act
Total Package (A+B+C)		3,91,942	

For Endurance International Group (India) Private Limited.,

Rena
Isetta
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Date:
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Rena Soans
Director - Human Resources

Rohan Amol Vanmali

Endurance International Group (India) Private Limited

Registered Office: Unit No. 401, 4th Floor, IT Building 3, Nesco IT Park, Nesco Complex,
Western Express Highway, Goregaon (East), Mumbai 400 063
CIN: U72300MH2012PTC226415, Tel: +91 22 67209000, Email Id: finacctind@newfold.com



Annexure – II

BENEFITS @ NEWFOLD

At Newfold, taking care of our employees is our top priority. We strive to make your work environment easy, comfortable and as employee friendly as possible. To do this, we make sure that cutting edge benefits are in place to provide you with the perfect work life balance. What's more? If you think you'd like something over and above this, we're all ears. Some of the benefits you already have are:

HEALTH BENEFITS

We do understand that healthcare can be expensive and taxing; hence, we have partnered with some of the best insurance providers in the market to make that aspect as easy as it can get for you.



Medical Insurance Cover

Each employee, along with their dependents, are covered for a sum of INR 5,00,000. Cashless Hospitalization through our wide range of network partner hospitals goes one step further to making this less troublesome for you. Additionally, employees have an option to increase their existing insurance cover by INR 3,00,000 and INR 5,00,000 by paying a minimal premium.

Life Insurance

Newfold provides all its employees a life insurance cover for up to 4X of their annual compensation. This policy also covers various other critical illnesses.

The Personal Accident Insurance provides insurance coverage of INR 5,00,000 in the event of accidental death due to unfortunate incidents arising during employment with Newfold.

Endurance International Group (India) Private Limited

Registered Office: Unit No. 401, 4th Floor, IT Building 3, Nesco IT Park, Nesco Complex,
Western Express Highway, Goregaon (East), Mumbai 400 063

CIN: U72300MH2012PTC226415, Tel: +91 22 67209000, Email Id: finacctind@newfold.com



LEARNING NEVER STOPS

At Newfold, we believe that constant up-skilling and learning define our success path. We give you a chance to further your knowledge enhancement through programs specifically designed to encourage learning.

Education/ Certification Sponsorships

This program provides our employees with an opportunity to learn new technologies/ take up certifications which are relevant for their role, personal and professional growth. The company will sponsor all or part of specific courses, exams, tests and certifications and you can add to the list of courses too!



Internet Reimbursement

Employees at Newfold can claim reimbursement for local internet connections of up to the amount of INR 1000/- per month. The bills need to be claimed within the current financial year only.

Endurance International Group (India) Private Limited

Registered Office: Unit No. 401, 4th Floor, IT Building 3, Nesco IT Park, Nesco Complex,
Western Express Highway, Goregaon (East), Mumbai 400 063

CIN: U72300MH2012PTC226415, Tel: +91 22 67209000, Email Id: finacctind@newfold.com



LEARNING NEVER STOPS

Newfold goes that extra mile in providing wellness and nutrition benefits to you.

Employee Assistance Program

Juggling the demands of career and personal life can be stressful and challenging but don't worry! Our EAP services provide free, confidential, short-term counseling/ legal aid/ taxation advice. This benefit is also extended to immediate family members.

Corporate Sports Events

At Newfold it's not just all about work! We encourage our employees to take part in inter-corporate sports programs whether it be – cricket, football, TT, Chess, Carrom!

Food & Snacks

Our Mumbai office has diverse food solutions to satisfy that hunger pang! We provide mouthwatering and healthy food at subsidized costs in our office. We also have a dedicated fresh juice counter, chaat counter, fresh fruits and a well-stocked pantry with quick bites available to ensure you are never left looking for something to nibble on. We have an in-house tea and coffee counter. We also provide a host of snacks and beverages free of cost.

Wellness @ Work Programs

This program focuses on building awareness among the employees on various illnesses as well as promotion of healthy lifestyle through programs, talks and workshops.

Endurance International Group (India) Private Limited

Registered Office: Unit No. 401, 4th Floor, IT Building 3, Nesco IT Park, Nesco Complex,
Western Express Highway, Goregaon (East), Mumbai 400 063
CIN: U72300MH2012PTC226415, Tel: +91 22 67209000, Email Id: finacctind@newfold.com



WORK LIFE BALANCE

At Newfold, we try to give you as much flexibility as possible. We acknowledge that flexi-work enhances productivity while retaining the employee's sense of responsibility and ownership.

Flexi-Leave

All our employees can avail of 38 days of leave (Inclusive of Public Holidays) that can be used at any time for any occasion. Other categories of leave include Paternity leave up to 10 days and Maternity leave which is provided in accordance with the provisions of the Maternity Benefit act, 1961.



Flexi-Timings

Newfold's attendance guidelines are structured such that each team has their own flexible start timing. This enables individuals and teams to plan their work hours and personal time in a way that works for them and their mutual productivity.

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ON & ON IT GOES!

We continuously enhance the benefits we offer and recycle them to best suit your needs.

Free Domain

All employees are eligible for a free domain. The domain registration costs will be sponsored by Newfold. This is a lifelong scheme.



Celebrations

Newfold loves to share in its employees' joyous occasions. Employees at the time of marriage and at the birth of a child can avail of gift vouchers.

On your birthday, Newfold has partnered with Sahaara Fulfilling Dreams, a non-profit organization to which we will donate in your honor.

To celebrate your work anniversary, Newfold has partnered with Grow Trees, to plant a tree in your name on your work anniversary, a living and breathing gift that lives for several decades and significantly benefits the planet.

Welfare @ Work

Newfold constantly strives towards creating a positive impact through our employee initiated 'Share and Care' activities which are beneficial to the environment and surrounding communities. We work with a number of local NGOs/ orphanages/hospitals/other social institutions and help them in whichever way possible ranging from food supplies, clothing material, stationery, toys etc. to our time.

Endurance International Group (India) Private Limited

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Annexure - III

LIST OF DOCUMENTS

1. One Passport size color photograph.
2. Proof of Residence:
(Permanent & Temporary if any) Passport / Driving License / Aadhar Card or any document stating your current and permanent place of residence.
3. Academic & Professional Certificates:
 - a) SSC, HSC passing certificate or Mark sheet
 - a) Graduation Certificate
 - b) Post-Graduation Certificates (if applicable)
 - c) Any other Professional Course Certificates (if applicable)
4. Details of previous employment
 - a) Appointment letter/Offer letter (from all previous employers) (if applicable)
 - a) Increment Letter (if applicable)
 - b) Work experience certificate (from all previous employers)
 - c) Salary certificate/Pay slip of last drawn salary in previous Company
 - d) Bank statement from previous employer (photocopy required)
5. Submit 1 photocopy of your Pan card (Mandatory)
6. Form 16 / Salary Certificate / 16 A issued by the relieving company.
7. References: Kindly provide two references along with their contact details and their relation with you. No personal relation references would be accepted.

Important: Please remember that you must submit the above documents on or before the day of joining.

Endurance International Group (India) Private Limited

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Western Express Highway, Goregaon (East), Mumbai 400 063
CIN: U72300MH2012PTC226415, Tel: +91 22 67209000, Email Id: finacctind@newfold.com

LETTER OF APPOINTMENT

30-Apr-23

ARYA KETAN DOSHI

Mumbai

aryadoshi05@gmail.com

Company ID: 245913

Dear Arya,

With reference to our discussion and agreement, we are pleased to extend this letter of appointment ("Appointment Letter") to you as "**Associate Manager-Central Operations-Projects**" within **Operations - Retail Banking Operations** at IDFC FIRST Bank Limited (the "Bank"). You are expected to join on or before **13/Jun/2023** ("Date of Joining"). Your Total Fixed Pay ("TFP") will be **INR. 8,00,000/- (Rs.Eight Lakh only)** per annum. The position is currently based at **Thane-Quantum-Hiranandani Estate Office**

This appointment is subject to you being medically fit to perform your role effectively. It is also subject to verification, as per the norms of the Bank, of information and particulars submitted (electronically or signed) by you, including but not limited to Authorization / Undertaking / Declaration Form. Kindly confirm your acceptance to this Appointment Letter by uploading a signed and scanned copy of the letter on the authorized joining portal within 5 working days of receipt of this Appointment Letter, post which the Appointment Letter stands revoked, as per the discretion of the Bank, and all the terms and conditions hereunder shall be null and void, and neither party shall have any obligation in relation thereto. Your acceptance to this Appointment Letter shall also mean the acceptance to the terms and conditions mentioned herein including annexures hereto, as may be modified by the Bank.

It may be noted that this Appointment Letter is to be considered final for all purposes, and supersedes all prior/ contemporaneous letters, discussion, negotiations, commitments, agreements and writings with respect to the subject matter hereof.

If any provision of this Appointment Letter is found to be illegal, invalid or unenforceable by the Bank, then such provision shall be severed from this Appointment Letter and the remaining provisions shall continue in full force and effect and operate as if the severed portion had not been included.

The Bank reserves the right to revoke the Appointment Letter without any liability of any kind thereof even after acceptance of this appointment for just cause in the sole opinion of the Bank including but not limited to any non-compliance of any law on your part or any act or deed on your part, as per the sole opinion of the Bank, damages the reputation and brand image of the Bank in any manner.

You are requested to complete the joining formalities, on the authorized online portal of the Bank and submit the documents as required by the Bank.

Your Compensation Details and general terms and conditions for appointment are as per the enclosed Annexure/s

Further, your appointment is subject to your abiding to, in Appointment Letter and spirit,

- Code of Conduct
- Code of Conduct for Prohibition of Insider Trading for the Bank

Please note that you are required to keep the salary & other perquisites / benefits offered to you strictly confidential and not share information regarding the same with anyone.

This Appointment Letter shall be effective from your actual date of joining with the Bank.

Congratulations on your appointment and we wish you a successful career with IDFC FIRST Bank Limited.

Thank You,

For **IDFC FIRST Bank Limited**

Digitally Signed by
DS IDFC FIRST BANK LIMITED I
30-Apr-2023 08:14 AM +05:30 Indian Standard Time 01:00:00
S=44b364f33a919
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Deepika Mahajan

Head Talent Acquisition & Employer Branding

I, **ARYA KETAN DOSHI**, do hereby accept the above and the Annexures provided herein. I also, certify/confirm the following

- Date of Joining the Bank: 13/Jun/2023
- PAN: GHVPD3721D
- Email ID: aryadoshi05@gmail.com

Signature:

Aadhaar eSigned by Arya Doshi, Email: ar
yadoshi05@gmail.com, Date: 01-May-202
3 06:12 PM +05:30, DocID: 6c1018c1-3e4
5-46ab-b14f-52a8196De92.

Date:

**Annexure 1
COMPENSATION DETAILS**

Employee Name	ARYA KETAN DOSHI
Grade	Management Trainee-2
Business Unit	Operations - Retail Banking Operations
Location	Thane-Quantum-Hiranandani Estate Office

Component	Per Month(In INR.)	Per Annum (in INR.)
Basic Salary	13,333	1,60,000
Flexible Benefit Plan	51,533	6,18,400
Annual Guaranteed Cash (AGC)	64,867	7,78,400
Employer PF	1,800	21,600
Total Fixed Pay (TFP)	66,667	8,00,000

* As per the EPFO notification dated February 28, 2019 and basis the new PF rules, your PF will be as mentioned herein

Notes:

- * Flexible Benefit Plan (FBP) comprises of HRA, Meal Card, Professional Development Expenses, Communication Expenses, LTA, Bank's Owned Car / Reimbursement & National Pension Scheme or any other plan applicable as per Bank's policy. The employee gets to allocate the pool amount under various components as desired. Tax Benefits will be based on declaration & as per IT law.
- * In addition to TFP, Insurance premium is paid by the bank towards your life, accident & medical insurance. This is a notional premium amount & is not paid in cash to you
- * Provident Fund contributions shall be made by the Bank to the fund.
- * Gratuity will be applicable as per the Payment of Gratuity Act.
- * The notice pay reimbursed, joining bonus, guaranteed bonus, relocation expenses and any other amounts, if any, paid, at the time of joining would be recovered in full, in case of your resignation/separation (whichever is earlier) within twelve months from the date of joining.

RECOVERY CLAUSE:

If the employee resigns within one year of joining IDFC FIRST Bank, he/she would have to pay back an amount of Rs. 1,00,000/- to the company towards joining and training expenses incurred by IDFC FIRST Bank

JOINING BONUS:

In addition to Total Fixed Pay, a joining bonus of Rs. 1,00,000 (Pre Tax) will be payable to you along with your second monthly salary subject to satisfactory completion of background verification. Joining Bonus (Pre Tax) would be recovered in full in case of your resignation/separation (whichever is earlier) from the organization within twelve months from the Date of Joining.

INDICATIVE TARGET BONUS:

Based on the agreed performance deliverable with your reporting Manager, you would be eligible for Performance based indicative variable pay of Rs. 1,20,000 (Pre Tax) in the Annual Appraisal cycle. This is paid subject to individual, team & Bank's performance and solely at the discretion of the Bank. The Incentive / Performance Bonus plan will be communicated by your reporting Manager.

Annexure 2

TERMS & CONDITIONS FOR APPOINTMENT

REVOKING THE APPOINTMENT

- The Bank reserves the right to revoke the Appointment Letter without any liability of any kind thereof even after acceptance of this appointment for just cause in the sole opinion of the Bank including but not limited to any non-compliance of any law on your part or any act or deed on your part, as per the sole opinion of the Bank, damages the reputation and brand image of the Bank in any manner.

CHANGE IN TERMS AND CONDITIONS

- The terms and conditions of the Appointment Letter are subject to revision and change by the Bank, without notice. The revised terms and conditions shall be applicable and abided by all the employees, effective from the date of revision or change.
- The present designation and terms of services including your emoluments are subject to change depending upon work assignment from time to time

DURATION/VALIDITY OF THE APPOINTMENT LETTER:

- If this Appointment Letter is not accepted by applicant within Five (5) days of receiving the letter, it shall stand revoked, at the discretion of the Bank, and all terms and conditions considered null and void, and neither party shall have any obligation in relation thereto.
- It may be noted that this Appointment Letter is to be considered final for all purposes, and supersedes all prior/ contemporaneous letters, discussion, negotiations, commitments, agreements and writings with respect to the subject matter hereof.
- If any provision of this Appointment Letter is found to be illegal, invalid or unenforceable by the Bank, then such provision shall be severed from this Appointment Letter and the remaining provisions shall continue in full force and effect and operate as if the severed portion had not been included.

Annexure 3

TERMS AND CONDITIONS OF EMPLOYMENT

The following are the terms and conditions of your employment at IDFC FIRST Bank Limited

For the purpose of this document "Bank" or "Company" shall mean IDFC FIRST Bank Limited and all its subsidiaries, associate or group companies.

1. Postings and Transfers

- 1.1 Your joining location will be the same as mentioned in your appointment letter. However, during your employment, you may be posted / transferred to any of the offices / branch/projects / divisions / departments / units / subsidiaries / sister concerns of the Bank, existing or to be set up at any other location, without any additional remuneration, in the interest of the Bank without assigning any reasons.
- 1.2 If your role is a Remote Working role you will additionally have to adhere to the Bank's policy/guidelines for Remote Working, existing and/or as may be framed and amended from time to time.

2. Leave and Absence

- 2.1 You shall be eligible for holidays and leave as per the Bank's leave policy/guidelines, as may be amended from time to time.
- 2.2 You will be entitled to Earned Leave in a financial year running from April to March as per the Bank's Policy. In case of your joining the Bank in the middle of the said financial year, you will be entitled to leave on pro-rata basis. You will be required to avail of mandatory leave as per the Bank Policy in every financial year, this will be part of your Earned Leave entitlement.
- 2.3 While counting the number of days of leave, intervening days of the weekend and Bank Holidays will not be counted.
- 2.4 You should obtain prior approval before proceeding on leave. Failure to do so may invite disciplinary action or such other action as deemed appropriate.

3. Total Fixed Pay

- 3.1 Your Total Fixed Pay ("TFP") is as stated in the annexure of our Offer/Appointment Letter. Based on it, your compensation will be paid to you on a monthly basis by the end of the month to which it relates.
- 3.2 The Bank provides you choice as regards certain reimbursements within your aforesaid Total Fixed Pay, amount in keeping with the Bank's guidelines in this regard. To exercise such choice, you will have to provide to the Bank your choice at the time of joining and in the beginning of the financial year, in the prescribed manner which currently is by uploading the details of your choice of reimbursements on the Bank's Payroll Portal.
- 3.3 All amounts payable to you by the Bank (including the joining bonus, relocation expenses or notice period pay agreed to be reimbursed to you by the Bank in relation to your earlier employment) will be subject to and paid to you after deduction of income tax (or any other) at source (TDS).
- 3.4 Please note that your compensation and benefit details, are to be kept confidential at all times.
- 3.5 Your performance will be subject to periodic review based on which you will be considered for revision of compensation/grade in keeping with the Bank's policies and practices.
- 3.6 The Bank will cover you under the group medical insurance policy from the date of your joining provided you have completed all formalities and documentation pertaining to it.
- 3.7 In addition to the above, you will be covered under the Group Term Life Insurance and Personal Accident Insurance. This is over and above your TFP.
- 3.8 Your Total Fixed Pay increase and future prospects in the Bank shall entirely depend on the individual, business unit and the Bank's performance. Increase in Total Fixed Pay, in no case, and under no circumstances shall be automatic and/or a matter of right.

4. Performance Bonus/Incentive Payments

- 4.1 The Bank may, in its absolute discretion, pay you a bonus/variable incentive of such amount, at such intervals, based on your performance as well as performance of your team and the Bank and subject to such conditions as the Bank, may, in its absolute discretion, determine from time to time, in accordance with the Bank Policy.
- 4.2 An employee will not be entitled to any variable payout/compensation on his resignation/dismissal/job abandonment/cessation.
- 4.3 The exercise of discretion to pay a bonus in one financial year shall not bind the Bank or act as a precedent for the exercise of discretion in any other financial year.
- 4.4 If, on or before the date when a bonus/incentive might otherwise have been payable, your employment has terminated or either party has given notice of cessation of employment, you will not be entitled to receive any such bonus or incentive (whether in cash, shares or any other form).

5. Malus / Clawback

- 5.1 Malus provision, inter-alia, enables prevention of vesting of all or part of deferred component of variable pay including cash and share linked components and Clawback enables the Bank to recover previously paid or vested remuneration in cash or share linked compensation, etc
- 5.2 The Bank reserves its right to incorporate malus/clawback mechanism to address subdued or negative financial performance of the bank and/or the relevant line of business in any year, material failure of risk management, misconduct and other instances of non-compliance of statutory and regulatory stipulations.

6. Statutory Payments / Deductions

- 6.1 All statutory payments / deductions will be as per the applicable law and may change from time to time based on changes in the law of the land.

7. Deductions from Total Fixed Pay/Annual Gross Remuneration Package

- 7.1 You agree that, at any time during your employment, or after cessation of employment, the Bank may deduct and recover, from your Total Fixed Pay /Annual Gross Remuneration Package/Full and Final Settlement/ Bank Account any overpayment made, or any amounts owed by you to the Bank. This includes, but is not limited to, any excess leave, outstanding loans, advances, credit card dues, relocation expenses, joining bonus, and the cost of repairing any damage or loss to Bank's property or equipment caused by you.
- 7.2 You agree that, at any time during your employment, or after cessation of employment the Bank may recover any shortfall /loss on account of any negligence or any act of commission by you, while executing your responsibilities.

8. Tax

- 8.1 You will be fully liable for the payment of Income Tax (or any other applicable taxes) on your total remuneration including bonuses/ variable pay to the Income Tax/concerned authorities including other statutory dues/taxes and this will be your personal responsibility. The Bank shall deduct any statutory dues/taxes from amounts paid to you, as per applicable laws.

9. Medical Fitness and Verification of Particulars

- 9.1 Your appointment is subject to you being medically fit and continuing to remain fit thereafter. In case you subsequently develop any illness, which restricts you from performing your official duties or in any way puts your other colleagues at risk, you are required to inform HR about the same; failure to inform the Bank/HR about such illness at the time of appointment and subsequently after developing, the same may be considered as a misconduct and Bank reserves its right to terminate /conclude your employment.

- 9.2 Your employment is also subject to clearing the Personal and Professional Background Verification as per norms of the Bank, including your antecedents and documents submitted.
- 9.3 In case particulars mentioned in your application / Curriculum Vitae / Resume/ pre - employment declaration or any such document/data/information shared by you are found false or unsatisfactory, your services would be liable for termination as per the discretion of the Bank at any time without any notice or any compensation in lieu thereof.
- 9.4 Your date of birth mentioned in the Aadhaar Card or other such acceptable statutory document submitted by you will be deemed to be the conclusive proof of your date of birth.

10. Normal Retirement Age

- 10.1 You will automatically retire from the employment of the Bank, as the case may be, on attaining retirement age of 58 years or as decided by the Bank and unless concluded earlier or extended further as per the discretion of the Bank. By virtue of this clause, you shall not claim a right of employment with the Bank, as your employment is subject to the terms and conditions laid down by the Bank, as amended from time to time.

11. CONFIDENTIALITY:

- 11.1 You will not, either during your employment or at any time post resignation/cessation from services, use or communicate to any person, any information of a confidential nature concerning the business of the Bank, or of any of their customer(s), supplier(s) or other person(s) having dealings with the Bank as the case may be, and which comes to your knowledge during the course of your employment other than in connection with your services to the Bank.
- 11.2 If you are a supervisor, then in your capacity as the leader of your team, you would be in possession of highly sensitive and confidential information with regard to and not limited to each and every employees' compensation, rating, performance, sensitivities, promotions and career expectations. You would be expected to maintain complete confidentiality of the said information and not use the same in any capacity whatsoever.
- 11.3 Complete confidentiality should be maintained by you of all the information of any nature, including as to the affairs of any person having any dealing with any constituent of the Bank or any of its subsidiaries or the business of any person having any dealing with any constituent of the Bank or any of its subsidiaries and including any documents, books or records thereof, that you have had access to by virtue of your service in the Bank and you shall not directly or indirectly disclose or cause the disclosure of any such information to any person unless required to do so by any regulatory, administrative or judicial authority to such authority.
- 11.4 In performing your duties, you may from time to time receive or obtain information/data/documents from the Bank or related or associated to the Bank, its subsidiary or affiliates or otherwise and have access to information relating to their clients or business information, business plans, systems, personnel, or other information of a confidential nature (this will be termed as "the Information").
 - 11.4.1 In consideration of the Bank making the Information/ data/ documents available, you undertake and agree that you will.
 - a. Keep the Information/data/documents confidential at all times and not divulge or communicate to any person, other than those approved in writing by the Bank, any of the Information/data/documents which you may (whether before or after the date of your appointment receive or obtain.
 - b. Not use the Information/data/documents for any purpose other than in connection with your services to the Bank;
 - c. Immediately return or destroy (at the Bank's option) the original and all copies of any records of the Information/data/documents (in whatever form) and all notes and other documents embodying any of the Information on the first to occur of any of the following:
 - i. on the Bank's demand;
 - ii. on termination or expiration of your employment contract with the Bank.

12. Other Media, Internet, Blogs, Social Media & External Persons

- 12.1 Employees are not authorized to share any information about the Bank on any social media or other platform. This includes but is not limited to information about any internal activity, awards, achievements, certificates, colleagues, projects or initiatives. Violation of the same will be a breach of confidentiality and invite disciplinary action. Any behavior on the social media that could potentially

bring disrepute to the Bank may also invite suitable punitive/disciplinary action including termination of your employment at the discretion of the Bank.

12.2 All concerns and grievances need to be raised and redressed through the channels available or by reaching out to your HR Business Partner. The defined Escalation Matrix needs to be followed. Raising internal organization matters on social media, in the public domain or with external individuals will be considered a breach of conduct and may lead to termination of your employment at the discretion of the Bank.

13. Data Protection

- 13.1 The Bank may be required to process, transfer and store your personal and sensitive data in any of the other locations used by the Bank/any of the locations as specified by the Bank.
- 13.2 By agreeing to adhere to the policies of the Bank and/or by signing/accepting your appointment letter, you acknowledge and agree that the Bank is permitted to hold/use/process your personal/sensitive information about you as part of our personnel and other business records and that the Bank may use such information in the course of its business including but not limited to your employment purposes, all administrative and human resource related matters; administration of pay rolls, administering your insurances, investigations, identification, facilitating compliance with any law, order and regulations which may be applicable, etc.
- 13.3 You agree that the Bank may disclose such information to third parties in the event that such disclosure is, in Bank's view, required for the proper conduct of our business or that of any associated companies, management of your employment and for the matters contained herein. This clause applies to information held, used or disclosed in any medium.

14. Compliance

- 14.1 In your role at the Bank, it is expected that you will abide and ensure all aspects of compliances, in letter and spirit, staying true to the law of the land.
- 14.2 You are aware that there are laws against trading securities using material non-public information and you agree to comply with such laws.
- 14.3 During the continuance of your employment with the Bank, you are expected to comply with the Bank's policies, practices and procedures.

15. Restrictive Covenant

- 15.1 You are committed not to hire anyone or engage in any sort of discussion related to hiring or solicitation with an employee of the Bank or any of its subsidiaries for at least one year from your last working date in the Bank. This is applicable even during your period of employment whether approached by the employee or officers of the Bank, or by you or by any other intermediary or by any other means whatsoever. This Covenant further specifically requires that employees or officers of the Bank or any of its subsidiaries should not be solicited or encouraged to leave the Bank or any of its subsidiaries to join the organization which you may join in any capacity or any of its subsidiaries, joint ventures, affiliates or associates, for a period of one year from the date of separation from the Bank.
- 15.2 You agree that during your period of employment with the Bank and for a period of one year from termination or expiration of your employment with the Bank, you shall not solicit or entice, by any means whatsoever any client of the Bank. Your agreement "not to solicit" means that you will not, initiate any contact or communication of any kind whatsoever, for the purposes of inviting, encouraging or requesting any deal/ mandate/ account/ person:
- 15.2.1 to transfer from the Bank to you or to your new employer or to any other person or entity; or
 - 15.2.2 to enter into a new deal/ mandate with you or your new employer or with any other person or entity; or
 - 15.2.3 to otherwise discontinue its patronage and business relationship with the Bank.
- 15.3 You agree that for a period of six (6) months from termination or expiration of your employment with the Bank, you shall not work at the capacity of Executive or Non-Executive member of the board or any management position of any supplier, vendor or partner of the Bank.

16. Assignment

- 16.1 If you (whether alone or with others) shall, during your engagement with the Bank, make or create an idea, method, invention, discovery, design or other work either in the course of providing your services or relating to or capable of being used in those aspects of the businesses of the Bank (hereinafter called "Work") you shall promptly disclose full details thereof to the Bank and irrespective of disclosure or non-disclosure by you, all Works, shall belong exclusively to the Bank and you hereby irrevocably assign the ownership, right, title, interest, ownership of copyrights of such Works and those of any other derivative works, to the Bank. You will promptly provide to the Bank a complete written disclosure for each such Works identifying the features or concepts you or the Bank believe to be new or different. You grant to the Bank an irrevocable, nonexclusive, worldwide, perpetual, paid-up license under these Works (whether now existing or brought into being in the future).
- 16.2 The license scope is to make, have made, use, have used, sell, license or transfer items of such Works and to practice and have practiced methods pertaining to such Works. You are specifically made aware that you will not be liable to any compensation for such acts of yours, and that any rewards which the Bank may choose to bestow will not be deemed to confer any rights towards that invention, discovery or improvement in system or method, for you. You shall promptly upon intimation by the Bank, sign and execute such document, papers, declarations including deed of assignment as may be required by the Bank from time to time.
- 16.3 You (i) hereby assign to the Bank all right, title and interest in any Work (whether now existing or brought into being in the future) which is or may become a copyright work anywhere in the world and (ii) shall consider yourself as a trustee for the Bank in relation to all other Works and shall in either case at the request and expense of the Bank do all things necessary to vest all right, title and interest in any Work in the Bank or its nominee absolutely as legal and beneficial owner and to secure patent or other appropriate form of protection therefore.
- 16.4 You shall not (except as provided in this letter of appointment or as may be necessary in the course of your duties for the Bank) disclose or make use of any Work without the Bank's prior consent in writing.

17. Resignation and Notice Period

- 17.1 You may resign from the employment of the Bank by giving to the Bank a notice in writing, the notice period for all employees is 90 days. In case of your resignation from the services of the Bank, the Bank at its sole discretion shall have a right, but not an obligation, to waive off the notice period and in such cases the Bank will not be liable to make any payment of salary to the employee in lieu of the waived off notice period. It is understood that you will not have a right to insist upon it.
- 17.2 To the extent the Bank does not waive all or part of the Notice Period/Notice Pay,
- the employee shall remain employed through the Notice Period (or portion thereof), OR
 - payment in lieu of any unserved notice period will be recovered from the employee.
- 17.3 Recovery of notice pay will attract GST/applicable taxes. GST/applicable taxes once deducted will not be reversed under any circumstances.
- 17.4 In case your last working day falls on a weekly off or a holiday, the previous working day will be considered as the Last Working Day (LWD), further the same date would be considered for the purpose of calculation of notice period recovery/payment if necessary.
- 17.5 The Bank will not be bound to accept from you a notice of period longer than 90 days.
- 17.6 Notice Pay in lieu of notice period is defined as TFP less retirals and non cash benefits.
- 17.7 In case of your resigning from the employment of the Bank within 12(twelve) months or being terminated by the Bank in terms of Clause 18, you shall be liable to repay to the Bank and the Bank shall have a right to recover from you the amount(s) paid by the Bank to you or any others towards your joining bonus, notice period pay in relation to your previous employment, relocation expenses and all other amounts related to your joining the Bank.
- 17.8 During notice period, any leaves availed may extend the notice period by that many days, however, Bank reserves the right to amend/modify this at its sole discretion. Notwithstanding anything foregoing, in case you have been subjected to gardening/garden leave by the Bank, you will not be entitled for any leave and leave encashment thereof for the period of gardening/garden leave, as per the Bank's policy/guidelines thereof. Bank reserves its right to apply/sanction gardening leave to employees in Broad Band 'Role' and above and any of its employee as it deems fit. You are required to familiarize yourself with the Bank Policy/guidelines on Garden Leave, as may be amended from time to time. The Garden Leave for employees for Broad Band 'Role' is three months.
- 17.9 Upon the termination of your employment agreement, you are required to return to the Bank, in acceptable condition, all such properties of the Bank which are in your possession.
- 17.10 Post your resignation from the services of the Bank, if you discontinue/stop attending office before completion of your required or

accepted notice period, the Bank shall treat such absence as unauthorized and shall be liable to take disciplinary action against you.

17.11 If any involvement of yours is suspected or found in fraud/cheating/theft/ any unethical / unprofessional act, etc. the Bank can initiate suitable action as deemed fit even post separation from the services of the Bank.

17.12 You hereby agree that in order to process the Full and Final Settlement on your separation it shall be your responsibility to get No Dues Clearance from the relevant stakeholders of the Bank.

18. Termination of Employment Agreement:

18.1 If you absent yourself without leave for continuous five (5) working days, or as per norms of the Bank which may change from time to time, or remain absent beyond the period of leave originally granted or subsequently extended by five (5) working days, you shall be considered as willfully absconding from your employment and disciplinary action can be initiated against you, at the discretion of the Bank. This may include termination of your employment or considering it as voluntarily abandonment of employment by you and concluding your employment thereof. In case your employment is terminated or concluded under this clause, the Bank shall be entitled to recover from you such amounts as specified in above Clause (Resignation and Notice Period) in lieu of notice period. In addition to the above, the Bank may also claim damages and other reliefs to which it is entitled under contract, law or equity

18.2 Your services are liable to be terminated without any notice or salary/payment in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, fraud, disloyalty, consistent non-performance, sexual harassment or any such act of breach of yours that brings disrepute to the Bank, commission of an act involving moral turpitude, any act of indiscipline or inefficiency, any act of bankruptcy or make any composition or arrangement with your creditors. In case of termination on account of misconduct, Bank will not be liable to give any notice or payment in lieu thereof.

18.3 The Bank reserves the right to terminate your employment if your performance is determined to be unsatisfactory (as per the Bank's standards), by giving you prior written notice. The notice will be 90 days for all grades. In the event of early relieving, you will be paid notice pay in lieu of notice or part thereof. Employees who have been rated as below par or poor in the 'Annual appraisal Cycle' will be considered as underperformers and misfit for the organization and separation process would be initiated post communication of the ratings.

18.4 In the event your employment is terminated by reason of an eventuality caused by (your) death, your nominee(s) beneficiaries will receive further compensation as deemed fit by the Bank which shall be paid to your designated beneficiary/nominee provided. However, in cases, where the nominee details are not provided, the spouse of the employee is considered as the sole nominee for married employees, and parents, as the sole nominee for unmarried employees. Any further settlement from the Bank would be drawn in the nominee's name.

18.5 The Bank has the right to terminate your services for any reasons other than mentioned herein by giving notice in writing or payment of Total Fixed Pay (excluding retinals and other non-cash benefits) in lieu of notice. The notice will be 90 days for all grades.

18.6 You will be covered by the employment rules and regulations including conduct, discipline, and administrative orders and any such other rules or orders of the Bank that may come in force from time to time. The Bank shall have absolute discretion to reject or refuse to accept your resignation in case of staff accountability or disciplinary action proceedings are contemplated or pending against you.

19. Non Conflict of Interest and No External Employment

19.1 You will not, during your employment with the Bank, undertake other full time or part time work for remuneration or any activity that may adversely affect your professional image and integrity as an employee of the Bank.

20. Receipt of Payments and Benefits from Third Parties

20.1 Subject to the Bank regulations issued and amended from time to time, neither you nor any member of your family, nor any Bank or business entity in which you or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by you or on behalf of the Bank. If you or, any member of your family or any Bank or business entity in which you or they have an interest, directly or

indirectly obtain any such payment, discount, rebate, commission or other benefit you will forthwith account to the Bank for the amount received or the value of the benefit so obtained.

21. Code of Conduct and Expected Employee Conduct

- 21.1 You are bound by the Bank's Code of Conduct. The Bank may implement the disciplinary procedure if you fail to comply with the Code of Conduct and in certain circumstances, this could amount to gross misconduct leading to dismissal.
- 21.2 You are expected to work, while in the employment with the Bank, punctually and diligently employing your best efforts with honesty and integrity to protect the interest of the Bank and observing at all times the Bank's terms and conditions and the applicable guidelines, policies and regulations.
- 21.3 You are expected to be well groomed and formally dressed at work.

22. Staff Dealing Rules

- 22.1 You must comply with the Bank's Code of Conduct for Prevention of Insider Trading for the Bank and should familiarize yourself with them by reading the Policy and any relevant guidelines.

23. Intellectual Property Rights

- 23.1 For the purposes of this clause, "IPR" means intellectual property rights of all kinds including, in particular, patents, inventions, trademarks (and associated goodwill), designs, design right, copyright (including copyright in computer software), confidential information and know-how, database rights, applications for any of the foregoing, and all other intellectual and industrial property and rights of a similar or corresponding nature in any part of the world.
- 23.2 To the extent that ownership of IPR does not vest in the Bank by operation of law, you agree that all IPR generated by you during your employment will be owned by the Bank in perpetuity. You will co-operate fully, and do all acts required (at the Bank's expense), to assign IPR with full title guarantee worldwide to the Bank in perpetuity. You agree to appoint the Bank to act as your attorney for the purposes of securing grant and ownership of the IPR. You also agree to do nothing, during or after your employment, to affect the validity of any IPR, in particular, you agree not to make any non-confidential disclosure of any detail of the IPR outside of the Bank before protection for the IPR has been sought or such disclosure has otherwise been authorized. You also agree to waive all moral rights to all work, where the Bank owns or will own the copyright or design right to it.
- 23.3 Nothing in this document and your employment contract shall oblige the Bank to seek patent or other protection for any IPR generated during the course of your employment. The Bank may delegate its rights and/or obligations under this clause to a group company or other nominee. Rights and obligations in this clause shall survive termination of your employment for any reason.

24. Information, Assets and Systems

- 24.1 When you join the Bank, you may have access to phones, e-mail, internet and other equipment and systems. These form part of our IT and communication systems and you will be required to use them in accordance with the Bank policies relating to them. You should refer to the Code of Conduct for further information on these policies. You will be responsible for the safe keeping and return in good condition and order of all the properties of the Bank, which may be in your use, custody, care or charge. For the loss of any property of the Bank in your possession, the Bank will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.
- 24.2 Information Security Compliance: All employees are expected to be aware of their responsibility relating to protection of information and information assets of the Bank. Accordingly, you are required to familiarize yourself with the Information Security Policies and Procedures of the Bank and abide by it in spirit and practice.

25. Other terms and conditions:

- 25.1 The Bank reserves the right to make changes to any of your terms and conditions of employment. Any changes will take effect from the date stated in the communication.
- 25.2 In the event of a criminal case being filed against you in your personal capacity (not in the course of or arising out of employment), the Bank may, at its discretion, ask you to proceed on leave or suspend your employment till the issue is sorted out and you are acquitted. During this period, you will be paid as per applicable laws. If convicted, your employment will stand withdrawn/terminated.
- 25.3 Bank reserves the right to place you under suspension pending enquiry into the charges of misconduct or otherwise as deemed fit by the bank.
- 25.4 You will intimate in writing to the Bank any change of address within a week from change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.
- 25.5 As an employee you are responsible to provide correct personal email ID and phone number. The personal email ID and phone number as provided by you will stand valid for all communication from the Bank. In case of change in communication information, you are liable to update the same with the Bank within Seven (7) days of such change. Failing which, any communication sent on your last recorded address/email shall be deemed to have been served on you. The email ID provided by you, until updated with the Bank, shall be considered as one of your unique identification ID.
- 25.6 The present designation is subject to change depending upon work assignment from time to time.
- 25.7 During your employment, you will be subject to the Code of Conduct, employment rules, regulations and policy of the Bank applicable and amended from time to time. The terms and conditions contained herein shall be read along with the instructions, guidelines, policies, etc. and amendments thereof as presently applicable to you and as may be amended from time to time and as may be made applicable to you by the Bank subsequently during the course of your employment.

26. Indemnity

- 26.1 You shall indemnify, keep indemnified and hold harmless the Bank against any loss, damage, expense, costs, fines, charges, proceeding which the Bank might suffer due to or arising out of any wrongful acts, wrongful gains, fraud, mala fide acts, gross negligence and/or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Bank to terminate your services on such count or the right of the Bank to seek other remedies which the Bank may have to make good the Loss or damage.

27. Force Majeure

- 27.1 Notwithstanding anything contained herein, if the regular operations of the Bank are suspended resulting from general economic conditions or other general market effects or Acts of God or governmental or regulatory restrictions other cause of similar or different nature beyond the control of the Bank, the Bank may suspend the performance of services by you and the payment of compensation herewith. During the continuation of such suspension of operations, the Bank may, by written notice, terminate employment agreement or change the terms and conditions of your employment with no further liability whatsoever.

28. Foreclosure:

- 28.1 The Bank reserves the right to suspend or terminate the performance of services by you and the payment of compensation, in case of any unforeseen circumstances that might lead to suspension of the operations of any unit or business of the Bank. In such case, the general terms and conditions related to termination of employment shall stand valid.

29. Warranty

- 29.1 You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment, or any of them, in accordance with the terms and conditions of this letter.

30. Governing Law

30.1 The interpretation and enforcement of this contract/document shall be governed by and construed in all respects in accordance with the law of India and the parties submit to the non-exclusive jurisdiction of the Mumbai courts.

Accepted & Agreed:
Signature:
Date:



Name: **ARYA KETAN DOSHI**

Date: 30-Apr-2023

Company ID: 245913

EMPLOYEE VALUE PROPOSITION

Congratulations! We are delighted to welcome you to the IDFC FIRST Bank family.

At the IDFC FIRST Bank we aim at giving each employee an opportunity to succeed. You are an integral part of our growth story and our success stories are now intertwined.

There's a lot to learn with us, not only the work but also about our culture and values. Our employee value proposition below portrays the value and experience you will gain by working at our bank.

Be part of a **winning team**.

Drive change with **cutting edge technology**.

Join a work force that is high on **integrity**.

Be where **growth** is not just a number.

Make a **social impact**, make a difference to the society.

Be **dynamic**, agile, responsive, bold, disruptive.

We are excited about you joining the bank and wish you great success in your new role.

Kindly indicate your agreement with these terms by signing and dating the agreement.

Please share a signed copy of this letter with us not later than five days from the receipt of this letter.

Warm Regards

Deepika Mahajan

Head Talent Acquisition & Employer Branding

Human Resource Department.

IDFC FIRST BANK LTD.

Annexure 4

**PRE JOINING DOCUMENT CHECKLIST
(TO BE UPLOADED ON THE IDFC FIRST BANK HR SYSTEM)**

S.No	Document Name	Acceptable Proof
1	Permanent Address Proof	Passport/Driving License/Voters Id Card
2	Current Address Proof (if different from permanent address)	Passbook/Rent Agreement
3	Cancelled Cheque for Alternate Bank Account	If cheque book is not available, copy of the passbook with account number and address can be submitted
4	Employment Documents (Only for experienced candidates)	Relieving Letter/ Experience letter required for all the employments mentioned on the resume. Kindly note that, relieving letter for the last employment is required to be submitted within 45 days of joining.
5	Education Documents	Mark sheets and certificates for all relevant qualifications, as mentioned on the resume.
6	Resignation proof for last employment (Only for experienced candidates)	Scanned copy of resignation proof/Resignation Email/ System Screenshot of resignation submission
7	Photo	High resolution clear passport size photograph with white background is required. This will be printed on your ID card
8	Driving License (Only for candidates applying to rural roles)	Driving License copy can be uploaded
9	Insurance Book (Only for candidates applying to rural roles)	Copy of the insurance book can be uploaded
10	RC Book (Only for candidates applying to rural roles)	RC Book copy can be uploaded. In case, you do not own a vehicle, an authority letter is to Navigation: Me > Onboarding
11	Accepted Copy of the Appointment Letter with signature of the applicant and acceptance date	



Strictly Private & Confidential

Akssa John

May 22, 2023

Dear Akssa,

Employment Agreement ("Agreement")

We are pleased to make this conditional offer of employment to you with **BNP Paribas India Solutions Pvt. Ltd. ("BNPP")** in India on the terms and conditions set out in this agreement.

For the purposes of this Agreement, an "**affiliate**" shall include any subsidiary or holding company of BNPP.

1. Commencement Date & Location

- 1.1. Your employment will commence on **June 19, 2023 at Mumbai**, unless otherwise mutually agreed by you and BNPP in writing.
- 1.2. Your employment with BNPP will initially be subject to a probationary period of 6 months from the date of your commencement of employment with BNPP in India. You will not be considered as having successfully completed your probationary period unless and until a written confirmation is issued to you by Human Resources. For the avoidance of doubt, BNPP may extend your probationary period at its sole discretion.

2. Position

You will be employed on a full time basis as **Associate Support Analyst with CIB IT Production Cluster Department** and shall perform all duties commensurate with and appropriate to your position. Your corporate title shall be **Associate**. BNPP may amend your position, corporate title (if applicable) and/or reporting line as appropriate in the future to align your role with applicable policies, procedures or practices.

3. Remuneration

- 3.1 Your annual salary will be **INR 600,058** (less applicable deductions), payable over 12 months, for each complete month of service (pro-rated for any incomplete month of service), inclusive of all the following allowances and benefits:

Basic Salary	INR 180,000
House Rent Allowance	INR 90,000
Executive Allowance	INR 240,600
Leave Travel Allowance	INR 25,000
Conveyance Allowance	INR 19,200
Medical Allowance	INR 15,000
Provident Fund	INR 21,600
Gratuity Fund valued @ 4.81% of Basic Salary	INR 8,658
Total Cost to Company	INR 600,058



- 3.2 Your salary and benefits will be subject to applicable taxes which will be withheld by BNPP from your salary or bonus payment.
- 3.3 Any remuneration which you receive from BNPP shall be inclusive of any fees, expenses or other remuneration which you may be entitled to receive in relation to any office or directorship you may be required to perform in connection with your employment and includes consideration for all covenants made by you under this Agreement (including without limitation the covenants and restrictions set out in clauses 9 and 10).
- 3.4 You will receive provident fund and related benefits in accordance with [the provisions of the Employees' Provident Fund & Miscellaneous Provisions Act 1952 (as amended from time to time)].
- 3.5 You will be entitled to gratuity benefit in accordance with the Payment of Gratuity Act 1972 (as amended from time to time).
- 3.6 You will be entitled to employee state insurance coverage in accordance with the Employees State Insurance (Central Rules) 1950 (as amended from time to time).

4. **Discretionary Bonus**

- 4.1 You may be eligible to receive a discretionary bonus in respect of a given performance year, based on BNPP's results, your individual performance and conduct, and such other factors as BNPP may consider relevant. Provided you are eligible to be considered for a discretionary bonus award, the terms, conditions, nature and amount of such discretionary bonus award (if any) will be determined at the absolute discretion of BNPP. BNPP reserves the right to defer all or part of any discretionary bonus award granted to you in accordance with the applicable bonus deferral arrangement in force from time to time, and to impose such reasonable conditions as BNPP considers appropriate; any such discretionary bonus awarded will be subject to the terms of any Group incentive or deferral plan in respect of variable compensation for the relevant performance year.
- 4.2 If you are eligible to receive a statutory bonus pursuant to the Payment of Bonus Act 1965 (as amended from time to time), any discretionary bonus which may be awarded to you shall take into account any statutory bonus payable to you.
- 4.3 Any bonus awarded will only be paid to you if (i) you are employed by BNPP on the payment date; and (ii) you have not given or received notice to terminate your employment, or otherwise ceased your employment with BNPP, prior to the payment date.
- 4.4 You acknowledge and agree that you do not have a contractual right to receive a bonus annually and any discretionary bonus award is at the absolute discretion of BNPP, except for statutory bonus if applicable to you in accordance with the Payment of Bonus Act 1965 (as amended from time to time). The payment of any discretionary bonus in respect of any year, and the amount of such discretionary bonus if paid, shall not give rise to any expectation of the payment or amount of any bonus in any future year of employment. Other than as set out in this Agreement, you acknowledge that no representation, assurance or guarantee has been provided by or on behalf of BNPP with respect to the payment of any discretionary bonus and you also acknowledge that you may receive a nil bonus.

5. **Relocation Benefits**

In the event you give or receive notice to terminate your employment, or otherwise cease your employment with BNPP (except for reason due to redundancy, disability or death), within the first 12 months of your employment, you will be required to repay to BNPP the full gross amount of the relocation benefits availed by you.



6. **Staff Benefits**

In addition to the salary and benefits set out in clause 3 above, you will be eligible to enjoy staff benefits in accordance with applicable laws and BNPP's policies (where applicable) in force from time to time, including the following:

- (a) Insurance coverage under BNPP's medical and other applicable insurance schemes; and
- (b) Annual leave, sick leave, and other types of leave in accordance with applicable laws and prevailing policies of BNPP.

For details, please refer to the relevant policies and procedures of BNPP.

7. **Place of Work**

Your place of employment will be at our office location as mentioned in clause 1.1 or such other location within India as BNPP may require from time to time. During the course of your employment with BNPP, you may be required to work in any current or future divisions or departments of BNPP or its affiliates as BNPP may decide at its discretion. You may also be required to travel within India or overseas as BNPP may request from time to time.

8. **Hours of Work**

Your core working hours are from 9:30 a.m. to 6:00 p.m., Monday to Friday including half an hour lunch break. Your normal rest day will be Sunday (or such other day scheduled as a rest day). Saturday will normally be a contractual day off (unless an alternative contractual day off is scheduled). You acknowledge and agree that you are expected to devote sufficient time to perform your duties efficiently, which may require you to attend the office, or be available to perform your duties, outside of your core working hours.

9. **Confidentiality Obligations**

- 9.1 At any time during your employment with BNPP and after termination of your employment with BNPP, you must not, without the prior written consent of BNPP, disclose or make use of any confidential information (as defined below) relating or belonging to BNPP or any of its affiliates, or their customers or clients.

"Confidential information" means details of customers and their requirements, details of suppliers and their terms of business, the prices charged to and terms of business with customers, marketing plans and sales forecasts, financial information, results and forecasts (save to the extent that these are included in published audited accounts), any proposals relating to the acquisition or disposal of a company or business or any part thereof or to any proposed expansion or contraction of activities, details of employees and officers and of the remuneration and other benefits paid to them, information relating to research activities, formulae and product lines, know-how, any information which you are told is confidential and any information which has been given to BNPP or any of its affiliates in confidence by customers, suppliers or other persons.

- 9.2 All notes, memoranda, records, lists of customers and suppliers and employees, correspondence, documents, computer and other discs and tapes, data listings, codes, designs and drawings and other documents and material whatsoever (whether made or created by you or otherwise) relating to the business of BNPP or any of its affiliates, and any copies of the same:

- (a) Shall be and remain the property of BNPP or the relevant affiliate; and
- (b) Shall be returned to BNPP or the relevant affiliate on demand and in any event upon termination of your employment.



- 9.3 All developments, productions, written work, inventions and improvements of inventions, whether patentable or not, made by you or to which you would have contributed in the course of your employment, and all industrial and intellectual property rights and copyrights made by you or to which you would have contributed in the course of your employment shall be and remain the exclusive property of BNPP or the relevant affiliate, and to the extent necessary you assign any potential rights relating thereto to BNPP. This includes without limitation all research and research products, "know-how" developed in whatever form and systems developments.

10. **Restrictive Covenants**

- 10.1 During your employment with BNPP and for a period of 6 months after the termination of your employment with BNPP, you must not, without the prior written consent of BNPP, directly or indirectly and whether on your own behalf or in conjunction with or on behalf of any other person:
- (a) solicit, engage, or otherwise endeavour to entice away any employees or agents of BNPP or any of its affiliates, or induce or persuade any such persons to cease working for, or representing, or doing business with BNPP or any of its affiliates;
 - (b) canvass, solicit, contact or approach any BNPP's or any of its affiliates' clients, customers, suppliers or agents with whom or which you had dealings in the course of your employment with BNPP during the period of 12 months immediately preceding the date of termination of your employment, or have any business dealings with any such clients, customers, suppliers or agents.
- 10.2 You agree that the restrictions contained in clause 10.1 above are reasonable and necessary for the protection of the legitimate interests of BNPP and its affiliates; however, in the event that any such restrictions are held to be void but would be valid if part of their wording were deleted or the period of application reduced or the geographical scope narrowed, such restriction shall apply with such modification as may be necessary to make it valid or effective.
- 10.3 If you receive an offer to be involved in another business in any capacity during your employment or prior to the expiry of the last of the restrictive covenants above, you must provide the person or entity making the offer a copy of clause 10 (but no other part of this Agreement) and you must inform BNPP the identity of that person or entity as soon as possible after accepting the offer.
- 10.4 The restrictions set out in clause 10 shall remain in full force and effect and survive the termination of this Agreement for any reason whatsoever.
- 10.5 You acknowledge that damages will be inadequate compensation for breach of any of the restrictive covenants contained in clause 10 and, subject to a court's discretion, BNPP may (for itself or on behalf of any affiliates of BNPP) restrain, by injunction, equitable relief or similar remedy, any conduct or threatened conduct by you which is or will be a breach of clause 10.

11. **Termination**

- 11.1 During your probation period, either you or BNPP may terminate this Agreement at any time by giving 30 days prior written notice to the other party. After successful completion of your probation period, either you or BNPP may terminate this Agreement at any time by giving 90 days prior written notice to the other party. BNPP may provide you with a payment in lieu of all or part of the applicable notice period. Under certain exceptional circumstances, BNPP may consider shortening the notice period for you. For the avoidance of doubt, without such express agreement from BNPP, your notice period will remain unchanged. BNPP may also deduct any amount (including but not limited to any outstanding payment in lieu of notice) which you owe to BNPP or any of its affiliates from any amounts which may be payable to you in connection with the termination of your employment, to the extent permitted under applicable laws and in accordance with applicable policies of BNPP.



- 11.2 The contractual and normal age of retirement is 60. Upon reaching the age of 60, you will be required to retire from your employment with BNPP.
- 11.3 Nothing in this Agreement shall otherwise limit either party's right to terminate this Agreement with or without notice in accordance with applicable laws and prevailing policies of BNPP.

12. Garden Leave/Administrative Leave

BNPP reserves the right to require you not to attend its premises and/or not to undertake all or any of your duties of employment during any period of notice of termination or at any other time during the period of your employment with BNPP. During any such period, all your express and implied duties under this Agreement (including without limitation your obligations of good faith, loyalty and fidelity to BNPP) shall continue to apply.

13. Other Conditions

- 13.1 You acknowledge and agree that during your employment with BNPP:
- (a) You must serve BNPP faithfully and diligently to the best of your abilities, and exercise reasonable care and skill in the performance of your duties as assigned to you by BNPP from time to time, whether during or outside the BNPP's normal business hours, at such places as BNPP requires and for BNPP or any affiliates of BNPP as required by BNPP;
 - (b) You must act in BNPP's best interests and use all reasonable efforts to promote the interests of BNPP;
 - (c) You must comply with all directions of BNPP from time to time and report to the person(s) nominated by BNPP from time to time;
 - (d) You must comply with all legal, regulatory and mandatory obligations applicable to your position and the duties assigned to you; and
 - (e) You must inform BNPP immediately if you become aware of or suspect any unlawful act or omission by any employee, contractor or officer of BNPP.
- 13.2 You further acknowledge and agree that during your employment with BNPP:
- (a) You must provide services exclusively to BNPP and, save with the prior written consent of BNPP, you must not be directly or indirectly employed, engaged, concerned or interested in any other occupation, business or trade; and
 - (b) You must not act in conflict with BNPP's best interests or your obligations to BNPP. If you become aware of any actual or potential conflict of interest, you must immediately disclose such conflict of interest to BNPP.
- 13.3 You acknowledge and agree that you shall be wholly and solely responsible for fulfilling all your tax obligations, including without limitation declaration and payment of all taxes arising from your professional and personal income, wherever and whenever they arise.
- 13.4 You will keep the existence and terms of this Agreement in strictest confidence and will not disclose this Agreement or its terms to anyone other than your spouse, lawyer or accountant without the prior written consent of BNPP.



- 13.5 BNPP reserves the right to vary any terms and conditions of your employment from time to time, to the extent permitted under applicable laws. You are required to comply with the Code of Conduct, compliance policies, and any other policies, procedures and guidelines as issued and/or amended by BNPP from time to time. Application of such policies, procedures and guidelines is at BNPP's discretion and is not a contractual entitlement unless otherwise specifically stated in the relevant documents. BNPP reserves the right to change, amend, supplement, withdraw or discontinue its policies, procedures and guidelines at its discretion in accordance with applicable laws. You are responsible for keeping yourself up-to-date with the latest version of these policies, procedures and guidelines. For the avoidance of doubt, this Agreement shall prevail over any of those documents to the extent of any inconsistency.

14. Data Privacy

You consent to BNPP and any of its affiliates holding and processing the data it collects in relation to you in the course of your employment, for the purpose of BNPP's administration and management of its employees and its business and for compliance with applicable laws, regulations and procedures, and to the transfer, storage and processing of such data in and outside India.

Please refer to BNPP's General Policy on Employee Personal Data Protection and Employee Personal Data Protection Notice for further details relating to data privacy.

15. Third Party Rights

No one other than a party to this Agreement shall have any right to enforce any of its terms.

16. Entire Agreement

This Agreement constitutes the entire agreement between you and BNPP, and shall supersede any prior written or oral agreement or understanding between you and BNPP in relation to the matters dealt with herein. You acknowledge and agree that you are not entering into this Agreement in reliance on any representation, warranty or undertaking not expressly set out in this Agreement. No variations to the terms of this Agreement will be valid unless they are authorized in writing by BNPP.

17. Governing Law and Jurisdiction

This Agreement and all aspects of your employment shall be governed by and construed in accordance with the laws of India. In the event of any dispute, the matter shall be resolved in India and the employee shall submit to the exclusive jurisdiction of the courts of location as mentioned in clause 1.1.

This offer is conditional upon the following terms and may be withdrawn or rescinded without liability on the part of BNPP should any or all of them not be satisfied.

- BNPP receives satisfactory employment references about you and you have all the qualifications and prior work experience stated at interview and/or provided during your recruitment/employment screening process;
- You successfully complete employment screening to the satisfaction of BNPP, including without limitation credit history check, criminal record check, and information provided by you during the employment screening process. In the event any matter is identified pursuant to such background checks which requires the consent of any regulatory authority, the offer is also subject to such consent;
- You obtain, where applicable, all necessary registration(s) and/or licence(s) with the relevant regulatory authorities in India within 3 months of your commencement of employment;



BNP PARIBAS

The bank
for a changing
world

- You will not be in breach of any contractual obligation from any previous employer and are available to commence employment with BNPP on or before the commencement date mentioned in clause 1.1 without being subject to any restrictions from any previous employers;
- You duly present a valid India Identity Card, and where applicable, the necessary work visa or permit and/or other relevant document(s) enabling you to commence employment with BNPP in India on or before the commencement date mentioned in clause 1.1 ; and
- Your agreement to abide by the prescribed policies, procedures and guidelines of BNPP, as notified to you from time to time.

Please signify your agreement to the above by signing and returning the enclosed copy of this letter. This offer will be valid for 7 days from the date of receipt of this letter and will lapse if you have not returned an original signed copy of this letter to us on or before such expiry date.

Please report to Human Resources, at the office location mentioned in clause 1.1 at 9:30 a.m. on your start date.

We look forward to welcoming you as a member of BNPP.

Yours sincerely,
For and on behalf of
BNP Paribas India Solutions Pvt. Ltd.

 Digitally signed
by IMRAN
SULEMAN
PATEL
Date:
2023.05.23
19:41:48 IST
Authorized Signatory 1

 Digitally signed
by RUPESH
RAMACHANDR
AN
Date:
2023.05.22
18:00:05 IST
Authorized Signatory 2

I have read and agree to the terms and conditions of this Agreement.

 Signed by
Akssa John
Date:
2023.05.30
15:00:22

Akssa John

Date: November 10, 2022

Ref: LTI/HR/EN9/Campus/2023

Name: Ashish Yadav Yogendra

College: St. Francis Institute of Technology (SFIT)

LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE

Dear Ashish Yadav Yogendra,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer '**Annexure 1**') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 25000 pm**.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in '**Annexure-1**'. Your appointment is in accordance with the Apprentices Act, 1961.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer '**Annexure-2**')
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.ltinfortech.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled.

Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.

8. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with LTI will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:
 - Failing to meet the qualification criteria during the Training Program assessments
 - Unauthorized absence during the Training Program
 - Integrity and other disciplinary expectations
9. All Annexures appended herewith shall form an integral part of this letter.
10. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
11. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in 'Annexure-3'.
14. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For LTI Ltd.



Thiagu Dharmalingam
Senior Manager - Talent Acquisition

I have read the letter and accept the same.

Signature and Date

ANNEXURE-1

Eligibility Criteria for Engineering - Year 2023 Batch		
Qualification:	B.E./B.Tech.	M.E./M.Tech/MCA/M.Sc
Branches:	All Branches	M.E./M.Tech(All branches) MCA, M.Sc (five-year integrated CS/IT)
Age Criteria: As on 1st July of Passing year (2023)	Less than 24 years	Less than 26 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma which should not be more than 2 years. No Year drop allowed.	
SSC, HSC Percentages/CGPA:	60% & Above OR Equivalent CGPA	
	NOTE: <ul style="list-style-type: none"> • SSC /HSC should have cleared in FIRST ATTEMPT only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For Diploma Holders, <u>final semester</u> should have cleared in FIRST ATTEMPT only. • For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration. 	
Diploma/Graduation Percentage/CGPA :	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA	
	<ul style="list-style-type: none"> • For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered • Aggregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results 	
	<ul style="list-style-type: none"> • Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule) • Conversion from CGPA into Percentage must be calculated as per your respective University norms • Provisional/Passing Certificate must state First Class 	
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation, Post Graduation)	<ul style="list-style-type: none"> • No active/live backlogs allowed at the time of the interview process • All backlogs (if any) must be cleared <u>with the final semester exams</u> • All final semester subjects <u>must be attempted and cleared in the First Attempt.</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) • Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. • This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. • Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear. 	
Nature of Course:	All Full Time courses Only	
Year of Passing:	(2023) SUMMER Pass outs Only	
Citizenship:	Resident Indian Citizens Only	
Your College/Institution MUST be:	UGC / AICTE / State Board Approved ONLY	
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence	
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at the time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS	
Training phase:	The period of training (classroom/virtual) and the subsequent technology & communication tracks assigned for training are purely subjected to the business requirements. Non-performance during technical & communication trainings/on the job phase is subjected to separation from the organization	
Flexibility:	Should be flexible to work in any technology/work-shift/domain and work from any development center/partner premise/customer location as per business needs	
Cooling Period:	Should NOT have appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.(If found so, LTI may take immediate action and cancel the candidature at ANY stage)	
Eligibility for Maternity Leave:	As per the Maternity Benefit Act, 1961, employee would be entitled for maternity leave if she has worked for a minimum of 80 days in the organization in the twelve months immediately preceding the date of her expected date of delivery.	

Self-Declaration:

1. You should meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. LTI may take immediate action at any time during or after the Interview/Selection/Joining if found hiding any information/involved in any sort of malpractices/producing incorrect information or not meeting all the criteria mentioned above.
3. This recruitment process is completely free of cost.

Candidate Signature: _____

Name: _____

Institute Name: _____

Mobile No: _____

ANNEXURE-2

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the Graduate Engineer Trainee Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

Attested copies of the following are required:

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

ANNEXURE-3

Name	: Ashish Yadav Yogendra	Date	: November 10, 2022
Salary Grade	: P1		
Components	INR. (p.a.)	INR. (p.m.)	
Basic	180000	15000	
Bouquet of Benefits	162180	13515	
Bonus	21000	1750	
Base Salary (p.a.)	363180	30265	
Annual Incentive	0		
Total Variable (p.a.)	0		
TTC(p.a.)	363180		
PF	21600	1800	
Gratuity	8658	722	
Mediclaime Premium(p.a)	12929	1077	
Retirals & Other Benefits(p.a)	43187	3598	
Cost to Company (CTC)	406367	33863	

Medical Insurance Premium:

The Group Mediclaime Policy of Company covers Employee, Spouse & upto 3 dependent children (below 25 yrs of age). Coverage limits are as per company policy.

You would also be eligible to be covered under the Voluntary Group Term Life and Group Accident Insurance policy as per the company policy.

Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) Bouquet of Benefits* /Flexi Pay consists of Flexi-components which may include HRA, Conveyance, LTA, Meal Allowance and Adhoc allowance.
- 3) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 4) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 5) Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
- 6) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.



Strictly Private & Confidential

Deep Patel

May 18, 2023

Dear Deep,

Employment Agreement ("Agreement")

We are pleased to make this conditional offer of employment to you with **BNP Paribas India Solutions Pvt. Ltd. ("BNPP")** in India on the terms and conditions set out in this agreement.

For the purposes of this Agreement, an "**affiliate**" shall include any subsidiary or holding company of BNPP.

1. Commencement Date & Location

- 1.1. Your employment will commence on **June 19, 2023 at Mumbai**, unless otherwise mutually agreed by you and BNPP in writing.
- 1.2. Your employment with BNPP will initially be subject to a probationary period of 6 months from the date of your commencement of employment with BNPP in India. You will not be considered as having successfully completed your probationary period unless and until a written confirmation is issued to you by Human Resources. For the avoidance of doubt, BNPP may extend your probationary period at its sole discretion.

2. Position

You will be employed on a full time basis as **Associate Support Analyst** with **ALMT IT Department** and shall perform all duties commensurate with and appropriate to your position. Your corporate title shall be **Associate**. BNPP may amend your position, corporate title (if applicable) and/or reporting line as appropriate in the future to align your role with applicable policies, procedures or practices.

3. Remuneration

- 3.1 Your annual salary will be **INR 600,058** (less applicable deductions), payable over 12 months, for each complete month of service (pro-rated for any incomplete month of service), inclusive of all the following allowances and benefits:

Basic Salary	INR 180,000
House Rent Allowance	INR 90,000
Executive Allowance	INR 240,600
Leave Travel Allowance	INR 25,000
Conveyance Allowance	INR 19,200
Medical Allowance	INR 15,000
Provident Fund	INR 21,600
Gratuity Fund valued @ 4.81% of Basic Salary	INR 8,658
Total Cost to Company	INR 600,058



- 3.2 Your salary and benefits will be subject to applicable taxes which will be withheld by BNPP from your salary or bonus payment.
- 3.3 Any remuneration which you receive from BNPP shall be inclusive of any fees, expenses or other remuneration which you may be entitled to receive in relation to any office or directorship you may be required to perform in connection with your employment and includes consideration for all covenants made by you under this Agreement (including without limitation the covenants and restrictions set out in clauses 9 and 10).
- 3.4 You will receive provident fund and related benefits in accordance with [the provisions of the Employees' Provident Fund & Miscellaneous Provisions Act 1952 (as amended from time to time)].
- 3.5 You will be entitled to gratuity benefit in accordance with the Payment of Gratuity Act 1972 (as amended from time to time).
- 3.6 You will be entitled to employee state insurance coverage in accordance with the Employees State Insurance (Central Rules) 1950 (as amended from time to time).

4. **Discretionary Bonus**

- 4.1 You may be eligible to receive a discretionary bonus in respect of a given performance year, based on BNPP's results, your individual performance and conduct, and such other factors as BNPP may consider relevant. Provided you are eligible to be considered for a discretionary bonus award, the terms, conditions, nature and amount of such discretionary bonus award (if any) will be determined at the absolute discretion of BNPP. BNPP reserves the right to defer all or part of any discretionary bonus award granted to you in accordance with the applicable bonus deferral arrangement in force from time to time, and to impose such reasonable conditions as BNPP considers appropriate; any such discretionary bonus awarded will be subject to the terms of any Group incentive or deferral plan in respect of variable compensation for the relevant performance year.
- 4.2 If you are eligible to receive a statutory bonus pursuant to the Payment of Bonus Act 1965 (as amended from time to time), any discretionary bonus which may be awarded to you shall take into account any statutory bonus payable to you.
- 4.3 Any bonus awarded will only be paid to you if (i) you are employed by BNPP on the payment date; and (ii) you have not given or received notice to terminate your employment, or otherwise ceased your employment with BNPP, prior to the payment date.
- 4.4 You acknowledge and agree that you do not have a contractual right to receive a bonus annually and any discretionary bonus award is at the absolute discretion of BNPP, except for statutory bonus if applicable to you in accordance with the Payment of Bonus Act 1965 (as amended from time to time). The payment of any discretionary bonus in respect of any year, and the amount of such discretionary bonus if paid, shall not give rise to any expectation of the payment or amount of any bonus in any future year of employment. Other than as set out in this Agreement, you acknowledge that no representation, assurance or guarantee has been provided by or on behalf of BNPP with respect to the payment of any discretionary bonus and you also acknowledge that you may receive a nil bonus.

5. **Relocation Benefits**

In the event you give or receive notice to terminate your employment, or otherwise cease your employment with BNPP (except for reason due to redundancy, disability or death), within the first 12 months of your employment, you will be required to repay to BNPP the full gross amount of the relocation benefits availed by you.



6. **Staff Benefits**

In addition to the salary and benefits set out in clause 3 above, you will be eligible to enjoy staff benefits in accordance with applicable laws and BNPP's policies (where applicable) in force from time to time, including the following:

- (a) Insurance coverage under BNPP's medical and other applicable insurance schemes; and
- (b) Annual leave, sick leave, and other types of leave in accordance with applicable laws and prevailing policies of BNPP.

For details, please refer to the relevant policies and procedures of BNPP.

7. **Place of Work**

Your place of employment will be at our office location as mentioned in clause 1.1 or such other location within India as BNPP may require from time to time. During the course of your employment with BNPP, you may be required to work in any current or future divisions or departments of BNPP or its affiliates as BNPP may decide at its discretion. You may also be required to travel within India or overseas as BNPP may request from time to time.

8. **Hours of Work**

Your core working hours are from 9:30 a.m. to 6:00 p.m., Monday to Friday including half an hour lunch break. Your normal rest day will be Sunday (or such other day scheduled as a rest day). Saturday will normally be a contractual day off (unless an alternative contractual day off is scheduled). You acknowledge and agree that you are expected to devote sufficient time to perform your duties efficiently, which may require you to attend the office, or be available to perform your duties, outside of your core working hours.

9. **Confidentiality Obligations**

- 9.1 At any time during your employment with BNPP and after termination of your employment with BNPP, you must not, without the prior written consent of BNPP, disclose or make use of any confidential information (as defined below) relating or belonging to BNPP or any of its affiliates, or their customers or clients.

"Confidential information" means details of customers and their requirements, details of suppliers and their terms of business, the prices charged to and terms of business with customers, marketing plans and sales forecasts, financial information, results and forecasts (save to the extent that these are included in published audited accounts), any proposals relating to the acquisition or disposal of a company or business or any part thereof or to any proposed expansion or contraction of activities, details of employees and officers and of the remuneration and other benefits paid to them, information relating to research activities, formulae and product lines, know-how, any information which you are told is confidential and any information which has been given to BNPP or any of its affiliates in confidence by customers, suppliers or other persons.

- 9.2 All notes, memoranda, records, lists of customers and suppliers and employees, correspondence, documents, computer and other discs and tapes, data listings, codes, designs and drawings and other documents and material whatsoever (whether made or created by you or otherwise) relating to the business of BNPP or any of its affiliates, and any copies of the same:

- (a) Shall be and remain the property of BNPP or the relevant affiliate; and
- (b) Shall be returned to BNPP or the relevant affiliate on demand and in any event upon termination of your employment.



- 9.3 All developments, productions, written work, inventions and improvements of inventions, whether patentable or not, made by you or to which you would have contributed in the course of your employment, and all industrial and intellectual property rights and copyrights made by you or to which you would have contributed in the course of your employment shall be and remain the exclusive property of BNPP or the relevant affiliate, and to the extent necessary you assign any potential rights relating thereto to BNPP. This includes without limitation all research and research products, "know-how" developed in whatever form and systems developments.

10. Restrictive Covenants

- 10.1 During your employment with BNPP and for a period of 6 months after the termination of your employment with BNPP, you must not, without the prior written consent of BNPP, directly or indirectly and whether on your own behalf or in conjunction with or on behalf of any other person:
- (a) solicit, engage, or otherwise endeavour to entice away any employees or agents of BNPP or any of its affiliates, or induce or persuade any such persons to cease working for, or representing, or doing business with BNPP or any of its affiliates;
 - (b) canvass, solicit, contact or approach any BNPP's or any of its affiliates' clients, customers, suppliers or agents with whom or which you had dealings in the course of your employment with BNPP during the period of 12 months immediately preceding the date of termination of your employment, or have any business dealings with any such clients, customers, suppliers or agents.
- 10.2 You agree that the restrictions contained in clause 10.1 above are reasonable and necessary for the protection of the legitimate interests of BNPP and its affiliates; however, in the event that any such restrictions are held to be void but would be valid if part of their wording were deleted or the period of application reduced or the geographical scope narrowed, such restriction shall apply with such modification as may be necessary to make it valid or effective.
- 10.3 If you receive an offer to be involved in another business in any capacity during your employment or prior to the expiry of the last of the restrictive covenants above, you must provide the person or entity making the offer a copy of clause 10 (but no other part of this Agreement) and you must inform BNPP the identity of that person or entity as soon as possible after accepting the offer.
- 10.4 The restrictions set out in clause 10 shall remain in full force and effect and survive the termination of this Agreement for any reason whatsoever.
- 10.5 You acknowledge that damages will be inadequate compensation for breach of any of the restrictive covenants contained in clause 10 and, subject to a court's discretion, BNPP may (for itself or on behalf of any affiliates of BNPP) restrain, by injunction, equitable relief or similar remedy, any conduct or threatened conduct by you which is or will be a breach of clause 10.

11. Termination

- 11.1 During your probation period, either you or BNPP may terminate this Agreement at any time by giving 30 days prior written notice to the other party. After successful completion of your probation period, either you or BNPP may terminate this Agreement at any time by giving 90 days prior written notice to the other party. BNPP may provide you with a payment in lieu of all or part of the applicable notice period. Under certain exceptional circumstances, BNPP may consider shortening the notice period for you. For the avoidance of doubt, without such express agreement from BNPP, your notice period will remain unchanged. BNPP may also deduct any amount (including but not limited to any outstanding payment in lieu of notice) which you owe to BNPP or any of its affiliates from any amounts which may be payable to you in connection with the termination of your employment, to the extent permitted under applicable laws and in accordance with applicable policies of BNPP.



- 11.2 The contractual and normal age of retirement is 60. Upon reaching the age of 60, you will be required to retire from your employment with BNPP.
- 11.3 Nothing in this Agreement shall otherwise limit either party's right to terminate this Agreement with or without notice in accordance with applicable laws and prevailing policies of BNPP.

12. Garden Leave/Administrative Leave

BNPP reserves the right to require you not to attend its premises and/or not to undertake all or any of your duties of employment during any period of notice of termination or at any other time during the period of your employment with BNPP. During any such period, all your express and implied duties under this Agreement (including without limitation your obligations of good faith, loyalty and fidelity to BNPP) shall continue to apply.

13. Other Conditions

- 13.1 You acknowledge and agree that during your employment with BNPP:
- (a) You must serve BNPP faithfully and diligently to the best of your abilities, and exercise reasonable care and skill in the performance of your duties as assigned to you by BNPP from time to time, whether during or outside the BNPP's normal business hours, at such places as BNPP requires and for BNPP or any affiliates of BNPP as required by BNPP;
 - (b) You must act in BNPP's best interests and use all reasonable efforts to promote the interests of BNPP;
 - (c) You must comply with all directions of BNPP from time to time and report to the person(s) nominated by BNPP from time to time;
 - (d) You must comply with all legal, regulatory and mandatory obligations applicable to your position and the duties assigned to you; and
 - (e) You must inform BNPP immediately if you become aware of or suspect any unlawful act or omission by any employee, contractor or officer of BNPP.
- 13.2 You further acknowledge and agree that during your employment with BNPP:
- (a) You must provide services exclusively to BNPP and, save with the prior written consent of BNPP, you must not be directly or indirectly employed, engaged, concerned or interested in any other occupation, business or trade; and
 - (b) You must not act in conflict with BNPP's best interests or your obligations to BNPP. If you become aware of any actual or potential conflict of interest, you must immediately disclose such conflict of interest to BNPP.
- 13.3 You acknowledge and agree that you shall be wholly and solely responsible for fulfilling all your tax obligations, including without limitation declaration and payment of all taxes arising from your professional and personal income, wherever and whenever they arise.
- 13.4 You will keep the existence and terms of this Agreement in strictest confidence and will not disclose this Agreement or its terms to anyone other than your spouse, lawyer or accountant without the prior written consent of BNPP.



- 13.5 BNPP reserves the right to vary any terms and conditions of your employment from time to time, to the extent permitted under applicable laws. You are required to comply with the Code of Conduct, compliance policies, and any other policies, procedures and guidelines as issued and/or amended by BNPP from time to time. Application of such policies, procedures and guidelines is at BNPP's discretion and is not a contractual entitlement unless otherwise specifically stated in the relevant documents. BNPP reserves the right to change, amend, supplement, withdraw or discontinue its policies, procedures and guidelines at its discretion in accordance with applicable laws. You are responsible for keeping yourself up-to-date with the latest version of these policies, procedures and guidelines. For the avoidance of doubt, this Agreement shall prevail over any of those documents to the extent of any inconsistency.

14. Data Privacy

You consent to BNPP and any of its affiliates holding and processing the data it collects in relation to you in the course of your employment, for the purpose of BNPP's administration and management of its employees and its business and for compliance with applicable laws, regulations and procedures, and to the transfer, storage and processing of such data in and outside India.

Please refer to BNPP's General Policy on Employee Personal Data Protection and Employee Personal Data Protection Notice for further details relating to data privacy.

15. Third Party Rights

No one other than a party to this Agreement shall have any right to enforce any of its terms.

16. Entire Agreement

This Agreement constitutes the entire agreement between you and BNPP, and shall supersede any prior written or oral agreement or understanding between you and BNPP in relation to the matters dealt with herein. You acknowledge and agree that you are not entering into this Agreement in reliance on any representation, warranty or undertaking not expressly set out in this Agreement. No variations to the terms of this Agreement will be valid unless they are authorized in writing by BNPP.

17. Governing Law and Jurisdiction

This Agreement and all aspects of your employment shall be governed by and construed in accordance with the laws of India. In the event of any dispute, the matter shall be resolved in India and the employee shall submit to the exclusive jurisdiction of the courts of location as mentioned in clause 1.1.

This offer is conditional upon the following terms and may be withdrawn or rescinded without liability on the part of BNPP should any or all of them not be satisfied.

- BNPP receives satisfactory employment references about you and you have all the qualifications and prior work experience stated at interview and/or provided during your recruitment/employment screening process;
- You successfully complete employment screening to the satisfaction of BNPP, including without limitation credit history check, criminal record check, and information provided by you during the employment screening process. In the event any matter is identified pursuant to such background checks which requires the consent of any regulatory authority, the offer is also subject to such consent;
- You obtain, where applicable, all necessary registration(s) and/or licence(s) with the relevant regulatory authorities in India within 3 months of your commencement of employment;



- You will not be in breach of any contractual obligation from any previous employer and are available to commence employment with BNPP on or before the commencement date mentioned in clause 1.1 without being subject to any restrictions from any previous employers;
- You duly present a valid India Identity Card, and where applicable, the necessary work visa or permit and/or other relevant document(s) enabling you to commence employment with BNPP in India on or before the commencement date mentioned in clause 1.1 ; and
- Your agreement to abide by the prescribed policies, procedures and guidelines of BNPP, as notified to you from time to time.

Please signify your agreement to the above by signing and returning the enclosed copy of this letter. This offer will be valid for 7 days from the date of receipt of this letter and will lapse if you have not returned an original signed copy of this letter to us on or before such expiry date.

Please report to Human Resources, at the office location mentioned in clause 1.1 at 9:30 a.m. on your start date.

We look forward to welcoming you as a member of BNPP.

Yours sincerely,
For and on behalf of
BNP Paribas India Solutions Pvt. Ltd.



I have read and agree to the terms and conditions of this Agreement.

.....
Deep Patel



Date: November 10, 2022

Ref: LTI/HR/EN9/Campus/2023

Name: Neha Stanley Achandy Stanley David

College: St. Francis Institute of Technology (SFIT)

LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE

Dear Neha Stanley Achandy Stanley David,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer '**Annexure 1**') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 25000 pm**.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in '**Annexure-1**'. Your appointment is in accordance with the Apprentices Act, 1961.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer '**Annexure-2**')
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.ltinfortech.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled.

Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.

8. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with LTI will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:
 - Failing to meet the qualification criteria during the Training Program assessments
 - Unauthorized absence during the Training Program
 - Integrity and other disciplinary expectations
9. All Annexures appended herewith shall form an integral part of this letter.
10. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
11. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in 'Annexure-3'.
14. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For LTI Ltd.



Thiagu Dharmalingam
Senior Manager - Talent Acquisition

I have read the letter and accept the same.

Signature and Date

ANNEXURE-1

Eligibility Criteria for Engineering - Year 2023 Batch	
Qualification:	B.E./B.Tech. M.E./M.Tech/MCA/M.SC
Branches:	All Branches M.E./M.Tech(All branches) MCA, M.Sc (five-year integrated CS/IT)
Age Criteria: As on 1st July of Passing year (2023)	Less than 24 years Less than 26 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma which should not be more than 2 years. No Year drop allowed.
SSC, HSC Percentages/CGPA:	60% & Above OR Equivalent CGPA NOTE: <ul style="list-style-type: none"> SSC /HSC should have cleared in FIRST ATTEMPT only. Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. For Diploma Holders, <u>final semester</u> should have cleared in FIRST ATTEMPT only. For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration.
Diploma/Graduation Percentage/CGPA :	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA <ul style="list-style-type: none"> For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered Aggregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule) Conversion from CGPA into Percentage must be calculated as per your respective University norms Provisional/Passing Certificate must state First Class
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation, Post Graduation)	<ul style="list-style-type: none"> No active/live backlogs allowed at the time of the interview process All backlogs (if any) must be cleared <u>with the final semester exams</u> All final semester subjects <u>must be attempted and cleared in the First Attempt.</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.
Nature of Course:	All Full Time courses Only
Year of Passing:	(2023) SUMMER Pass outs Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE / State Board Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at the time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
Training phase:	The period of training (classroom/virtual) and the subsequent technology & communication tracks assigned for training are purely subjected to the business requirements. Non-performance during technical & communication trainings/on the job phase is subjected to separation from the organization
Flexibility:	Should be flexible to work in any technology/work-shift/domain and work from any development center/partner premise/customer location as per business needs
Cooling Period:	Should NOT have appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.(If found so, LTI may take immediate action and cancel the candidature at ANY stage)
Eligibility for Maternity Leave:	As per the Maternity Benefit Act, 1961, employee would be entitled for maternity leave if she has worked for a minimum of 80 days in the organization in the twelve months immediately preceding the date of her expected date of delivery.

Self-Declaration:

1. You should meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. LTI may take immediate action at any time during or after the Interview/Selection/Joining if found hiding any information/involved in any sort of malpractices/producing incorrect information or not meeting all the criteria mentioned above.
3. This recruitment process is completely free of cost.

Candidate Signature: _____

Name: _____

Institute Name: _____

Mobile No: _____

ANNEXURE-2

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the Graduate Engineer Trainee Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

Attested copies of the following are required:

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

ANNEXURE-3

Name : Neha Stanley Achandy Stanley Date : November 10, 2022
David

Salary Grade : P1

Components	INR. (p.a.)	INR. (p.m.)
Basic	180000	15000
Bouquet of Benefits	162180	13515
Bonus	21000	1750
Base Salary (p.a.)	363180	30265
Annual Incentive	0	
Total Variable (p.a.)	0	
TTC(p.a.)	363180	
PF	21600	1800
Gratuity	8658	722
Mediclaime Premium(p.a)	12929	1077
Retirals & Other Benefits(p.a)	43187	3598
Cost to Company (CTC)	406367	33863

Medical Insurance Premium:

The Group Mediclaime Policy of Company covers Employee, Spouse & upto 3 dependent children (below 25 yrs of age). Coverage limits are as per company policy.

You would also be eligible to be covered under the Voluntary Group Term Life and Group Accident Insurance policy as per the company policy.

Notes:

- 1)Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2)Bouquet of Benefits* /Flexi Pay consists of Flexi-components which may include HRA, Conveyance, LTA, Meal Allowance and Adhoc allowance.
- 3)H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 4)The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 5)Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
- 6)Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.



Offer: Computer Consultancy
Ref: TCSL/DT20222871034/Mumbai
Date: 01/10/2022

Mr. Allan Simon Rodrigues
911/1Mahaveer Housing Society,
Gujarti Bhavan,
Ichalkaranji-416115,
Maharashtra.
Tel# 91-8888098871

Dear Allan Simon Rodrigues,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related



documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum



qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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- *There is no criminal offence registered/pending against you
- *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

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

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the



same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter.

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TCS Confidential
TCSL/DT20222871034

13

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



GROSS SALARY SHEET

Annexure 1

Name	Allan Simon Rodrigues
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q.City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Dear **Arpan Dhameliya**,

Thank you for interviewing with us. Our team at CleverTap truly enjoyed interacting with you and we hope that your experience of the interview was enriching, and you got to know more about us.

We all agree that you would be an excellent addition to our winning team and accordingly, would like to offer you the position of **Production Support Engineer**. Based on our discussions and agreed terms, your formal offer letter along with details of your compensation and benefits is attached for your digital signature. Upon your acceptance of the offer, we shall kick start our internal on-boarding process to welcome you on June 5, 2023, at 10:30 am. In case of any change in the date of joining, do let us know immediately.

Upon joining, you will receive the Letter of Appointment, Non-Disclosure, Intellectual Property, Non-Compete and Non-Solicitation Agreement. In the meantime, in case of any questions / clarification, please reach out to your recruiter. The attached offer letter is valid for a period of 2 working days from the date of communication to you. Please DocuSign and accept the same.

We look forward to having you on-board.

For, **CleverTap Private Limited**
(f.k.a **Wizrocket Technologies Private Limited**)

DocuSigned by:

A handwritten signature in black ink that reads "Satyadeep Mishra".
F627014E030848B

Satyadeep Mishra
Chief Human Resource Officer

In Process



March 20, 2023

Arpan Dhameliya
B/21, Basant Primises, S.V Road, Shanti Nagar, Above Canara Bank,
Dahisar East, Mumbai - 400068

Dear Arpan Dhameliya,

We are pleased to extend you an offer of employment as **Production Support Engineer** in the **Engineering team** with CleverTap Pvt. Ltd. ("CleverTap"). We truly enjoyed meeting you and invite you to be part of our winning team.

The terms of offer are as follows:

Date of Joining	June 5, 2023
Compensation & Benefits	INR 10,00,000 per annum as per details attached in Annexure 1
Annual review	The Company follows the January to December cycle for annual reviews. At the discretion of the Company, your total compensation may be reviewed annually. The review will be based on your progress and performance. You will be eligible for salary increment in January 2024.
Background/Ref check	This offer is contingent upon the successful initiation of your background verification and reference check before the agreed date of joining. This check is conducted to ensure the authenticity of the information provided by you. Failure to adhere to the timelines might result in delaying your joining or even canceling your offer with CleverTap. The check with your current employer will be done post your joining at CleverTap. You acknowledge that in case of any discrepancy found in any of the checks, we reserve the right to withdraw the offer or terminate your employment.
Annual Leaves	24 days
Notice Period	60 days
Job Location	Mumbai

Please keep the terms of the above offer and the remuneration details confidential. We reserve a right to withdraw the offer in case we learn about the breach of confidentiality on this count. You are requested to provide us with the documents as listed in Annexure 2.

We look forward to having you on board.

For, **CleverTap Private Limited**
(f.k.a **Wizrocket Technologies Private Limited**)

DocuSigned by:

F027014E036848B

Satyadeep Mishra
Chief Human Resource Officer

I have carefully read and understood the above offer and terms. I accept the same.

Arpan Dhameliya



Arpan Dhameliya
Production Support Engineer

**Annexure 1
Compensation & Benefits**

		Monthly Compensation	Annual Compensation
		INR	INR
Base Pay	Basic Salary	33,333	4,00,000
	House Rent Allowance	16,667	2,00,000
	Gratuity	1,603	19,240
	Employer's PF Contribution	1,800	21,600
	Special Allowance	29,930	3,59,160
	Total Base Pay	83,333	10,00,000
Total Compensation			10,00,000

Notes:

- The above compensation is subject to deduction of taxes and other statutory amounts as per the applicable law
- Provident Fund contribution will be at minimum wages of INR 1,800, for both employer and employee contribution. PF (Employer Contribution) will be directly deposited to the employee PF account.
- Gratuity will be paid at the time of exit
- Company provides Medical Insurance floating coverage of INR 500,000 for self, spouse, dependent parents, and up to 2 children
- The above compensation structure is subject to detailed rules and regulations of the Company, as may be applicable from time to time

For, **CleverTap Private Limited**
(f.k.a **Wizrocket Technologies Private Limited**)

DocuSigned by:

Satyadeep Mishra

F022014E036048B

Satyadeep Mishra
Chief Human Resource Officer

Signature_____



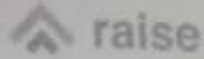
Annexure 2
List of Documents

Please keep the following documents ready as we would require these for our internal records and a few documents will also be submitted as part of the background verification. We will let you know about the process of submission of these documents:

1. Experience letter/ Relieving Letter/ Service Certificate of your current and previous employer(s)
2. Last 3 months Salary Slip of both (current & previous) employer(s)
3. Educational Certificate (Convocation degree/ Marksheet)
4. Passport copy
5. Residential Proof (if residential address mentioned on Aadhar Card/ Passport is different)
6. PAN Card copy
7. Aadhar Card copy

We would need your current employer's documents once you have been relieved. In absence of any document, please let us know before your joining date.

In Process



Raise The Bar

Date: 20 May 2023

To
Mukesh Gupta
Mumbai

Letter of Internship

Dear Mukesh,

With reference to our discussions & your interview with us, we are pleased to offer you an internship with us in the Engineering team.

1. **Compensation:** You will be paid a monthly compensation of **Rs. 18,000/-** (Rupees Eighteen Thousand). This will be subject to tax /statutory deduction.
2. **Joining Date:** Your date of joining as agreed is on or before **22nd May 2023**
3. **Tenure:** Your internship tenure would be from **22nd May 2023** until **22nd June 2023**. It would be renewed further as per performance and feedback.

Kindly sign and return a copy of this offer letter as a token of your acceptance. We look forward to welcoming you to our team.

Yours Sincerely,

For Moneylicious Securities Private Limited

Srigdha M Tamhane
Head - Human Resources

Mukesh
Mukesh Gupta



Ref: OL/HR/23/023440
June 10, 2023

Mr. Kim Walter Machado
House no.462,Nandanvan House,
Kolbhag, Nandakhal,
Virar West - 401301.

Sub : Offer Letter
Location : Mumbai

Dear Mr. Kim Walter Machado,

With reference to your application and subsequent interview you had with us, we are pleased to inform you that you have been selected as **Software Engineer - IT**. Your date of joining would be **12th June, 2023**, and the reporting location would be Andheri Office.

You will be on probation for six months from the date of your reporting. During the probationary period, you are not entitled for any special employee privileges and your overall performance during the probationary period will be the sole criteria for further advancement in the Company.

Apart from the monthly gross salary and other benefits you will be entitled for special employee privileges at Management's discretion. You will report to **Mr. Sarvagya Saxena (Team Leader - IT)** for further instructions.

We congratulate you on your appointment and wish you a long and successful career with us. We are all looking forward to working with you and hope you will soon feel part of the team.

Thanking you.

For Riya Travel & Tours (I) Pvt. Ltd.

Manoj Samuel
(CEO & Director)

RIYA TRAVEL & TOURS (I) PVT LTD

COMP OFFICE : W/1, LEELA BUSINESS PARK, ANDHERI KURLA ROAD, ANDHERI (E), MUMBAI - 400 059 | ☎ +91 22 6777 2300 | ✉ INFO@RIYA.TRAVEL

REGD. OFFICE : GULAB BUILDING 237, PD'AMBELLO ROAD, MUMBAI 400 001 | ☎ +91 22 6709 4949 | ✉ INFO@RIYA.TRAVEL

CIN : U99999MH1992PTC066673

WWW.RIYA.TRAVEL



11th April 2023

OFFER LETTER

Dear Meet,

We are pleased to offer you the position of Software Engineer at Arisinvesting Technology Pvt Ltd with an annual CTC of 5.20 LPA. Your skills and knowledge have impressed us, and we believe you will be a valuable addition to our team.

This is a full-time position with a probationary period of 6 months, starting from your joining date of 12th June 2023. During this period, we will assess your suitability for the role based on your performance and conduct, and you will receive regular feedback on your progress.

We will confirm your appointment as a full-time employee if your performance during the probationary period meets our standards and we find that you are a good fit for our company. A joining bonus of 1 lakh rupees will also be granted on confirmation. This bonus will be disbursed to you upon the successful completion of your probationary period and confirmation of your employment.

Furthermore, your monthly salary will be increased from INR 30,000 to INR 40,000 upon confirmation of your employment status.

We believe that you have the potential to excel in this role, and we look forward to seeing your contributions to our team. Please let us know if you have any questions or concerns regarding this offer, and we will be happy to address them.

Please sign and return the enclosed copy of this offer letter to indicate your acceptance of this position.

Sincerely,

A handwritten signature in black ink, appearing to read "Sneha Chovatiya", written over a light blue triangular graphic element.

Sneha Chovatiya
HR Associate
Aris Investing

Accepted by,

Meet Hadiyal

Date:

Annexure A

1. Posting and Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department/section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

2. Probation

You will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till a order of confirmation has been issued in writing.

3. Full-time employment

Your position is a full time employment with the Company and you shall devote yourself exclusively to the business and interests 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 shareholder/debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

You will not, at any time, during the internship or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to the responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated by giving one month (30 days) notice or salary in lieu thereof by the company. In case you decide to resign and leave the company, you must give a 2 months (60 days) notice in writing to the management and HR.

Upon resignation/termination of this offer, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of this offer, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company. For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude.
- If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this offer letter.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

Annexure B

This is your expected monthly salary structure in the probation period.

Salary Component	Amount
Basic Salary	15789
HRA	6317
Convenience	3947
Medical	3947
Total Gross Per Month	30000
Professional Tax Deduction	200
Total Per Month	29800

Note: You will receive a salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of TDS, PF, ESI, and professional taxes in accordance with law as applicable.





CloudRock Partners India Private Limited

OFFER & CONTRACT OF EMPLOYMENT

May 18, 2023

FAO: Jubia Susan Oommen
BY EMAIL: jubiaoommen@gmail.com

Dear Jubia Susan,

Following your recent interviews, we are delighted to offer you a position with CloudRock Partners India Pvt. Ltd This offer letter has also been sent to you via DocuSign, and we kindly request that you sign to confirm your acceptance.

We are a fast-growing company, and really hope that you're excited by the opportunity to join our team, and to have a long and successful career with us.

A Kyriacou

Signed
Ani Kyriacou
Chief Operating Officer

Date: November 10, 2022

Ref: LTI/HR/EN3/Campus/2023

Name: Julia Hanna Oommen Oommen N G

College: St. Francis Institute of Technology (SFIT)

LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE

Dear Julia Hanna Oommen Oommen N G,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer '**Annexure 1**') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 30000** pm.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in '**Annexure-1**'. Your appointment is in accordance with the Apprentices Act, 1961.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer '**Annexure-2**')
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.ltinfortech.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled. Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.

8. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with LTI will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:
 - Failing to meet the qualification criteria during the Training Program assessments
 - Unauthorized absence during the Training Program
 - Integrity and other disciplinary expectations
9. All Annexures appended herewith shall form an integral part of this letter.
10. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
11. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in '**Annexure-3**'.
14. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For LTI Ltd.



Thiagu Dharmalingam
Senior Manager -Talent Acquisition

I have read the letter and accept the same.

Signature and Date



Offer: Computer Consultancy
Ref: TCSL/CT20224008663/Mumbai
Date: 01/10/2022

Mr. Ashish Cherian
G-3/-9, Jal Padma ChsAyyappa Mandir Road,
Bangur Nagar,
Mumbai-400104,
Maharashtra.
Tel# 91-9870059359

Dear Ashish Cherian,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related



documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum



qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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- *There is no criminal offence registered/pending against you
- *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

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

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the



same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter.

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET

Annexure 1

Name	Ashish Cherian
Designation	Assistant System Engineer-Trainee
Institute Name	St. Francis Inst. Of Tech, Borivali

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q.City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy
Ref: TCSL/CT20223957994/Mumbai
Date: 01/10/2022

Mr. Dhruv Vinod Shetty
202 Amanda BHiranandani Meadows,
Near Vasant Vihar,
Thane-400610,
Maharashtra.
Tel# -

Dear Dhruv Vinod Shetty,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.



12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.



16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

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- address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.



22. Letter of Appointment

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

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.



(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Dhruv Vinod Shetty
Designation	Assistant System Engineer-Trainee
Institute Name	St. Francis Inst. Of Tech, Borivali

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q.City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



APPOINTMENT LETTER

28 Aug 2023

Mr. Saurav Sharma,
C 20/203, Shardama Housing society,
Achole Rd. Nalasopara East, 401209
Email ID -s612sharma@gmail.com,
Contact No: 9834942756

Dear Saurav,

Congratulations and welcome to ANJ TURNKEY PROJECTS PVT LTD! The Management takes pleasure in appointing you as a Project Coordinator with effect from 28 Aug 2023.

Terms of Employment:

1. You will be on probation for a period of six months after which period; your services will be confirmed. Intimation of confirmation will be given in writing. Your notice period during probation is 15 days and after confirmation is 30 days. In case you resign or the company terminates your services, each has to give notice as mentioned, or basic salary in lieu of notice.
2. Your annual Cost to the Company is Rs. 3,60,000.00/- (Rupees Three Lacs Sixty Thousand Only) per annum all inclusive. Tax will be deducted at source.
3. You will receive all other benefits as per Company's policies.
4. During continuance of your employment and thereafter, you will maintain complete secrecy and will not divulge to any person, firm or company, any secret or confidential information of any description acquired and / or possessed by you or which comes to your knowledge, concerning the business or affairs of the Company or any of its affiliates and/ or its / their clients.
5. During the term of your employment with the Company, you shall devote your entire time and energy to furtherance of business of the Company, and you shall not work whether directly or indirectly, for any other person, firm and/or legal entity in any capacity.
6. You will need to sign the Company Code of Conduct as per our policy.
7. You will not undertake or carry on, without the prior express permission of the Company obtained in writing, any business, either alone or in partnership, nor be directly or indirectly concerned with as principal, agent or otherwise in any business, trade or profession whatsoever.
8. During your employment with the company and for a year thereafter, you shall not solicit any employee of the company to leave their employment in order to join another Agency/Company or provide services to another Company /person/entity whether or not affiliated the company. You shall also not directly or indirectly on behalf of another person or entity solicit or entice any customers or potential customers away from the Agency.
9. You may be required to undertake travel from time to time to other locations outside your place of posting on the business of the Company.
10. You will, for the present, be posted at Mumbai. However, you will be liable for transfer at any time to any other location or office of the Company or its affiliate, as may be considered necessary. The terms and conditions applicable in such other location or office will apply to you upon your transfer.
11. You shall be bound by all the rules and regulations of the Company that may be in force from time to time concerning work, work culture, discipline, documentation, dealing with clients and all other employment matters.

12. You shall carry out all instructions of your manager as regards your work, attendance, conduct, behavior, discipline and shall carry out diligently and honestly all works, duties and responsibilities that may be assigned to you from time to time.
13. The employment is offered to you for the office of the Company in Mumbai, India. This offer does not entitle you to claim employment nor obligate the Company to offer employment in any other offices of the Company, whether in India or abroad.
14. The retirement age applicable to you will be 60 years.
15. Either during or after your employment you will not disclose any Confidential Information (defined below) to any third party or use the same for any purpose other than carrying out the terms of your employment unless and until such Confidential Information is or has become public knowledge provided that you will not be precluded from disclosing Confidential Information to the extent you are required to do so by law or court order, provided that you shall use all reasonable endeavors to give the Company prior notice of any such disclosure and shall limit such disclosure to that which is legally required.
16. Definition of Confidential Information) Confidential Information includes but is not limited to client pricing information, client details (including addresses and telephone numbers), financial information, charging structures, prospective clients of the Company or any Group Company, marketing initiatives and strategy, business plans or dealings, technical data, existing and potential projects, research plans or reports, sales specifications or targets, customer lists or specifications, business developments and plans, research plans or reports, sales and marketing programmes, policies or plans, price lists or pricing policies, source codes, computer programs, computer systems, software, designs, research activities, any document marked "Confidential" (or with a similar expression); any information which you have been told is confidential or which you might reasonably expect the Company [or any Group Company] would regard as confidential; or information which has been given in confidence to the Company or any Group Company by a third party.
17. Upon the termination of your employment, you will return to the Company all papers and documents or other property which may at that time be in your possession relating to the business or affairs of the Company or any of its affiliates or their clients and you will not retain any copies or extracts thereof.
18. The Company reserves the right to terminate your services without any notice or compensation in lieu thereof on the grounds of proven misconduct, disloyalty, commission of any act involving moral turpitude, or any act of indiscipline or inefficiency or for loss of confidence.
19. In case there is a need to conduct an investigation for any potential misconduct/misdemeanor or any other circumstances which may give a right to the Company to terminate this employment, the company is entitled to suspend you on basic pay for as long as may be deemed reasonably appropriate by the Company to carry out a proper investigation.
20. Please bring with you copies of education certificates and/or mark sheets for our records.
21. Please sign the duplicate copy of this letter as acceptance of the above terms and conditions.

Thanking You

For ANJ TURNKEY PROJECTS PVT LTD,



Authorised Signatory

Accepted the above terms

Saurav Sharma

ANNEX 1

CTC – TERMS OF EMPLOYMENT

Name: Saurav Sharma

Designation: Project Coordinator

The period for evaluating performance will be Apr - Mar each year

EARNINGS	MONTHLY (INR)	YEARLY (INR)
Basic	15,000.00	1,80,000.00
HRA	7,500.00	90,000.00
Special Allowance	4,800.00	57,600.00
Statutory Bonus	2,700.00	32,400.00
TOTAL EARNINGS (A)	30,000.00	3,60,000.00

Benefits: As per the above. Taxes will be applicable as per law.



Date:11-Nov-22

To,

Mr/Ms Thite Omkar Nitin,
St. Francis Institute of Technology, Mumbai

Dear Thite Omkar Nitin,

Please refer to the interview and discussions you had with us recently. We are pleased to offer you the position of **Graduate Engineer Trainee** on the following terms and conditions:

1. You will receive a Basic Salary of **Rs. 13917/- per month**. All other allowances and benefits as applicable to you are detailed in Annexure - A
2. Your place of posting will be **Mumbai** till the Company intimates you otherwise
3. You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company, as enclosed at Annexure - B
4. You will be governed by and agree to abide by the provisions of the Tata Code of Conduct. Any breach of the provisions of Tata Code of Conduct shall constitute misconduct
5. Your appointment is subject to you being certified medically fit by a medical practitioner recognized by us, and on receipt of satisfactory references
6. You will be on training for a period of **12 Months** from the date of your joining the Company, subject to the conditions detailed in the General Terms & Conditions of Service
7. You will furnish to us copies of all the relevant certificates, including relieving certificate from your present employer at the time of joining. You will also submit to us 4 copies of your recent passport sized and 1 stamp sized photographs at the time of joining

Within 3 days of receipt of this letter, you are requested to sign and return the duplicate copy of this letter in token of your acceptance of the terms of appointment, including the General Terms & Conditions of Service and the provisions contained in the Tata Code of Conduct.

You are requested to join the services of the Company not later than **the joining date** failing which please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing.

**The joining dates (not later than August'2023) shall be intimated to you via your mail id*

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board.

Yours faithfully,

For TATA Advanced Systems Limited

Authorized Signatory

I accept the offer of appointment

(Signature)

TATA ADVANCED SYSTEMS LIMITED

TSRC, Amrapuram SEZ Plot. 17 A/57 No 656 Aditya Nagar, Adibatla (V) Ibrahimpatnam (M) Rangareddy (D) Telangana 501516
Registered Office: Hardware park Plot No 21, Sy No 121, Manar Rancha Ramgola Village Maheshwaram Mandal Hyderabad 501 238 Telangana India
Tel: 91 40 6644 8282 Fax: 91 40 6644 7438 e-mail: hr@tatadadvancedsystems.com website: www.tatadadvancedsystems.com CIN: L17200TG12000PLC077929



Annexure -A

Thite Omkar Nitin
Graduate Engineer Trainee

Particulars	Amount (Annual)
Basic	167004
House Rent Allowance	83502
Flexible Allowance Bucket	150304
Gross salary total (A)	400810
*Provident Fund	21600
**Gratuity	8033
Retirals Total (B)	29633
Fixed Compensation (C) = (A) + (B)	430443
#Annual Performance Pay (D)	69585
Cost To Company (E) = (C) + (D)	500028

* You shall participate in the Provident Fund Scheme applicable to you as per the Provident Fund and Miscellaneous Provisions Act 1952. Your PF contribution has been calculated on Annual PF Wages = **180000**

** You will be entitled to gratuity in accordance with the rules governing such payment as per the Payment of Gratuity Act 1972.

*** You shall be entitled to benefits under ESIC applicable to you as per the Employee State Insurance Act, 1948. # Performance Pay is payable in accordance with the Organizational, Business Unit and Individual Performance as per applicable Performance Payout matrix.

For TATA Advanced Systems Limited

Authorized Signatory

I accept the offer of appointment

(Signature)

TATA ADVANCED SYSTEMS LIMITED



GENERAL TERMS AND CONDITIONS OF SERVICE

1. RESPONSIBILITIES

You will diligently and honestly discharge and perform all duties and responsibilities pertaining to your employment, as also such other duties and responsibilities, as may be entrusted to you by the TASL Group of Companies from time to time.

2. TRAINING

You will be on training for a period of **12 Months** from the date of your joining the company.

During the period of training, your performance and other behavioral factors such as team work, willingness to learn, customer focus, reliability etc. shall be assessed. In case during training period, your service is found to be unsatisfactory, the Company reserves the right to extend the period of training or terminate, as considered necessary in writing.

Subject to your service during the training period or extended period of training (if any), being found satisfactory in all respects, you will be confirmed in your position in writing. Until so confirmed in writing, you shall continue to be on training.

3. PLACE OF WORK

You will be required to work in any establishment of the Company within India or overseas, as per the instructions given to you from time to time. In case of transfer from one location of the Company to another, you will be automatically governed by the specific rules & regulations at the location of transfer and policies, as may be applicable to you.

4. TRANSFER OF SERVICE / DEPUTATION

Your services are liable to be transferred to any Subsidiary or Associate Company or parent company of TASL Group of Companies as existing or may be set up in future within or outside India. Your services are also liable to be transferred to any Company as existing or may be set up in future under the Tata Group within or outside India. In such cases, you will automatically be governed by the terms & conditions of service applicable to you in the transferee company. You can also be deputed to any of the companies mentioned above. The tenure and the terms and conditions of such deputation will be determined solely by the Company at its discretion and communicated to you.

5. HOURS OF WORK AND PAID HOLIDAYS

You will abide by the working hours, weekly offs and paid holidays of the department, office or establishment where you are posted.

In case of unforeseen events and/or workload, you may be required to work beyond the working hours or on weekly off days / holidays.

6. INCREMENT, ANNUAL PERFORMANCE AWARD & PROMOTION

Your increment, annual performance award & promotion(s) will be on the basis of your performance and contributions in the job and will be at the sole discretion of the Company. Similarly, promotion, if any, will be based on company policies and will also be at the sole discretion of the company.

7. RETIREMENT AGE

You shall retire from the services of Company upon completion of the age of 60 years. For the purpose of determining the retirement date, the last day of the month in which you attain the age of 60 years will be deemed to be your retirement date.

The Company's decision in regard to your date of birth as per Company's records shall be final. In case of any change in the retirement age of employees in the Company, the same shall apply to you without any written notice specifically addressed to you.

TATA ADVANCED SYSTEMS LIMITED

TSLIC, Annexspace SEZ Plot. 17 A, SY No 656 Aditya Nagar, Adibatla (V) Barampattanam (M) Ranga Reddy (D) Telangana 5015 08.
Registered Office: Hardware park Plot No 21, Sy No 121, Sharan Rancho Ramgula Village Maheshwaram Mandal Hyderabad 501 238 Telangana India.
Tel: 91 40 9644 8282 Fax: 91 40 9644 7438 e-mail: hr@tatadadvancedsystems.com website: www.tatadadvancedsystems.com CIN: L17200TS12000PLC077929



8. NOTICE OF TERMINATION a. During Training

During your training period, your services may be terminated by giving a month's notice at any time. Similarly, should you not wish to continue with the Company, you may do so by giving months' notice. **b. After Confirmation**

After confirmation of your services, the requirement in respect of notice will be 3 months on both sides. In the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the three months' notice period.

c. General

The Company shall be entitled to terminate your services without any notice on the happening of any of the following events:

- i. In the reasonable judgment of the Company, any material breach of the terms of employment by you;
- ii. In the reasonable judgment of the Company, any gross negligence in the performance of your duties, intentional non-performance or miss-performance of such duties, or refusal to abide by the orders of superiors or refusal to comply with lawful directives of the Company or the Company's policies and procedures;
- iii. Any willful dishonesty, fraud, or misconduct by you with respect to the business or affairs of the Company, that in the reasonable judgment of the Company may materially and adversely affects the operations or reputation of the Company;
- iv. Your conviction in any crime involving moral turpitude; or
- v. Your abuse of alcohol or drugs (legal or illegal) that, in the Company's reasonable judgment, materially impairs your ability to perform your duties.

9. SEPARATION

Upon your separation from the Company for any reason whatsoever, you shall not later than the effective date of separation:

- a. Handover charge to such person or persons as may be nominated by the Company in that behalf, and
- b. Surrender to the management of the Company or any person nominated/authorized by it, all original and copies of business documents, blueprints, reproductions or any data, tables, calculations, books, identity/attendance/access cards and correspondence received by you for and on behalf of the Company and all Company property (i.e. company leased residential accommodation, keys, software, computer, vehicle, mobile phone, documents, electronic devices, data storage media etc., as applicable) owned by the Company and in your possession or custody pertaining to or connected with the business of the Company or any subsidiary, associate or affiliate of the Company.
- c. The Company reserves the right to recover/deduct the actual expenditure, if any, incurred on you at the time of joining the Company on various accounts viz. notice period paid to your previous employer, travel cost, training cost if any, accommodation charges and the cost of transfer of belongings, in case you resign from the services within one year from the date of your joining.

10. CONFIDENTIALITY, INVENTIONS & INTELLECTUAL PROPERTY

In consideration of the employment with the Company, you agree to and will abide with the following:

- a. You shall not without the Company's prior written permission, either directly or indirectly disclose to any person, firm, company or other body corporate for any purpose or use, or permit any person to examine or make copies of, any documents, materials or records that contain or are derived from any Confidential Information (as defined below) of the Company other than for the Company's business, both during and after your employment with the Company.
- b. You will comply with, and do all things necessary to permit the Company to safeguard its Confidential Information (as defined below).

"Confidential Information" means any and all information provided by the Company to you or to which you have access owing to your relationship with the Company, including but not limited to (i) Intellectual Property information; (ii) trade secrets; (iii) proprietary information related to the current, future, and proposed products and services of the Company including, without limitation, ideas, samples, media, techniques, sketches, drawings, works of authorship, models, inventions, know-how, processes, apparatuses, equipment, algorithms, software programs, software source documents and formulae, its information concerning research, experimental work, development, design details and specifications, engineering, financials, procurement requirements, purchasing, customer lists, investors, employees, business and contractual relationships, business forecasts, sales and merchandising, marketing plans, and any such information you have access to regarding third parties; (iv) information relating to salary structures, perquisites and/or other terms and conditions of employment; and (v) such other information which by its nature or the circumstances of its disclosure is confidential.

TATA ADVANCED SYSTEMS LIMITED

TSRC, Aerospace SEZ Plot: 17 & 18 No-556 Aditya Nagar, Adibatla (V) Baramahal Taluk (M) Rangas Reddy (D) Telangana 501516
Registered Office: Hardware park Plot No 21, Sy No 171, Sharan Rancho Ramoji Village Maheshwaram Mandal Hyderabad 501 238 Telangana India
Tel: 91 40 5644 8282 Fax: 91 40 5654 7436 e-mail: hr@tatadadvancedsystems.com website: www.tatadadvancedsystems.com CIN: L17290TS12002PL2077029



- c. You expressly agree to and undertake that at any time during and after your employment with the Company, you shall have no proprietary interest in any Developments (as defined below).

"Developments" shall mean any idea, invention, design, technical or business innovation, computer program and related documentation, or any other work product developed, conceived, or used by you, in whole or in part that arises out of your employment with the Company, or that are otherwise made through the use of the Company's time and materials.

- d. You acknowledge and agree that all Developments and Employee Intellectual Property (as defined below) are and shall be the sole property of the Company and that the Company shall not be required to designate you as the author thereof. You undertake to promptly disclose all Developments and Employee Intellectual Property to the Company and shall, at the Company's request and at the cost of the Company, do all things that may be necessary and appropriate to establish the Company's ownership of the Developments and Employee Intellectual Property including, but not limited to, the execution of the appropriate applications or assignments, production of documents and evidence to the appropriate authorities etc. You further acknowledge and agree that these General Terms & Conditions of Service shall operate as a perpetual, written assignment in favour of the Company of any right, title or interest that you may have in respect of the Employee Intellectual Property and/or Developments. The Company shall have the perpetual and exclusive right to use, exploit or deal with the Employee Intellectual Property and Developments in its sole discretion.

"Employee Intellectual Property" shall mean any Intellectual Property (as defined below) obtained by you individually or on behalf of the Company in relation to the work carried on, discovered, invented, designed and/or authored by you during his term of office as an employee of the Company. "Intellectual Property" means (i) all inventions (whether patentable or un-patentable and whether or not reduced to practice), all improvements thereto, and all patents, patent applications, and patent disclosures, together with all reissues, continuations, continuations-in-part, revisions, extensions and re-examinations thereof; (ii) all trademarks, service marks, logos, trade names and corporate names, together with all translations, adaptations, derivations and combinations thereof, including all goodwill associated therewith and all applications, registrations and renewals in connection therewith; (iii) all copyrightable works, all copyrights and all applications, registrations and renewals in connection therewith; (iv) all computer software (including data and related documentation), code, machine code, source code, related documentation, graphics, images, designs, logos, programs, layouts and specifications; (v) all other proprietary rights of whatsoever description whether or not protected and whether or not capable of protection, and (vi) all copies and tangible embodiments thereof regardless of form and medium.

Nothing contained above shall prevent you from sharing information with another employee of the Company as may be genuinely required for the due performance of your or such other employees' duties.

11. GENERAL

- a. The Company reserves the right to withdraw the offer of appointment or terminate your employment with the Company without notice, in case it is found that the information/details/documentation provided by you in connection with your employment with the Company are found to be false, incorrect or forged.
- b. You will be responsible for the safe keeping, proper use and return in good condition and order of all property such as tools, equipment's, instruments, books, computers, telecommunication devices etc., which may be in your custody, use, care, or charge. The Company shall have the right to deduct the money value of all such things from your dues and take such action as the Company deems proper in the event of your failure to account for such property to our satisfaction. You shall not use or permit the use of any of the property, facilities and/or services (including but not limited to e-mail and internet facilities) made available to you as an employee of the Company, for the personal use, benefit or advantage of yourself or of any third party, unless specifically authorized by the Company.
- c. You will keep the Company informed of any change in your residential address, contact details and any changes in your individual status such as marital status, family status etc. You will also keep the Company informed in case your spouse/children are employed with the competitors (i.e. any other Defence and Aerospace companies) in India.

TATA ADVANCED SYSTEMS LIMITED

TSRC, Aerospace SEZ Plot. 17 A, 57 Km 656 Aditya Nagar, Adibatla (V) Barampattanam (M) Range, Ernakulam 681136
Registered Office: Hardware park Plot No 21, Sy No 171, Shree Ranche Ramgala Village Maheshwaram Mandal, Hyderabad 501 238 Telangana India
Tel: 91 40 5644 8282 Fax: 91 40 5654 7438 e-mail: employment@tatadvancedsystems.com website: www.tatadvancedsystems.com CIN: L17200TS2000PL2077209



- d. You will abide by the Company policies, rules and regulations applicable to you that are in force for the time being or may be framed from time to time.
In the event of there being any inconsistency or repugnancy between the provisions contained in the Company policies, rules & regulations and the terms of your appointment, the provisions contained in the Company policies, rules & regulations shall prevail.

Your appointment shall also be subject to such statutes and legal regulations as are applicable and are in force now and/or any such modifications or enactments that may come into force from time to time.

- e. You will not without the Company's previous written permission carry on any business, trade, profession or vocation or utilize any part of your time in any capacity the services of or be employed by any other firm, company or person, directly or indirectly and for gainful purpose or otherwise, unless otherwise approved by the Company in writing. You will devote your whole time and attention to your duties to promote the interests of the Company.
- f. You will not disclose or discuss your compensation package with any other employee, vendor, customer or business associate of the Company. Any deviation from maintaining confidentiality on your part would be viewed seriously and could lead to disciplinary action.
- g. Any commitment made to you by the Company (prior to or after your joining the services of the Company) regarding your terms & conditions of service, including compensation, shall be in writing and signed by a duly authorized employee of the Human Resource Department of the Company; and the Company will not be obliged to honour any verbal commitment/assurance given to you by any employee of the Company.
- h. You will immediately upon your acquiring the knowledge, inform the Company of any act of dishonesty and/or any action prejudicial to the interests of the Company on the part of any other employee of the Company.
- i. Company may require you to undergo medical examination by a medical practitioner nominated by the company, as and when necessary.
- j. 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 as per Company records.
- k. You may be required to undertake travel on Company work as & when required. In case of travel on Company Business, you will be entitled to reimbursement of such travel expenses / allowances as per Company's policies in force from time to time.
- l. Without prejudice to the Company's other rights and remedies, the Company shall be entitled to deduct from your emoluments, the amount of any claims, if any, which the Company may have against you.
- m. You will not accept any commissions, benefits or gifts in connection with business activities of the Company without the written permission of the Company or as per the prescribed policies in this regard.
- n. Any differences or disputes arising in connection with your employment in the Company leading to litigation shall be decided by the Courts located in Hyderabad, India.

TATA ADVANCED SYSTEMS LIMITED

TSLRC, Amravathi SEZ Plot: 17 & 18 No 656 Aditya Nagar, Adibatla (V) Ibrahimpatnam (M) Rangareddy (D) Telangana 501510
Registered Office: Hardware park Plot No 21, Sy No 121, Sharan Rancho Ramguda Village Maheshwaram Mandal Hyderabad 501 238 Telangana India
Tel: 91 40 5644 8282 Fax: 91 40 5644 7438 e-mail: hr@tatadadvancedsystems.com website: www.tatadadvancedsystems.com CIN: L17200TS12002PLC077929



12. MODIFICATION OF TERMS & CONDITIONS OF SERVICE

The Company shall have the right to amend or modify any of the above terms and conditions of service and the same shall become automatically binding on you from such date(s) as may be decided by the Company.

I accept the terms and conditions

Bmkas

(Signature)

TATA ADVANCED SYSTEMS LIMITED

TSEC, Aareyapada SEZ Plot: 17 A, SY No 656 Aditya Nagar, Adibatla (V) Ibrahimpatnam (M) Rangareddy (D) Telangana 501518
Registered Office: Hardware park Plot No 21, Sy No 171, Inwar Kancha Ramayala Village Maheshwaram Mandal Hyderabad 501 238 Telangana India.
Tel: 91 40 6644 6282 Fax: 91 40 6644 7436 e-mail: amh@tatadvancedsystems.com website: www.tataadvancedsystems.com CIN: L17200TG2000PLC077929



A TATA Enterprise
A 100% wholly-owned subsidiary of Voltas Limited
(Formerly known as Rohini Industrial Electricals Limited)

Ref: MD-101/2253
To
Mr. Siddhesh Maurya
St. Francis Institute of Technology
Mumbai

07 June 2023

Dear Siddhesh,

Congratulations & a warm welcome to Team Universal

We are happy to offer you employment with Universal MEP Projects & Engineering Services Ltd, as a Graduate Engineer Trainee - MEP Business in the Infrastructure Solutions.

Your date of joining the Universal MEP Projects & Engineering Services family will be **03 July 2023** and your place of posting is **Mumbai**.

Your training and probation shall be for a period of **one year**. Please note that your appointment would be subject to:

1. Successful completion of the Graduation;
2. You being found medically fit as per the Company's medical policy;
3. Submission of all your educational & employment certificates in original for our verification.

We request you to carry all your original mark sheets, certificates, address proof & three passport size photographs at the time of joining.

The TATA group is known for its ethical conduct, which we believe is a way for business sustainability. The Tata Code of Conduct details out the behavior expected of each of its employees. Please visit the following link for further details: [Tata Code Of Conduct.pdf](#)

Please return a copy of this letter duly signed by you as a token of your acceptance of this offer of employment within 5 days from the date of receipt of this offer. If we do not hear from you within the stipulated time, it will be presumed that you are not keen in accepting our offer and the same stands withdrawn.

As you begin your career with Universal MEP Projects & Engineering Services, we once again wish you happiness, achievement and professional fulfillment.

Thanking you,

Yours faithfully,
For Universal MEP Projects & Engineering Services Ltd

A handwritten signature in black ink, appearing to read "Ravinder Rao", written over a rectangular stamp area.

Ravinder Rao
Head HR

REGISTERED OFFICE:

Voltas House 'A', Dr. Babasaheb Ambedkar Road, Chinchpokli, Mumbai 400 033, India
Tel. : + 91 22 66656666

Corporate Identity Number : U74210MH1983PLC030705



MEP PROJECTS
& ENGINEERING
SERVICES LIMITED

A TATA Enterprise

A 100% wholly-owned subsidiary of Voltas Limited
(Formerly known as Rohini Industrial Electricals Limited)

CTC annexure to letter dated 07 June 2023

GET Compensation Structure	2023 (INR)
Components	On Joining
Basic	11600
House Rent Allowance	9860
Education Allowance	200
Special Allowance	7600
Total (A)	29260
Company's Contribution to Provident Fund	1800
Gratuity	558
Superannuation Fund	1740
Total (B)	4098
Gross Salary (A+B)	33358
Annual CTC	4,00,296

NOTE:

1. You will also be covered under the Group Medical Benefit (Hospitalization) Scheme applicable to you at the time of joining.
2. Statutory deductions as may be applicable in your case under the law will be affected from the gross emoluments and the net amount derived after such deductions would be paid to you on a monthly basis.
3. A detailed letter of appointment indicating the break-up of your emoluments and other service conditions will be issued on your joining the services of our Company.

I have read the above terms and conditions of my appointment.

I accept the same.

Name: Siddhesh Ramakant Maurya.
Date: 09/06/2023

REGISTERED OFFICE:

Voltas House 'A', Dr. Babasaheb Ambedkar Road, Chinchpokli, Mumbai 400 033, India
Tel. : +91 22 66656666

Corporate Identity Number : U74210MH19R3PLC030705



A **TATA** Enterprise
A 100% wholly-owned subsidiary of Voltas Limited
(Formerly known as Rohini Industrial Electricals Limited)

Ref: MD-101/2252
To
Mr. Affan Shaikh
St. Francis Institute of Technology
Mumbai

07 June 2023

Dear Affan,

Congratulations & a warm welcome to Team Universal

We are happy to offer you employment with Universal MEP Projects & Engineering Services Ltd, as a Graduate Engineer Trainee - MEP Business in the Infrastructure Solutions.

Your date of joining the Universal MEP Projects & Engineering Services family will be **03 July 2023** and your place of posting is **Mumbai**.

Your training and probation shall be for a period of **one year**. Please note that your appointment would be subject to:

1. Successful completion of the Graduation;
2. You being found medically fit as per the Company's medical policy;
3. Submission of all your educational & employment certificates in original for our verification.

We request you to carry all your original mark sheets, certificates, address proof & three passport size photographs at the time of joining.

The TATA group is known for its ethical conduct, which we believe is a way for business sustainability. The Tata Code of Conduct details out the behavior expected of each of its employees. Please visit the following link for further details: [Tata Code Of Conduct.pdf](#)

Please return a copy of this letter duly signed by you as a token of your acceptance of this offer of employment within 5 days from the date of receipt of this offer. If we do not hear from you within the stipulated time, it will be presumed that you are not keen in accepting our offer and the same stands withdrawn.

As you begin your career with Universal MEP Projects & Engineering Services, we once again wish you happiness, achievement and professional fulfillment.

Thanking you,

Yours faithfully,
For Universal MEP Projects & Engineering Services Ltd

A handwritten signature in blue ink, appearing to read "Ravinder Rao", is placed over a light blue rectangular background.

Ravinder Rao
Head HR

REGISTERED OFFICE:

Voltas House 'A' Dr. Babasaheb Ambedkar Road, Chinchpokli, Mumbai 400 033, India
Tel : +91 22 66656666

Corporate Identity Number : U74210MH1983PLC030705



MEP PROJECTS
& ENGINEERING
SERVICES LIMITED

A TATA Enterprise

A 100% wholly-owned subsidiary of Voltas Limited
(Formerly known as Rohini Industrial Electricals Limited)

CTC annexure to letter dated 07 June 2023

GET Compensation Structure	2023 (INR)
Components	On Joining
Basic	11600
House Rent Allowance	9860
Education Allowance	200
Special Allowance	7600
Total (A)	29260
Company's Contribution to Provident Fund	1800
Gratuity	558
Superannuation Fund	1740
Total (B)	4098
Gross Salary (A+B)	33358
Annual CTC	4,00,296

NOTE:

1. You will also be covered under the Group Medical Benefit (Hospitalization) Scheme applicable to you at the time of joining.
2. Statutory deductions as may be applicable in your case under the law will be affected from the gross emoluments and the net amount derived after such deductions would be paid to you on a monthly basis.
3. A detailed letter of appointment indicating the break-up of your emoluments and other service conditions will be issued on your joining the services of our Company.

I have read the above terms and conditions of my appointment.

I accept the same.

Name:

Date:

REGISTERED OFFICE:

Voltas House 'A', Dr. Babasaheb Ambedkar Road, Chinchpokli, Mumbai 400 033, India

Tel : +91 22 66656666

Corporate Identity Number : U74210MH1983PLC030705

VOLTAS

Date: 26th May 2023

To
Ms. Pratiksha Patil
St. Francis College of Technology
Mumbai

Dear Pratiksha Patil,

Congratulations & a warm welcome to Team Voltas

We are happy to offer you employment with Voltas, one of the world's premier engineering solutions providers & project specialists, as a Graduate Engineer Trainee in the Commercial Air Conditioning Business.

Your training and probation shall be for a period of **one year**. Please note that your appointment would be subject to:

1. You being found medically fit as per the Company's medical policy;
2. Submission of all your educational & employment certificates in original for our verification.

We request you to carry all your original mark sheets, certificates, address proof & three passport size photographs at the time of joining.

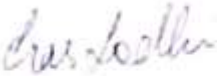
The TATA group is known for its ethical conduct, which we believe is a way for business sustainability. The Tata Code of Conduct details out the behavior expected of each of its employees. Please visit the following link for further details: [Tata Code of Conduct.pdf](#)

Please return a copy of this letter duly signed by you as a token of your acceptance of this offer of employment within 8 days from the date of receipt of this offer. If we do not hear from you within the stipulated time, it will be presumed that you are not keen in accepting our offer and the same stands withdrawn.

As you begin your career with Voltas, we once again wish you happiness, achievement and professional fulfillment.

Yours sincerely,

For Voltas Limited



Eras Lodhi
Head HR - Corporate & Support Services

7

VOLTAS LIMITED

Human Resources Development Department

Voltas House 'B' 1st Floor T B Kadam Marg Chinchpokli Mumbai 400 033 India

Tel: 91 22 66656666 Fax: 91 22 66656351 website: www.voltas.com

Registered Office: Voltas House 'A' 5th Floor Dr. Babasaheb Ambedkar Road Chinchpokli Mumbai 400 033

Corporate Identity Number: L29108MH1954PLC009371

A **TATA** Enterprise

VOLTAS

(Encl: Pg2)

GET Compensation Structure	2023 (INR)
Components	On Joining
Basic	11600
House Rent Allowance	9860
Special Allowance	7600
Education Allowance	200
Total (A)	29260
Company's Contribution to Provident Fund	1800
Gratuity	558
Superannuation Fund	1740
Total (B)	4098
Gross Salary (A+B)	33358
Annual CTC	400296

NOTE

1. You will also be covered under the Group Medical Benefit (Insurance) Scheme applicable to you at the time of joining.
2. Statutory deductions as may be applicable in your case under the law will be effected from the gross emoluments and the net amount derived after such deductions would be paid to you on a monthly basis.
3. A detailed copy of appointment indicating the details of your emoluments and other service conditions will be provided upon joining the services of our Company.

I have read the above terms and conditions of my appointment. I accept the same

Name: *Pratiksha Lahu Patil*
Date: *30/05/2023*

VOLTAS LIMITED

Human Resources Development Department
Voltas House 'B' 1st Floor T B Kadam Marg Chinchpokli Mumbai 400 033 India
Tel 91 22 66656666 Fax 91 22 66656351 website www.voltas.com
Registered Office: Voltas House 'A' 5th Floor Dr Babasaheb Ambedkar Road Chinchpokli Mumbai 400 033
Corporate Identity Number L29308MH1954PLC009371
A TATA Enterprise

13 February 2023

Ruthik Patil
ruthikpatil18@gmail.com
9067076459

Sub: "Letter of Internship"

Dear **Ruthik Patil**,

Congratulations! We are pleased to engage you as Data Science Trainee at TuringMinds, a division of INSOFE Education Private Limited ("Company") basis this letter, on the following terms and conditions (the "Agreement"):

This Agreement entails the general terms and conditions of the internship offer including compensation, general internship benefit, and professional requirements.

Please review the summary of terms and conditions for your anticipated internship with the Company.

1. Your date of joining as a Data Scientist Intern shall be **21 February 2023**
2. Your orientation to the internship will be on **21 February 2023**
3. Until the time you complete your Under-Graduate Programme based on the conditions mentioned in this offer letter, you will be designated as an Intern.
4. You must report at TuringMinds Office situated at Nishuvi, Ground Floor, 75, Dr Annie Besant Rd, Worli, Mumbai, Maharashtra 400018 on the date of joining.
5. Your training and project work for a duration of 12 months post completion of your graduation will be at Nishuvi, Ground Floor, 75, Dr Annie Besant Rd, Worli, Mumbai, Maharashtra 400018.
6. During this period, as a Data Scientist Trainee you will be paid a stipend of INR 15,000 per month subject to conditions stipulated in Annexure - B. All payments made under this Agreement shall be subject to reduction to reflect taxes or other charges required to be withheld by law.
7. The stipend payable will start once the process of enrolment to the Masters Programme is complete.
8. This offer is conditional upon your satisfactory performance and successful completion of your under graduate coursework. Your offer is based on your outstanding academic record until now. The commencement of this engagement is subject to completion of your graduation on or before 01-Aug-2023, failing which this offer shall stand cancelled.
9. Your confirmation to the internship will be based on your performance as explained in the Annexure- A and Annexure – B. Subject to fulfillment of criteria specified in Annexure – A and Annexure- B, you will be promoted to the designation of Associate Data Scientist.
10. During the term of your internship, you agree to abide by the Company's Code of Conduct, rules, regulations, organization values and cultures.
11. Company shall be entitled to terminate this Agreement in accordance with the performance and behavioral criteria set out in Annexure- A and Annexure - B and in event of violations of the Company's code of conduct as per the Company policies.

12. Either you or the Company will be entitled to terminate this Agreement, without cause by serving a 2 months' notice period to the other party.
13. If the information you provided is incorrect or you resort to any unethical/objectionable behavior, the Company reserves the right to terminate the internship without any notice and liability on the Company.
14. You will not receive any financial support (Compensation/reimbursement of academic training) from the Company upon relieving you from your services.
15. The terms of this Agreement shall be governed in accordance with the law of India, and the competent courts in Hyderabad, Telangana shall have exclusive jurisdiction.
16. The Company will collect and process personal information, as defined under applicable data protection laws, as may be submitted by you from time to time for the purpose of its internship.
17. You acknowledge that you have had the opportunity to consult legal counsel and financial advisors, you have read and fully understand this letter and are signing this Agreement voluntarily and of your own free will, to obtain the benefits of this Agreement.

We are all delighted to be able to extend you this offer and look forward to working with you. To indicate your acceptance of the Company's offer, please sign and date this letter in the space provided below and return it to us as per the timeline mentioned below.

Offer Acceptance	16 February 2023
Onboarding documentation	21 February 2023

This offer will stand revoked if the above timelines are not being met and your candidature will be treated as a fresh application for recruitment if you would like to join us in the future.

For TuringMinds.ai
(A Division of upGrad INSOFE)

ACCEPTED AND AGREED:



Himanshi Sah
Sr. Manager - Human Resources

Ruthik Patil

ANNEXURE -A
TERMS AND CONDITIONS OF INTERNSHIP

I. Performance Criteria

- a) You will be evaluated during your term with Company on different assessments and shall be accordingly provided with ratings depending upon your performance. We consider your conduct, performance in the training, participation etc. for evaluation. We will provide you quarterly feedback of the same.

II. Training during 12 months commencing from reporting date.

- a) You shall undergo several assessments and training as mandated by the Company to evaluate your performance during the Training Period. You shall be rated based on your performance in different training and assessment tests.
- b) You are expected to reach out to the human resources team of Company at least 15 (fifteen) days before completion of your final examinations to finalize a reporting date.

III. Nomination to the Program

- a) As a part of this internship and based on your performance in the assessment process (as specified in clause I above) during Training Period and your interest in the location of posting, Company will nominate you to the programs ("Program") mentioned below:

Location	University	Program
India / USA	Golden Gate University, San Francisco, CA	MS in Full Stack Artificial Intelligence and Machine Learning
India	Case Western Reserve University Cleveland, OH	Post Graduate Certification Program in Full-Stack AI and ML engineering

IV. Nomination Process for the Program

- a) The Company shall help you secure an admission with the above mentioned Programs and once the admission is confirmed, the Company at its sole discretion may help you secure an education loan from one of our partner financial institutions. Should you choose to avail an education loan, the terms and conditions including user agreements of the chosen partner financial institution will also be directly applicable to you and those agreements or terms shall remain outside the Company's purview. You shall be solely responsible for repayments of the education loan and in no event shall the Company be liable in any manner whatsoever for any repayments relating to the said loan.
- b) Unless specified otherwise, you shall pay the fee directly to the University.
- c) Complete details of the Program along with all the curriculum, duration, terms, and conditions shall be shared with you separately prior to the commencement of the Program.

V. Completion of Program

- a) You have the right to complete the program at one go or complete the 2nd year of the masters later. In such cases where a deferment is sought, You can complete the second year of masters in 36 months from the date of completion of Year 1 however the enrolment to the Year 2 should be done no later than 12 months from the completion of Year 1.
- b) The assessment by the University to complete the Program shall be in addition to assessment and training by Company during the Training Period.
- c) You will be entitled to a Master's degree from the University on completion of the Program.

TuringMinds 

ANNEXURE – B

The reporting date mentioned may be subject to change. Accordingly, You are expected to reach out to the human resources team of Company at least 15 (fifteen) days before completion of your final examinations to finalize a reporting date.

- Performance rating will be based on assessments, participation in projects and behavior. You will be given a thorough assessment every quarter.
- You will be entitled to 2 leaves in a month however these leaves cannot be availed during the days when the training sessions are scheduled.
- In event of failure to secure more than 60% or a B - Grade on performance assessment after 12 months, you shall be subject to further training for a period of 6 months. During such an extended training period, you shall not be entitled to any Compensation from the Company.
- In case of failure to secure more than 60% after undergoing an extended training period of 6 months as mentioned above, Company shall be entitled to terminate your internship without any further intimation and any obligation to pay.
- In the event of termination of this Agreement, you shall be entitled to continue the Program with the University but your internship with the Company will be terminated.
- It shall be always your responsibility to repay the loan to bank/financial institutions including in the event you drop out of the Program, discontinue internship, or are terminated based on any policy violation or performance criteria.
- The Company shall not have any financial liability to you or any bank / financial institution in any case whatsoever.
- After completion of 12 months from your date of reporting, revised Compensation structure shall be shared with you, if and when applicable.

VOLTAS

Date 31st May 2023

To
Mr. Shaikh Mohammed Aman
St. Francis College of Technology
Mumbai

Dear Shaikh Mohammed Aman,

Congratulations & a warm welcome to Team Voltas

We are happy to offer you employment with Voltas, one of the world's premier engineering solutions providers & project specialists, as a Graduate Engineer Trainee in the IOBG - Global Engineering Centre Business

Your training and probation shall be for a period of **one year**. Please note that your appointment would be subject to

1. You being found medically fit as per the Company's medical policy;
2. Submission of all your educational & employment certificates in original for our verification.

We request you to carry all your original mark sheets, certificates, address proof & three passport size photographs at the time of joining.

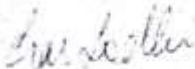
The TATA group is known for its ethical conduct, which we believe is a way for business sustainability. The Tata Code of Conduct details out the behavior expected of each of its employees. Please visit the following link for further details: [Tata Code of Conduct.pdf](#)

Please return a copy of this letter duly signed by you as a token of your acceptance of this offer of employment within 8 days from the date of receipt of this offer. If we do not hear from you within the stipulated time, it will be presumed that you are not keen in accepting our offer and the same stands withdrawn.

As you begin your career with Voltas, we once again wish you happiness, achievement and professional fulfillment.

Yours sincerely,

For Voltas Limited



Eras Lodhi
Head HR - Corporate & Support Services

VOLTAS LIMITED

Human Resources Development Department
Voltas House 'B' 1st Floor T B Kadam Marg Chinchpokli Mumbai 400 033 India
Tel 91 22 66656666 Fax 91 22 66656351 website www.voltas.com
Registered Office: Voltas House 'A' 5th Floor Dr Babasaheb Ambedkar Road Chinchpokli Mumbai 400 033
Corporate Identity Number L29308MH1954PLC009371

A TATA Enterprise

VOLTAS

(Encl: Pg2)

GET Compensation Structure	2023 (INR)
Components	On Joining
Basic	11600
House Rent Allowance	9860
Special Allowance	7600
Education Allowance	200
Total (A)	29260
Company's Contribution to Provident Fund	1800
Gratuity	558
Superannuation Fund	1740
Total (B)	4098
Gross Salary (A+B)	33358
Annual CTC	400296

Amaan

I have read the above terms and conditions of my appointment. I accept the same

Name: Shaikh Mohammed Amaan
Date: 31/05/2023

VOLTAS LIMITED

Human Resources Development Department
Voltas House 'B' 1st Floor T B Kadam Marg Chinchpokli Mumbai 400 033 India
Tel 91 22 66656666 Fax 91 22 66556351 website www.voltas.com
Registered Office Voltas House 'A' 5th Floor Dr Babasaheb Ambedkar Road Chinchpokli Mumbai 400 033
Corporate Identity Number L29308MH1954PLC009371

A TATA Enterprise



CloudRock Partners India Private Limited

OFFER & CONTRACT OF EMPLOYMENT

May 18, 2023

FAO: Gaurang Avhad

BY EMAIL: gaurang.avhad08@gmail.com

Dear Gaurang,

Following your recent interviews, we are delighted to offer you a position with CloudRock Partners India Pvt. Ltd This offer letter has also been sent to you via DocuSign, and we kindly request that you sign to confirm your acceptance.

We are a fast-growing company, and really hope that you're excited by the opportunity to join our team, and to have a long and successful career with us.

A Kyriacou

Signed
Ani Kyriacou
Chief Operating Officer



CloudRock Partners

1. **Name:** Gaurang Avhad
2. **Job Title:** Cloud Transformation Associate
3. **Employer and Company:** CloudRock Partners India Pvt. Ltd.
4. **Start Date:** To be confirmed (Provisionally July 10th 2023, but no later than July 31st 2023)
5. **Compensation:** See Compensation Plan in Schedule 1
The payment of any amounts by the Company will be subject to the deduction of tax at source and other statutory withholdings as may be applicable. You will be responsible for the payment of any tax on your income from the Company. The Company reserves the right to change the structure of the salary/compensation from time to time.
6. **Graduation Bonus:** On successful completion and assessment following the Cultivate Training Academy, you will be awarded a INR 1,000,00 bonus.
7. **Method of Payment:** You will be paid monthly, direct into a bank account of your choice on the last working day of every month.
8. **Medical Insurance:** You (and spouse + parents + up to 3 children if applicable) will be enrolled in the Employers medical insurance scheme.
9. **Hours of Work:** The regular working week will be minimum 40 hours (Monday to Friday) from 11:00 AM to 8:00 PM (IST) with break time of 1 hour (unpaid). These times may differ during your training, and the Company reserves the right to change your working hours.
 - a. You may be required to work such additional hours as may be necessary for the proper performance of your duties and to meet client requirements, sometimes at short notice. Unless there are exceptional circumstances, and unless expressly agreed with your Reporting Manager, you are expected to comply with such reasonable requests.
10. **Reporting Manager:** Rahul Rao, or any other person nominated by the company.
11. **Job Description:** To provide exemplary service, support, advice and delivery services to CloudRock clients, implementing cloud based technologies, either in phase 0 preparation, phase 1, or a future phase or AMS support capacity.
12. **Leave:**
 - a. You shall be entitled to Paid Time Off of up to 27 days (21 days of Casual Leave, 1 floating holiday & 5 days of sick leave) per calendar year which is January to December. All the unutilised leaves will be forfeited at year end in December and cannot be carried forward to next year. The leaves accrued during the calendar year can either be encashed or adjusted against mandatory notice period during the end of service. You are also entitled to 9 public & festive holidays. There may be occasions when the Company may have to instruct you on when to take your holidays, and these days will be notified to you.
 - b. If upon termination you have taken more leaves than your entitlement, you will be required to reimburse the Company in respect of the excess days taken and the Company is authorized to make deductions in respect of the same from your final salary payment. In the event such deductions exceed the final salary payment to you, you shall pay such outstanding amount to the Company.
13. **Nature of Duties:** As per Job Description
14. **Salary Revision:** Your salary will be reviewed annually, with an effective date of April 1st. For the avoidance of doubt, the Employee has no contractual entitlement of an upwards review.
15. **Provisional Offer:**
 - a. This offer is conditional on receiving and being satisfied, with the background checks on your academic and professional qualification and experience, any criminal records and any judgments relating to debts or insolvency thereof.
 - b. The present employment is offered to you on the basis of the information/ particulars provided by you with regards to your educational/professional qualifications, experience, criminal records any judgments relating to debts or insolvency and in the event it is discovered at any stage that any information/particulars and/or details provided by you are incorrect and/or any material information has been withheld/suppressed by you, shall constitute breach of discipline and your services will be liable to be terminated.

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CloudRock Partners

16. **Confidentiality/Non-Disclosure:**

- a. The protection of confidential business information and trade secrets is vital to the interests and success of the Company. Such confidential information includes, but is not limited to, the following examples: client data, compensation data, financial information, marketing strategies, pending projects and proposals, proprietary production processes, personnel/payroll records, and conversations between any persons associated with the Company and its Clients. All Employees will be required to sign a non-disclosure agreement as a condition of employment. Any employee who improperly uses or discloses trade secrets or confidential business information will be subjected to disciplinary action, including termination of employment and legal action, even if he/she does not actually benefit from the disclosed information.
- b. You are obliged at all times to protect information belonging to the company and their clients, collaborators and contractors that you acquire in the course of your employment.
- c. Except as necessary to carry out your duties, you will not at any time, whether during your employment or after the end of your employment, disclose to any third party or use for your own benefit or the benefit of any other person, any trade secrets or confidential information relating to the business of the company or its clients. Such confidential information includes without limitation confidential information relating to the business affairs, management finances, personnel or administration of the Company, technical information and know-how, business strategy and plans, financial projections, pricing policies and prices, client lists, information about clients and consulting methodologies, software, any intellectual property (including but not limited to the intellectual property referred to in the next section) and any document marked 'Confidential' (or similar) or any information which you have been told is confidential or which you might reasonably expect. The Company or an Associated Company would regard as 'Confidential', or any other information which has been given to the Company or the CloudRock Partners Ltd, in confidence by clients or other persons.

17. **Data Protection:**

- a. You understand and agree that, where this is reasonably necessary for the Company or any Associated Company, for the purpose of your employment or for compliance with the Company's (and any Associated Company) contractual, statutory, management or other similar obligations, the Company (and any Associated Company) or any other authorised person appointed by them on their behalf may process Personal Data or Sensitive Personal Data relating to you or your employment. The terms "process", "Personal Data" and "Sensitive Personal Data" will have the meaning given to them under the Data Protection Act 1998 (or any other statutory re-enactment or modification).
- b. You consent to the Company or any Associated Company monitoring and recording any use by you of their IT systems (including by CCTV) for legitimate business purposes, ensuring that the Company's and any Associated Company's procedures are being complied, and for the purposes set out in any Company data protection policy.
- c. You will inform the Company of all changes to your personal data, including name, address, marital status, contact details and next of kin.
- d. You will ensure that any personal data or sensitive personal data of other employees, clients, suppliers or agents of the Company or any Associated Company, which you may use or have access to during the employment or in accordance with your duties and responsibilities, is kept secure from unauthorised access or disclosure and will not be discussed or disclosed to any person except in accordance with the Company's data protection policy in force from time to time and the Data Protection Act 1998 (or any other statutory re-enactment or modification).

18. **Copyright and other Intellectual Property:** All work produced for the Company by the Employee under this agreement or otherwise and the right to the copyright and all other intellectual property in all such work is to be the sole property of the Company unless otherwise owned by the Client.

19. **Place of Work:** Your place of work shall be the Company's office in Mumbai – **Spaces, 2nd Floor, 2069, JP Road, Four Bungalow, Western Heights, Andheri West, Mumbai, Maharashtra 400053**. However, you may be required to make business travel to any location (within India or abroad) specified by the Company depending on the requirements of the business. All reasonable travel & associated expenses shall be reimbursed by the company subject to prior written approval. The company will grant hybrid work at its exclusive discretion.



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20. Probationary & Notice Periods

- a. Your employment with the company will be on the basis of a probationary period of six months. For the first two months of this probationary period, 7 days' notice in writing is required to terminate your employment by either party. Thereafter, for the remainder of the probationary period 1 months' notice in writing is required to terminate your employment by either party.
- b. On successful completion of your probationary period, three months' notice in writing must be provided by either party to terminate your employment.
- c. Please note that your service is liable to be terminated without any notice, and without payment in lieu of notice if it is proved that your certificates / qualifications are not genuine, or that any other material particulars furnished by you are false / fabricated, or if there is a breach in the confidentiality agreement, or if you are summarily dismissed for gross misconduct.
- d. Should you resign, the Company reserves the right to pay or recover salary in lieu of notice period.
- e. On the termination of your employment, during garden leave or at any other time where reasonably requested, you will immediately return to your line manager all documents, security passes, keys or any other property (including computer equipment, copies, summaries and excerpts) belonging to or relating to the business of the Company which are in your possession or under your control.
- f. At any time during your employment and during any period of notice, whether given by you or by the Company, the Company will be entitled, at its discretion, to require you to cease performing your job for such a period as the Company shall in its absolute discretion determine. The Company may require you not to carry out your duties or exercise your powers or responsibilities, nor to attend any place of work or other premises of the Company and any Associated Company. During any such period, the Company shall continue to pay your salary under this agreement and shall be under no obligation to provide work for you. During any such period, you shall keep the Company informed of your whereabouts so that you can be called upon to perform any appropriate duties as the Company may require and you shall continue to be bound by all your obligations under this agreement insofar as they are compatible with you being on garden leave.
- g. If after leaving the Company, any work remains to be completed on an assignment in which you were involved you will co-operate with the Company and any Associated Company so far as it is reasonably practicable to enable completion of that assignment. The Company and you will mutually agree on the remuneration that may be paid for work.

21. Breach or Misconduct

Notwithstanding anything herein, the Company shall be entitled to terminate this Agreement, without notice and with immediate effect, in the event you are:

- a. Found to have engaged in any act of misconduct or negligence in the discharge of your duties or in the conduct of the Company's business; or
- b. Found to have directly or indirectly, engaged or participated in any other business activities that the Company, in its reasonable discretion, determines to be in conflict with the best interests of the Company without the written consent of the Company; or
- c. Found to have engaged in any other act or omission, inconsistent with your duties; or
- d. Found to have engaged in any breach of this Agreement, or the Company Policy or lawful orders given to you by the Company;
- e. Convicted of any criminal offence; or,
- f. Found to have engaged in unauthorized absence beyond a period of seven (7) days.

22. Training

- a. As part of your employment, you will be enrolled on the Company Cultivate training programme. In the event you resign from your position or are terminated for cause within 24 months of completing the training, you will be liable to repay the full cost of the training (INR 2,00,000.00). For the avoidance of doubt, the obligation to repay the Cultivate training fees expires 24 months after the completion of the training.
- b. During the Cultivate training period, any requests for leave will only be granted in extenuating circumstances.
- c. Following the conclusion of the Cultivate training programme, your performance will be assessed by the Company. In the event that you do not pass this assessment, your employment will be terminated in accordance with point 5 above.



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- d. At any time during your employment, you may be enrolled on additional external training courses. In each instance, you will be advised of the cost of this training in advance and will be required to agree to repay the training costs if your employment ceases within 24 months of the training ending, prior to being enrolled on the training course.
23. **Other work:** Your position with the Company calls for full time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or full time) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during your employment with the Company, without written permission from the Company.

All the above terms and conditions of employment are subject to change from time to time by the company. Any change or additions to these terms shall be communicated to you in writing.

This Agreement shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this Agreement shall not affect the binding effect of the rest of the agreement and in case of any dispute arising out of these terms and conditions, the courts at Mumbai and no other courts will have jurisdiction to adjudicate and decide the matter.

This Agreement shall be concluded and effective on your delivering a signed copy of this Agreement to us, provided that your Compensation and Other Entitlements shall not begin to accrue until you commence work for the Company.

The terms of this letter are confidential. The Company reserves the right to withdraw this letter without notice if these terms become publicly known.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing a copy of this letter to the Company within 3 days of the date of this letter, failing which, this offer stands automatically withdrawn by the Company without any further notice to you.

Human Resources

I hereby certify that I do not have any legally binding obligation with any of my previous employers which would prevent me from working for CloudRock Partners India Pvt. Ltd or any of its clients directly or indirectly and shall take full responsibility if any dispute arises from my previous employment in working for CloudRock Partners India Pvt. Ltd.

The Company will verify your background and your appointment hereunder is subject to satisfactory verification report from the concerned/relevant agencies. You understand and acknowledge that this is a requirement for your employment, and you shall not raise any objection whatsoever to the said background checks or verifications. By signing this letter, you grant your unqualified consent to the Company to provide and/or share all the personal information provided by you to the Company from time to time, including for the avoidance of doubt sensitive personal data and information, for the purpose of employment with the Company, with any third party for conducting the background checks, payroll management or for any other lawful purpose.

Non-Solicitation: Permanent Employees and Sub-Contractors

I hereby acknowledge that during my Employment and for one year thereafter, I will not, directly or indirectly,
(a) Solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any permanent employees or sub-contractors to leave a CloudRock Entity or to join any firm or business with which I may be or become affiliated,
(b) Participate in the hiring or admission of any permanent employees or sub-contractors, or
(c) Cause a permanent employee or a sub-contractor of a CloudRock Entity to cease providing services to, with, or on behalf of the CloudRock Entity.

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CloudRock Partners

I hereby accept the terms and conditions of employment herein and return the duplicate copy signed in token of my acceptance.

Signed in Acceptance  DocuSigned by:
[Signature]
B59D7A3A0C36EE

Printed Name: **Gaurang Avhad**

Date: 19/5/2023 | 10:29 AM PDT
Place:

A Kyriacou

Signed by Employer

Printed Name: **A Kyriacou**

Position: Director
Date: May 18, 2023
Place: London

CIN : U74999MH2021FTC369337 GSTIN : 27AAJCC8367J122

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CloudRock Partners

Schedule 1**Compensation Plan**

Name	Gaurang Avhad
Employer Name	CloudRock Partners India Pvt. Ltd.
Gross Annual Salary	INR 500,000.00

Particulars	Available	Annual Package	No. of Months	Monthly Take-Home Calculation
		Annual		Monthly
Basic Salary	Yes	₹ 275,240.00	12	₹ 22,936.67
House Rent Allowance	Yes	₹ 117,960.00	12	₹ 9,830.00
Conveyance Allowance	Yes	₹ 24,000.00	12	₹ 2,000.00
Leave Travel Allowance	Yes	₹ 24,000.00	12	₹ 2,000.00
Research Allowance	Yes	₹ 24,000.00	12	₹ 2,000.00
Children Education Allowance	Yes	₹ 2,400.00	12	₹ 200.00
Food Coupons (in kind)	Yes	₹ 26,400.00	-	₹ 0.00
Phone Bills Reimbursement	Yes	₹ 6,000.00	12	₹ 500.00
Gross Salary		₹ 500,000.00	12	₹ 39,466.67
<i>Add: Employer's Provident Fund Contribution @ 12% on Basic Monthly Pay of INR 15,000, i.e., INR 1,80,000 p. a.</i>	Yes	₹ 21,600.00	-	₹ 0.00
<i>Add: Discretionary Bonus (10%)</i>	Yes	₹ 50,000.00	-	₹ 0.00
<i>Add: Graduation Bonus</i>	Yes	₹ 100,000.00		₹ 0.00
Cost to Company (CTC)		₹ 671,600.00	-	₹ 39,466.67
<i>Less: Employee's Provident Fund</i>	Yes	₹ 21,600.00	12	₹ 1,800.00
<i>Less: Profession Tax</i>	Yes	₹ 2,500.00	12	₹ 200/300
Total Payable		₹ 647,500.00	-	₹ 37,466.67



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<u>Less:</u> TDS to be deducted on monthly basis	Yes	Tax will be deducted at source (TDS) every month on the taxable income (considering exempt allowances worked out above) and after considering the eligible investments / contributions made by the employee under Section 80C & 80D & 80CCD for the year. The TDS will be worked out on the submission of the relevant proof of investments made and other documentary evidence in support of the allowances claimed as exempt.		
Net Payable		₹ 647,500.00	-	₹ 37,466.67

Notes:

- Employee Provident Fund (EPF):** Employee's contribution is deducted @ 12% of basic salary (capped at INR 1,800 per month or INR 21,600 per annum). The employer will be making a contribution of INR 21,600 per year, into the EPF account of the employee.
- Discretionary Bonus:** The discretionary bonus is payable on a quarterly basis during the year, with the first quarter of eligibility being Q4 2023 (for the period Oct 1st to Dec 31st), which is payable in January 2024.
- House Rent Allowance:** We have assumed that the employee will be paying house rent of INR 9,830 per month and have calculated HRA accordingly to give her the maximum tax benefit. CloudRock Partners India Private Limited will have to collect copies of rent receipts from the employee for documentation purposes.
- Conveyance Allowance:** Conveyance allowance is expenses incurred for the purpose of professional duty (conveyance from residence to place of business is not covered here) and is exempt from tax only to the extent of actual expenditure incurred. All such expenses must be approved by the Employer in advance, and the employee will have to maintain invoices of actual expenditure incurred.
- Leave Travel Allowance:** Leave Travel Allowance exemption is available for only domestic journey for the employee alone or with her family, where 'family' includes the employee's spouse, children and wholly or mainly dependent parents, brothers, and sisters of the employee. Further, it is available for only two journeys performed in a block of four calendar years (current block available is F.Y 2018-22) and the employee will have to maintain invoices of actual travel costs incurred for the journey.
- Research Allowance:** Research Allowance is exempt to the extent of actual expenses incurred on the academic research, training and other professional pursuits.
- Children's Education Allowance:** The employee can claim maximum INR 100 per month as exemption or INR 1200 per annum. The exemption is allowed for a maximum of 2 children.
- Food coupons:** Food coupons perquisite is calculated based on 22 working days and 2 meals a day resulting in a monthly benefit of INR 2,200 (22*100). Consequently, the yearly exemption works up to INR 26,400. The tax benefit available to the employee is restricted to INR 50 per meal. The company shall be providing actual food coupons to the employees. These will not be provided in cash & hence not included in the monthly take-home salary calculation.
- Phone Bills Reimbursement:** The employee can claim 100% exemption for the phone bills reimbursement to the extent of actual expenditure incurred on production of phone bills.
- CloudRock Partners India Private Limited will have to deduct profession tax of INR 2500 per annum (INR 200 each month except February, INR 300 in February) from the employees' salary.

CloudRock Partners India Private Limited will have to collect Form 12BB (declaration of tax-related investments/contributions) from the employee at the beginning of the year or within 30 days from the date of joining. Further, all supporting documentary evidence relating to tax exemptions/deductions should be collected in the month of February the same financial year.



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CloudRock Partners India Private Limited

OFFER & CONTRACT OF EMPLOYMENT

May 18, 2023

FAO: Kush Chaudhari

BY EMAIL: kushchaudhari007@gmail.com

Dear Kush,

Following your recent interviews, we are delighted to offer you a position with CloudRock Partners India Pvt. Ltd. This offer letter has also been sent to you via DocuSign, and we kindly request that you sign to confirm your acceptance.

We are a fast-growing company, and really hope that you're excited by the opportunity to join our team, and to have a long and successful career with us.

A Kyriacou

Signed
Ani Kyriacou
Chief Operating Officer

June 09, 2023

Dear Ms Sakshi Shridhar Jadhav,

This is with reference to the interactions we've had with you; we are pleased to offer you the position of **Graduate Engineer Trainee - Electrical**. You will be placed in **Management Grade M-10** on successful completion of probation period.

Details of our rewards package are highlighted below:

Particulars	INR (Per Annum)
Annual Fixed Pay	5,28,000/-
Monthly Performance Linked Incentive	72,000/-
Total Potential to Earn	6,00,000/-

- The above earnings are indicative in nature and subject to taxes as applicable to employee's account, as per the prevailing & applicable taxes.
- MPLI- Monthly Performance Linked Incentive (MPLI) amount mentioned above is illustrative in nature and computed on assumption of 100% pay-out. The actual pay-out is dependent on Asset Business Performance.
- The above compensation remains same for one year of training period. The deployment to the final place of posting will not attract any additional benefits.

The date & place of joining will be confirmed in the subsequent communications.

Kindly sign a copy of this letter in acceptance of the offer. A detailed appointment letter will be issued post joining.

The offer is subject to: -

- You being declared medically fit as per the pre-employment medical test (the details of which will be communicated to you shortly)
- You being on probation of twelve months from your date of joining.
- Successful clearance of Background Verification to verify the Education and Employment history as provided.

We look forward to your joining and this journey that we shall undertake will surely prove to be mutually successful.

With best wishes!

For ArcelorMittal Nippon Steel India Limited

Praveen Kuruvalli

Praveen Kuruvalli
Head – People Strategy & HR COE

(Candidate's Signature)



giving life to ideas!

APPOINTMENT LETTER

10 Jul, 2023

Mr. Pranay Purushottam Dhumale,
Room No 18 New Suyog Society
Veer Hanuman Road Kanderpada
Dahisar (W)
Email ID - dhumalepranay24@gmail.com,
Contact No: 9987321373

Dear Pranay,

Congratulations and welcome to ANJ TURNKEY PROJECTS PVT LTD! The Management takes pleasure in appointing you as a Project Coordinator - Projects with effect from 10 Jul, 2023.

Terms of Employment:

1. You will be on probation for a period of six months after which period; your services will be confirmed. Intimation of confirmation will be given in writing. Your notice period during probation is 15 days and after confirmation is 30 days. In case you resign or the company terminates your services, each has to give notice as mentioned, or basic salary in lieu of notice.
2. Your annual Cost to the Company is Rs. 3,60,000.00/- (Rupees Three Lakh Sixty Thousand only) per annum all inclusive. Tax will be deducted at source.
3. You will receive all other benefits as per Company's policies.
4. During continuance of your employment and thereafter, you will maintain complete secrecy and will not divulge to any person, firm or company, any secret or confidential information of any description acquired and / or possessed by you or which comes to your knowledge, concerning the business or affairs of the Company or any of its affiliates and/ or its / their clients.
5. During the term of your employment with the Company, you shall devote your entire time and energy to furtherance of business of the Company, and you shall not work whether directly or indirectly, for any other person, firm and/or legal entity in any capacity.
6. You will need to sign the Company Code of Conduct as per our policy.
7. You will not undertake or carry on, without the prior express permission of the Company obtained in writing, any business, either alone or in partnership, nor be directly or indirectly concerned with as principal, agent or otherwise in any business, trade or profession whatsoever.
8. During your employment with the company and for a year thereafter, you shall not solicit any employee of the company to leave their employment in order to join another Agency/Company or provide services to another Company /person/entity whether or not affiliated the company. You shall also not directly or indirectly on behalf of another person or entity solicit or entice any customers or potential customers away from the Agency.
9. You may be required to undertake travel from time to time to other locations outside your place of posting on the business of the Company.
10. You will, for the present, be posted at HYDERABAD. However, you will be liable for transfer at any time to any other location or office of the Company or its affiliate, as may be considered necessary. The terms and conditions applicable in such other location or office will apply to you upon your transfer.
11. You shall be bound by all the rules and regulations of the Company that may be in force from time to time concerning work, work culture, discipline, documentation, dealing with clients and all other employment matters.

12. You shall carry out all instructions of your manager as regards your work, attendance, conduct, behavior, discipline and shall carry out diligently and honestly all works, duties and responsibilities that may be assigned to you from time to time.
13. The employment is offered to you for the office of the Company in Mumbai, India. This offer does not entitle you to claim employment nor obligate the Company to offer employment in any other offices of the Company, whether in India or abroad.
14. The retirement age applicable to you will be 60 years.
15. Either during or after your employment you will not disclose any Confidential Information (defined below) to any third party or use the same for any purpose other than carrying out the terms of your employment unless and until such Confidential Information is or has become public knowledge provided that you will not be precluded from disclosing Confidential Information to the extent you are required to do so by law or court order, provided that you shall use all reasonable endeavors to give the Company prior notice of any such disclosure and shall limit such disclosure to that which is legally required.
16. Definition of Confidential Information) Confidential Information includes but is not limited to client pricing information, client details (including addresses and telephone numbers), financial information, charging structures, prospective clients of the Company or any Group Company, marketing initiatives and strategy, business plans or dealings, technical data, existing and potential projects, research plans or reports, sales specifications or targets, customer lists or specifications, business developments and plans, research plans or reports, sales and marketing programmes, policies or plans, price lists or pricing policies, source codes, computer programs, computer systems, software, designs, research activities, any document marked "Confidential" (or with a similar expression); any information which you have been told is confidential or which you might reasonably expect the Company [or any Group Company] would regard as confidential; or information which has been given in confidence to the Company or any Group Company by a third party.
17. Upon the termination of your employment, you will return to the Company all papers and documents or other property which may at that time be in your possession relating to the business or affairs of the Company or any of its affiliates or their clients and you will not retain any copies or extracts thereof.
18. The Company reserves the right to terminate your services without any notice or compensation in lieu thereof on the grounds of proven misconduct, disloyalty, commission of any act involving moral turpitude, or any act of indiscipline or inefficiency or for loss of confidence.
19. In case there is a need to conduct an investigation for any potential misconduct/misdemeanor or any other circumstances which may give a right to the Company to terminate this employment, the company is entitled to suspend you on basic pay for as long as may be deemed reasonably appropriate by the Company to carry out a proper investigation.
20. Please bring with you copies of education certificates and/or mark sheets for our records.
21. Please sign the duplicate copy of this letter as acceptance of the above terms and conditions.

Thanking You

For ANJ TURNKEY PROJECTS PVT LTD,

Accepted the above term



Authorised Signatory

PRANAY Purushottam DHUMALE

ANNEX 1

CTC – TERMS OF EMPLOYMENT

Name: PRANAY PURUSHOTTAM DHUMALE

Designation: Project Coordinator

The period for evaluating performance will be Apr - Mar each year

EARNINGS	MONTHLY (INR)	YEARLY (INR)
Basic	15,000.00	1,80,000.00
HRA	7,500.00	90,000.00
Special Allowance	4,800.00	57,600.00
Statutory Bonus	2,700.00	32,400.00
TOTAL EARNINGS (A)	30,000.00	3,60,000.00

Benefits: As per the above. Taxes will be applicable as per law.



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APPOINTMENT LETTER

10 Jul, 2023

Ms. Vaastu Sansare,
1103/ om sai charan, opposite aura hotel,
yoginagar borivali west,
mumbai 400091
Email ID - vaastu.s@anj.co.in,
Contact No: 7302300400

Dear Vaastu,

Congratulations and welcome to ANJ TURNKEY PROJECTS PVT LTD! The Management takes pleasure in appointing you as a Contracts Executive - Contracts with effect from 10 Jul, 2023.

Terms of Employment:

1. You will be on probation for a period of six months after which period; your services will be confirmed. Intimation of confirmation will be given in writing. Your notice period during probation is 15 days and after confirmation is 30 days. In case you resign or the company terminates your services, each has to give notice as mentioned, or basic salary in lieu of notice.
2. Your annual Cost to the Company is Rs. 3,60,000.00/- (Rupees Three Lakh Sixty Thousand only) per annum all inclusive. Tax will be deducted at source.
3. You will receive all other benefits as per Company's policies.
4. During continuance of your employment and thereafter, you will maintain complete secrecy and will not divulge to any person, firm or company, any secret or confidential information of any description acquired and / or possessed by you or which comes to your knowledge, concerning the business or affairs of the Company or any of its affiliates and/ or its / their clients.
5. During the term of your employment with the Company, you shall devote your entire time and energy to furtherance of business of the Company, and you shall not work whether directly or indirectly, for any other person, firm and/or legal entity in any capacity.
6. You will need to sign the Company Code of Conduct as per our policy.
7. You will not undertake or carry on, without the prior express permission of the Company obtained in writing, any business, either alone or in partnership, nor be directly or indirectly concerned with as principal, agent or otherwise in any business, trade or profession whatsoever.
8. During your employment with the company and for a year thereafter, you shall not solicit any employee of the company to leave their employment in order to join another Agency/Company or provide services to another Company /person/entity whether or not affiliated the company. You shall also not directly or indirectly on behalf of another person or entity solicit or entice any customers or potential customers away from the Agency.
9. You may be required to undertake travel from time to time to other locations outside your place of posting on the business of the Company.
10. You will, for the present, be posted at Mumbai. However, you will be liable for transfer at any time to any other location or office of the Company or its affiliate, as may be considered necessary. The terms and conditions applicable in such other location or office will apply to you upon your transfer.
11. You shall be bound by all the rules and regulations of the Company that may be in force from time to time concerning work, work culture, discipline, documentation, dealing with clients and all other employment matters.

12. You shall carry out all instructions of your manager as regards your work, attendance, conduct, behavior, discipline and shall carry out diligently and honestly all works, duties and responsibilities that may be assigned to you from time to time.
13. The employment is offered to you for the office of the Company in Mumbai, India. This offer does not entitle you to claim employment nor obligate the Company to offer employment in any other offices of the Company, whether in India or abroad.
14. The retirement age applicable to you will be 60 years.
15. Either during or after your employment you will not disclose any Confidential Information (defined below) to any third party or use the same for any purpose other than carrying out the terms of your employment unless and until such Confidential Information is or has become public knowledge provided that you will not be precluded from disclosing Confidential Information to the extent you are required to do so by law or court order, provided that you shall use all reasonable endeavors to give the Company prior notice of any such disclosure and shall limit such disclosure to that which is legally required.
16. Definition of Confidential Information) Confidential Information includes but is not limited to client pricing information, client details (including addresses and telephone numbers), financial information, charging structures, prospective clients of the Company or any Group Company, marketing initiatives and strategy, business plans or dealings, technical data, existing and potential projects, research plans or reports, sales specifications or targets, customer lists or specifications, business developments and plans, research plans or reports, sales and marketing programmes, policies or plans, price lists or pricing policies, source codes, computer programs, computer systems, software, designs, research activities, any document marked "Confidential" (or with a similar expression); any information which you have been told is confidential or which you might reasonably expect the Company [or any Group Company] would regard as confidential; or information which has been given in confidence to the Company or any Group Company by a third party.
17. Upon the termination of your employment, you will return to the Company all papers and documents or other property which may at that time be in your possession relating to the business or affairs of the Company or any of its affiliates or their clients and you will not retain any copies or extracts thereof.
18. The Company reserves the right to terminate your services without any notice or compensation in lieu thereof on the grounds of proven misconduct, disloyalty, commission of any act involving moral turpitude, or any act of indiscipline or inefficiency or for loss of confidence.
19. In case there is a need to conduct an investigation for any potential misconduct/misdemeanor or any other circumstances which may give a right to the Company to terminate this employment, the company is entitled to suspend you on basic pay for as long as may be deemed reasonably appropriate by the Company to carry out a proper investigation.
20. Please bring with you copies of education certificates and/or mark sheets for our records.
21. Please sign the duplicate copy of this letter as acceptance of the above terms and conditions.

Thanking You

For ANJ TURNKEY PROJECTS PVT LTD,



Authorised Signatory

Accepted the above terms

VAASTU SANSARE

ANNEX 1

CTC – TERMS OF EMPLOYMENT

Name: VAASTU SANSARE

Designation: Contracts Executive

The period for evaluating performance will be Apr - Mar each year

EARNINGS	MONTHLY (INR)	YEARLY (INR)
Basic	15,000.00	1,80,000.00
HRA	7,500.00	90,000.00
Special Allowance	4,800.00	57,600.00
Statutory Bonus	2,700.00	32,400.00
TOTAL EARNINGS (A)	30,000.00	3,60,000.00

Benefits: As per the above. Taxes will be applicable as per law.



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APPOINTMENT LETTER

10 Jul, 2023

Ms. Titiksha Giri,
301, Jalaram Appt., Killa Road,
Near Vasai Police station,
Vasai(W)-401201
Email ID - titiksha.giri@anj.co.in,
Contact No: 9422486042

Dear Titiksha,

Congratulations and welcome to ANJ TURNKEY PROJECTS PVT LTD! The Management takes pleasure in appointing you as a Contracts Executive - Contracts with effect from 10 Jul, 2023.

Terms of Employment:

1. You will be on probation for a period of six months after which period; your services will be confirmed. Intimation of confirmation will be given in writing. Your notice period during probation is 15 days and after confirmation is 30 days. In case you resign or the company terminates your services, each has to give notice as mentioned, or basic salary in lieu of notice.
2. Your annual Cost to the Company is Rs. 3,60,000.00/- (Rupees Three Lakh Sixty Thousand only) per annum all inclusive. Tax will be deducted at source.
3. You will receive all other benefits as per Company's policies.
4. During continuance of your employment and thereafter, you will maintain complete secrecy and will not divulge to any person, firm or company, any secret or confidential information of any description acquired and / or possessed by you or which comes to your knowledge, concerning the business or affairs of the Company or any of its affiliates and/ or its / their clients.
5. During the term of your employment with the Company, you shall devote your entire time and energy to furtherance of business of the Company, and you shall not work whether directly or indirectly, for any other person, firm and/or legal entity in any capacity.
6. You will need to sign the Company Code of Conduct as per our policy.
7. You will not undertake or carry on, without the prior express permission of the Company obtained in writing, any business, either alone or in partnership, nor be directly or indirectly concerned with as principal, agent or otherwise in any business, trade or profession whatsoever.
8. During your employment with the company and for a year thereafter, you shall not solicit any employee of the company to leave their employment in order to join another Agency/Company or provide services to another Company /person/entity whether or not affiliated the company. You shall also not directly or indirectly on behalf of another person or entity solicit or entice any customers or potential customers away from the Agency.
9. You may be required to undertake travel from time to time to other locations outside your place of posting on the business of the Company.
10. You will, for the present, be posted at Mumbai. However, you will be liable for transfer at any time to any other location or office of the Company or its affiliate, as may be considered necessary. The terms and conditions applicable in such other location or office will apply to you upon your transfer.
11. You shall be bound by all the rules and regulations of the Company that may be in force from time to time concerning work, work culture, discipline, documentation, dealing with clients and all other employment matters.

12. You shall carry out all instructions of your manager as regards your work, attendance, conduct, behavior, discipline and shall carry out diligently and honestly all works, duties and responsibilities that may be assigned to you from time to time.
13. The employment is offered to you for the office of the Company in Mumbai, India. This offer does not entitle you to claim employment nor obligate the Company to offer employment in any other offices of the Company, whether in India or abroad.
14. The retirement age applicable to you will be 60 years.
15. Either during or after your employment you will not disclose any Confidential Information (defined below) to any third party or use the same for any purpose other than carrying out the terms of your employment unless and until such Confidential Information is or has become public knowledge provided that you will not be precluded from disclosing Confidential Information to the extent you are required to do so by law or court order, provided that you shall use all reasonable endeavors to give the Company prior notice of any such disclosure and shall limit such disclosure to that which is legally required.
16. Definition of Confidential Information) Confidential Information includes but is not limited to client pricing information, client details (including addresses and telephone numbers), financial information, charging structures, prospective clients of the Company or any Group Company, marketing initiatives and strategy, business plans or dealings, technical data, existing and potential projects, research plans or reports, sales specifications or targets, customer lists or specifications, business developments and plans, research plans or reports, sales and marketing programmes, policies or plans, price lists or pricing policies, source codes, computer programs, computer systems, software, designs, research activities, any document marked "Confidential" (or with a similar expression); any information which you have been told is confidential or which you might reasonably expect the Company [or any Group Company] would regard as confidential; or information which has been given in confidence to the Company or any Group Company by a third party.
17. Upon the termination of your employment, you will return to the Company all papers and documents or other property which may at that time be in your possession relating to the business or affairs of the Company or any of its affiliates or their clients and you will not retain any copies or extracts thereof.
18. The Company reserves the right to terminate your services without any notice or compensation in lieu thereof on the grounds of proven misconduct, disloyalty, commission of any act involving moral turpitude, or any act of indiscipline or inefficiency or for loss of confidence.
19. In case there is a need to conduct an investigation for any potential misconduct/misdemeanor or any other circumstances which may give a right to the Company to terminate this employment, the company is entitled to suspend you on basic pay for as long as may be deemed reasonably appropriate by the Company to carry out a proper investigation.
20. Please bring with you copies of education certificates and/or mark sheets for our records.
21. Please sign the duplicate copy of this letter as acceptance of the above terms and conditions.

Thanking You

For ANJ TURNKEY PROJECTS PVT LTD,



Authorised Signatory

Accepted the above terms

TITIKSHA GIRI

ANNEX 1

CTC – TERMS OF EMPLOYMENT

Name: TITIKSHA GIRI

Designation: Contracts Executive

The period for evaluating performance will be Apr - Mar each year

EARNINGS	MONTHLY (INR)	YEARLY (INR)
Basic	15,000.00	1,80,000.00
HRA	7,500.00	90,000.00
Special Allowance	4,800.00	57,600.00
Statutory Bonus	2,700.00	32,400.00
TOTAL EARNINGS (A)	30,000.00	3,60,000.00

Benefits: As per the above. Taxes will be applicable as per law.



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APPOINTMENT LETTER

10 Jul, 2023

Ms. Sania Mohd Hussain Khatri,
B/406, Kohinoor Villa,
Hanuman Nagar,
Nallasopara West.
Email ID - ,
Contact No: 9284823773

Dear Sania,

Congratulations and welcome to ANJ TURNKEY PROJECTS PVT LTD! The Management takes pleasure in appointing you as a Contracts Executive - Contracts with effect from 10 Jul, 2023.

Terms of Employment:

1. You will be on probation for a period of six months after which period; your services will be confirmed. Intimation of confirmation will be given in writing. Your notice period during probation is 15 days and after confirmation is 30 days. In case you resign or the company terminates your services, each has to give notice as mentioned, or basic salary in lieu of notice.
2. Your annual Cost to the Company is Rs. 3,60,000.00/- (Rupees Three Lakh Sixty Thousand only) per annum all inclusive. Tax will be deducted at source.
3. You will receive all other benefits as per Company's policies.
4. During continuance of your employment and thereafter, you will maintain complete secrecy and will not divulge to any person, firm or company, any secret or confidential information of any description acquired and / or possessed by you or which comes to your knowledge, concerning the business or affairs of the Company or any of its affiliates and/ or its / their clients.
5. During the term of your employment with the Company, you shall devote your entire time and energy to furtherance of business of the Company, and you shall not work whether directly or indirectly, for any other person, firm and/or legal entity in any capacity.
6. You will need to sign the Company Code of Conduct as per our policy.
7. You will not undertake or carry on, without the prior express permission of the Company obtained in writing, any business, either alone or in partnership, nor be directly or indirectly concerned with as principal, agent or otherwise in any business, trade or profession whatsoever.
8. During your employment with the company and for a year thereafter, you shall not solicit any employee of the company to leave their employment in order to join another Agency/Company or provide services to another Company /person/entity whether or not affiliated the company. You shall also not directly or indirectly on behalf of another person or entity solicit or entice any customers or potential customers away from the Agency.
9. You may be required to undertake travel from time to time to other locations outside your place of posting on the business of the Company.
10. You will, for the present, be posted at Mumbai. However, you will be liable for transfer at any time to any other location or office of the Company or its affiliate, as may be considered necessary. The terms and conditions applicable in such other location or office will apply to you upon your transfer.
11. You shall be bound by all the rules and regulations of the Company that may be in force from time to time concerning work, work culture, discipline, documentation, dealing with clients and all other employment matters.

12. You shall carry out all instructions of your manager as regards your work, attendance, conduct, behavior, discipline and shall carry out diligently and honestly all works, duties and responsibilities that may be assigned to you from time to time.
13. The employment is offered to you for the office of the Company in Mumbai, India. This offer does not entitle you to claim employment nor obligate the Company to offer employment in any other offices of the Company, whether in India or abroad.
14. The retirement age applicable to you will be 60 years.
15. Either during or after your employment you will not disclose any Confidential Information (defined below) to any third party or use the same for any purpose other than carrying out the terms of your employment unless and until such Confidential Information is or has become public knowledge provided that you will not be precluded from disclosing Confidential Information to the extent you are required to do so by law or court order, provided that you shall use all reasonable endeavors to give the Company prior notice of any such disclosure and shall limit such disclosure to that which is legally required.
16. Definition of Confidential Information) Confidential Information includes but is not limited to client pricing information, client details (including addresses and telephone numbers), financial information, charging structures, prospective clients of the Company or any Group Company, marketing initiatives and strategy, business plans or dealings, technical data, existing and potential projects, research plans or reports, sales specifications or targets, customer lists or specifications, business developments and plans, research plans or reports, sales and marketing programmes, policies or plans, price lists or pricing policies, source codes, computer programs, computer systems, software, designs, research activities, any document marked "Confidential" (or with a similar expression); any information which you have been told is confidential or which you might reasonably expect the Company [or any Group Company] would regard as confidential; or information which has been given in confidence to the Company or any Group Company by a third party.
17. Upon the termination of your employment, you will return to the Company all papers and documents or other property which may at that time be in your possession relating to the business or affairs of the Company or any of its affiliates or their clients and you will not retain any copies or extracts thereof.
18. The Company reserves the right to terminate your services without any notice or compensation in lieu thereof on the grounds of proven misconduct, disloyalty, commission of any act involving moral turpitude, or any act of indiscipline or inefficiency or for loss of confidence.
19. In case there is a need to conduct an investigation for any potential misconduct/misdemeanor or any other circumstances which may give a right to the Company to terminate this employment, the company is entitled to suspend you on basic pay for as long as may be deemed reasonably appropriate by the Company to carry out a proper investigation.
20. Please bring with you copies of education certificates and/or mark sheets for our records.
21. Please sign the duplicate copy of this letter as acceptance of the above terms and conditions.

Thanking You

For ANJ TURNKEY PROJECTS PVT LTD,



Authorised Signatory

Accepted the above terms

SANIA MOHD HUSSAIN KHATRI

ANNEX 1

CTC – TERMS OF EMPLOYMENT

Name: SANIA MOHD HUSSAIN KHATRI

Designation: Contracts Executive

The period for evaluating performance will be Apr - Mar each year

EARNINGS	MONTHLY (INR)	YEARLY (INR)
Basic	15,000.00	1,80,000.00
HRA	7,500.00	90,000.00
Special Allowance	4,800.00	57,600.00
Statutory Bonus	2,700.00	32,400.00
TOTAL EARNINGS (A)	30,000.00	3,60,000.00

Benefits: As per the above. Taxes will be applicable as per law.



Konstelec Engineers Pvt. Ltd.
CONSULTING ENGINEERS & EPC CONTRACTORS

308, Creative Industries Estate,
Sunder Nagar Lane No. 2, Kalina,
Santacruz (E), Mumbai - 400 098.

Phone : (022) 2666 3827 / 4342 1500 Fax : (022) 6693 0903 Email : kepl@konstelec.com
CIN : U45203MH1995PTC095011

14th August, 2023

KEPL/HO/22-23/HR/042

To,
Mr. Shubham Sudesh Kadam
S/O: Sudesh Kadam
A.G Hirdekar Chawl, Asalpha Village,
Ghatkopar, Bhim Nagar,
Mumbai, Mumbai Suburban,
Maharashtra - 400084
Cell No - 8828932958
Email id : shubham18kadam2001@gmail.com

Dear Mr. Shubham Sudesh Kadam,

Sub: Letter of appointment for the post of "Trainee Engineer - Projects"

Further to your application dated 12th August, 2023 and the subsequent interviews you had with us, we are pleased to offer you the post "Trainee Engineer - Projects" in our organization.

You will report for duty on 16th August, 2023 at our Head Office, Mumbai - Konstelec Engineers Pvt. Ltd., 308, Creative Industrial Estate, Sunder Nagar, Lane No - 2, Kalina, Santacruz (East), Mumbai - 400098. You will report to Mr. Pravin Patel - Vice President - Projects - Cell Number - 9322283110 & Pranav Nikam - Project Engineer - Cell Number - 9820747818. Failure to report for duty as above would render this letter invalid.

Your initial, annual compensation package is Rs. 2,81,271/= (Rupees Two Lakh Eighty One Thousand Two Hundred Seventy One Only) as per attached CTC sheet.

Your job profile and responsibilities will be defined by your superior and may be modified / increased depending on the work requirement.

You may be posted anywhere in India depending on the company's work requirement.

You will be on probation for a period of 6 (six) months from the date of your joining. If for any reason, the probation period is extended, you will receive a communication, in writing, to such effect. In the absence of any communication regarding extension of probation, your employment is treated as confirmed.

During probation, the Company may terminate your service without any notice / without any Compensatory pay, if your services are found NOT up to Company's expectation. The Company Shall be the sole judge on the matter.

Depending on work exigencies and client requirement you will be required to work as necessary.

You will be entitled to leave as per Company rules. Presently it is 18 days for each completed year of service. In case you are on unauthorized / unapproved leave for more than 7 days, then your Services will get terminated automatically and all benefit that may be due to you will stand forfeited.

It is expected of you to maintain normal standard decorum in the office. Indiscipline / dishonesty or any such / similar acts will be dealt with very strictly and you may face disciplinary action / suspension / rustication. The designated manager(s) decision shall be final and binding on you.

You will avail of the Contributory Scheme of the Provident Fund under the Employee's Provident Fund Act 1952 with 12 % contribution from the Employer subject to ceiling as applicable.

All information of / about / relating to the company, in any format or mode, shall be held by you in strict confidence and will not be divulged to anyone under any circumstance.

The employment may be terminated by either party giving two month notice in writing.

We welcome you to our organization and hope to have a long and mutually beneficial relationship.


Thanking You,

Your truly,
For KONSTELEC ENGINEERINGS PVT. LTD.


Anish Shah
Director



All the above terms and conditions accepted unconditionally.

Signature: 

Date:

Please return the second original of this letter duly signed by you for Company's files and records.

Payscan
1/9/23

CTC - 2023- 2024 -HO MUMBAI					
Employee Code No.	3639				
Name	Shubham Sudesh Kadam				
Designation	Trainee Engineer - (Projects)				
Location	HO Mumbai				
DOJ	16.08.2023				
Grade	F				
Last review done on					
DOB	18.04.2001				
Edu Qualification	B.E.E. - 2023				
UAN Number	101983317213				
PF Number	MH/42891/29509				
ESIC	3518158742				
	Monthly salary 23-24	CTC 23-24	Working	Particular	20,151
Basic	20,151	2,41,812	1,800	P.F	(1,800)
Conveyance		-	151	ESIC	(151)
Medical (produce bills)	-	-	200	PT	(200)
Education allowance	-	-	IN HAND (Monthly)		18,000
HRA		-			
Site Allowance		-			
Telephone / Mobile	-	-			
Special allowance	-	-			
Co. contr to PF @ 12 % of basic or max Rs 1800/-	1,800	21,600			
Co. contr to ESIC (3.25%)	655	7,859			
Sub Total 1 (Salaries)	22,606	2,71,271			
Conveyance on voucher					
FBT on conveyance on voucher					
Sub Total 2 (Gross)	22,606	2,71,271			
Insurance premium - Life					
Insurance premium - Medical					
Bonus	833	10,000			
Annual CTC	23439	2,81,271			
Ex Gratia					
Sub Total 3 (CTC)	23,439	2,81,271			
Gratuity					
Superannuation					
Total	23,439	2,81,271			

NOTE:

You are also eligible to get "Merit Pay" amount of Rs.24,000/= (Rupees Twenty Four Thousand Only) which is Payable on completion of continuous service with the company, w.e.f. 16.08.2023 to 15.08.2024, with the applicable taxes at the time of disbursement


Amish Shah
Director


Jatin Shah
HR - Department





APPOINTMENT LETTER

10 Jul, 2023

Mr. Adarsh Aare,
Hanuman Chawl, Kranti nagar,
Akurli road, Kandivali east,
Mumbai 400101
Email ID - Adarsh.Aare@anj.co.in ,
Contact No: 8419921683

Dear Adarsh,

Congratulations and welcome to ANJ TURNKEY PROJECTS PVT LTD! The Management takes pleasure in appointing you as a Project Coordinator - Projects with effect from 10 Jul, 2023.

Terms of Employment:

1. You will be on probation for a period of six months after which period; your services will be confirmed. Intimation of confirmation will be given in writing. Your notice period during probation is 15 days and after confirmation is 30 days. In case you resign or the company terminates your services, each has to give notice as mentioned, or basic salary in lieu of notice.
2. Your annual Cost to the Company is Rs. 3,60,000.00/- (Rupees Three Lakh Sixty Thousand only) per annum all inclusive. Tax will be deducted at source.
3. You will receive all other benefits as per Company's policies.
4. During continuance of your employment and thereafter, you will maintain complete secrecy and will not divulge to any person, firm or company, any secret or confidential information of any description acquired and / or possessed by you or which comes to your knowledge, concerning the business or affairs of the Company or any of its affiliates and/ or its / their clients.
5. During the term of your employment with the Company, you shall devote your entire time and energy to furtherance of business of the Company, and you shall not work whether directly or indirectly, for any other person, firm and/or legal entity in any capacity.
6. You will need to sign the Company Code of Conduct as per our policy.
7. You will not undertake or carry on, without the prior express permission of the Company obtained in writing, any business, either alone or in partnership, nor be directly or indirectly concerned with as principal, agent or otherwise in any business, trade or profession whatsoever.
8. During your employment with the company and for a year thereafter, you shall not solicit any employee of the company to leave their employment in order to join another Agency/Company or provide services to another Company /person/entity whether or not affiliated the company. You shall also not directly or indirectly on behalf of another person or entity solicit or entice any customers or potential customers away from the Agency.
9. You may be required to undertake travel from time to time to other locations outside your place of posting on the business of the Company.
10. You will, for the present, be posted at Pune. However, you will be liable for transfer at any time to any other location or office of the Company or its affiliate, as may be considered necessary. The terms and conditions applicable in such other location or office will apply to you upon your transfer.
11. You shall be bound by all the rules and regulations of the Company that may be in force from time to time concerning work, work culture, discipline, documentation, dealing with clients and all other employment matters.

12. You shall carry out all instructions of your manager as regards your work, attendance, conduct, behavior, discipline and shall carry out diligently and honestly all works, duties and responsibilities that may be assigned to you from time to time.
13. The employment is offered to you for the office of the Company in Mumbai, India. This offer does not entitle you to claim employment nor obligate the Company to offer employment in any other offices of the Company, whether in India or abroad.
14. The retirement age applicable to you will be 60 years.
15. Either during or after your employment you will not disclose any Confidential Information (defined below) to any third party or use the same for any purpose other than carrying out the terms of your employment unless and until such Confidential Information is or has become public knowledge provided that you will not be precluded from disclosing Confidential Information to the extent you are required to do so by law or court order, provided that you shall use all reasonable endeavors to give the Company prior notice of any such disclosure and shall limit such disclosure to that which is legally required.
16. Definition of Confidential Information) Confidential Information includes but is not limited to client pricing information, client details (including addresses and telephone numbers), financial information, charging structures, prospective clients of the Company or any Group Company, marketing initiatives and strategy, business plans or dealings, technical data, existing and potential projects, research plans or reports, sales specifications or targets, customer lists or specifications, business developments and plans, research plans or reports, sales and marketing programmes, policies or plans, price lists or pricing policies, source codes, computer programs, computer systems, software, designs, research activities, any document marked "Confidential" (or with a similar expression); any information which you have been told is confidential or which you might reasonably expect the Company [or any Group Company] would regard as confidential; or information which has been given in confidence to the Company or any Group Company by a third party.
17. Upon the termination of your employment, you will return to the Company all papers and documents or other property which may at that time be in your possession relating to the business or affairs of the Company or any of its affiliates or their clients and you will not retain any copies or extracts thereof.
18. The Company reserves the right to terminate your services without any notice or compensation in lieu thereof on the grounds of proven misconduct, disloyalty, commission of any act involving moral turpitude, or any act of indiscipline or inefficiency or for loss of confidence.
19. In case there is a need to conduct an investigation for any potential misconduct/misdemeanor or any other circumstances which may give a right to the Company to terminate this employment, the company is entitled to suspend you on basic pay for as long as may be deemed reasonably appropriate by the Company to carry out a proper investigation.
20. Please bring with you copies of education certificates and/or mark sheets for our records.
21. Please sign the duplicate copy of this letter as acceptance of the above terms and conditions.

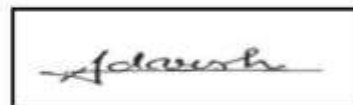
Thanking You

For ANJ TURNKEY PROJECTS PVT LTD,



Authorised Signatory

Accepted the above terms



ADARSH AARE

ANNEX 1

CTC – TERMS OF EMPLOYMENT

Name: ADARSH AARE

Designation: Project Coordinator

The period for evaluating performance will be Apr - Mar each year

EARNINGS	MONTHLY (INR)	YEARLY (INR)
Basic	15,000.00	1,80,000.00
HRA	7,500.00	90,000.00
Special Allowance	4,800.00	57,600.00
Statutory Bonus	2,700.00	32,400.00
TOTAL EARNINGS (A)	30,000.00	3,60,000.00

Benefits: As per the above. Taxes will be applicable as per law.

VOLTAS

Date: 31st May 2023

To
Mr. Aditya Sanjay Kanse
St. Francis College of Technology
Mumbai

Dear Aditya Sanjay Kanse,

Congratulations & a warm welcome to Team Voltas

We are happy to offer you employment with Voltas, one of the world's premier engineering solutions providers & project specialists, as a Graduate Engineer Trainee in the IOBG - Global Engineering Centre Business.

Your training and probation shall be for a period of **one year**. Please note that your appointment would be subject to:

1. You being found medically fit as per the Company's medical policy;
2. Submission of all your educational & employment certificates in original for our verification.

We request you to carry all your original mark sheets, certificates, address proof & three passport size photographs at the time of joining.

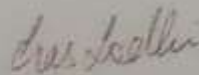
The TATA group is known for its ethical conduct, which we believe is a way for business sustainability. The Tata Code of Conduct details out the behavior expected of each of its employees. Please visit the following link for further details: [Tata Code of Conduct.pdf](#)

Please return a copy of this letter duly signed by you as a token of your acceptance of this offer of employment within 8 days from the date of receipt of this offer. If we do not hear from you within the stipulated time, it will be presumed that you are not keen in accepting our offer and the same stands withdrawn.

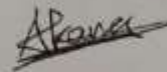
As you begin your career with Voltas, we once again wish you happiness, achievement and professional fulfilment.

Yours sincerely,

For Voltas Limited



Eras Lodhi
Head HR - Corporate & Support Services



05/06/2023

VOLTAS LIMITED

Human Resources Development Department

Voltas House 'B' 1st Floor TB Kadam Marg Chinchpokli Mumbai 400 033 India

Tel 91 22 66656666 Fax 91 22 66656331 website www.voltas.com

Registered Office Voltas House 'A' 5th Floor Dr. Balasaheb Ambedkar Road Chinchpokli Mumbai 400 033
Corporate Identity Number L29308601954PLC093371

A TATA Enterprise

VOLTAS

(Encl: Pg2)

GET Compensation Structure	2023 (INR)
Components	On Joining
Basic	11600
House Rent Allowance	9660
Special Allowance	7600
Education Allowance	200
Total (A)	29260
Company's Contribution to Provident Fund	1800
Gratuity	558
Superannuation Fund	1740
Total (B)	4098
Gross Salary (A+B)	33358
Annual CTC	400296

NOTE

1. You will also be covered under the Group Medical Benefit (Hospitalization) Scheme applicable to you at the time of joining.
2. Statutory deductions as may be applicable in your case under the law will be effected from the gross emoluments and the net amount derived after such deductions would be paid to you on a monthly basis.
3. A detailed letter of appointment indicating the break-up of your emoluments and other service conditions will be issued on your joining the services of our Company.

Kanse
I have read the above terms and conditions of my appointment
I accept the same

Name: ADITYA SANJAY KANSE
Date: 05/06/2023

VOLTAS LIMITED

Human Resources Development Department
Voltas House 'B' 1st Floor TB Kadam Marg Chinchpokli Mumbai 400 033 India
Tel 91 22 66658666 Fax 91 22 68556351 website www.voltas.com
Registered Office: Voltas House 'A' 5th Floor Dr Babasaheb Ambedkar Road Chinchpokli Mumbai 400 058
Corporate Identity Number L293095MH1954PLC09371

A TATA Enterprise



1305/6/7, Gold Crest Commercial Centre, Opp. Manubhai Jewellers, L.T.Road. Borivali (West),
Mumbai - 400092.

Date: 17th January, 2023

Akhil Sukumaran Nadar
Bhayander, Mumbai.
Mob. No.: 9029500617
Email: akhilynadar6@gmail.com

Subject: Appointment for post of Marketing and SEO Analyst

Dear Akhil,

We are pleased to offer you, the position of **Marketing and SEO Analyst** with Feedspot (the 'Company') on the following terms and conditions:

1. Commencement of employment

Your employment will be effective from June, 2023.

2. Job title

Your job title will be **Marketing and SEO Analyst**, and you will report to Anuj Agarwal.

3. Salary

First two months will be training period.

During training period your stipend will be Rs 10,000/- month. From the 3rd month to 18th month, your salary will be Rs 3,00,000/- year (i.e. 25000/month). From 19th Month, your salary will be Rs 3,60,000/- year (i.e. 30000/- month).

4. Place of posting

You will be posted at Mumbai, Maharashtra.

5. Leave/Holidays

The Company shall notify declared holidays on major festivals. After training period, only 1 paid leave is allowed per month with prior approval. The Paid Leave gets credited to your account at the end of the complete working month. Saturdays and Sundays are off. Late office start time will be strictly considered as half day, unless approved by the supervisor. Calculation of half/full day leave will be done by (current-month's-salary) / (no. of days in month-Sundays) X no. of leaves.

6. Nature of duties

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.

7. Company property

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

8. Termination

8.1 You may terminate your employment with the Company, after one year period, without any cause, by giving no less than 1 month's prior notice.

8.2 For Special cases, The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or not performing your duties as expected or causing negative environment in office or caused any loss to the Company. For General cases, The Company will notify you two–three times about your low performance.

8.3 On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

9. Confidential Information

9.1 During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

9.2 During Employment or post termination you must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

9.3 Breach of the conditions of this clause will render you liable for the loss caused to the company and dismissal under clause above in addition to any other remedy the Company may have against you in law.

10. Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

11. Applicability of Company Policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

12. Governing Law/Jurisdiction

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Mumbai only.

13. Acceptance of our offer

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you, and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

DocuSigned by:
Pallavi Amberkar
F011B8DC0D5E642E
Pallavi Amberkar
HR

Accepted by Akhil Sukumaran Nadar

[sign & date]



giving life to ideas!

APPOINTMENT LETTER

10 Jul, 2023

Mr. Alensheron Alappadan,
1601 Saffron, Shubhjivan Circle,
Holy Cross Road, IC Colony,
Borivali West, Mumbai 400103
Email ID - alensheron02@gmail.com,
Contact No: 7738737706

Dear Alensheron,

Congratulations and welcome to ANJ TURNKEY PROJECTS PVT LTD! The Management takes pleasure in appointing you as a Contracts Executive - Contracts with effect from 10 Jul, 2023.

Terms of Employment:

1. You will be on probation for a period of six months after which period; your services will be confirmed. Intimation of confirmation will be given in writing. Your notice period during probation is 15 days and after confirmation is 30 days. In case you resign or the company terminates your services, each has to give notice as mentioned, or basic salary in lieu of notice.
2. Your annual Cost to the Company is Rs. 3,60,000.00/- (Rupees Three Lakh Sixty Thousand only) per annum all inclusive. Tax will be deducted at source.
3. You will receive all other benefits as per Company's policies.
4. During continuance of your employment and thereafter, you will maintain complete secrecy and will not divulge to any person, firm or company, any secret or confidential information of any description acquired and / or possessed by you or which comes to your knowledge, concerning the business or affairs of the Company or any of its affiliates and/ or its / their clients.
5. During the term of your employment with the Company, you shall devote your entire time and energy to furtherance of business of the Company, and you shall not work whether directly or indirectly, for any other person, firm and/or legal entity in any capacity.
6. You will need to sign the Company Code of Conduct as per our policy.
7. You will not undertake or carry on, without the prior express permission of the Company obtained in writing, any business, either alone or in partnership, nor be directly or indirectly concerned with as principal, agent or otherwise in any business, trade or profession whatsoever.
8. During your employment with the company and for a year thereafter, you shall not solicit any employee of the company to leave their employment in order to join another Agency/Company or provide services to another Company /person/entity whether or not affiliated the company. You shall also not directly or indirectly on behalf of another person or entity solicit or entice any customers or potential customers away from the Agency.
9. You may be required to undertake travel from time to time to other locations outside your place of posting on the business of the Company.
10. You will, for the present, be posted at MUMBAI. However, you will be liable for transfer at any time to any other location or office of the Company or its affiliate, as may be considered necessary. The terms and conditions applicable in such other location or office will apply to you upon your transfer.
11. You shall be bound by all the rules and regulations of the Company that may be in force from time to time concerning work, work culture, discipline, documentation, dealing with clients and all other employment matters.

12. You shall carry out all instructions of your manager as regards your work, attendance, conduct, behavior, discipline and shall carry out diligently and honestly all works, duties and responsibilities that may be assigned to you from time to time.
13. The employment is offered to you for the office of the Company in Mumbai, India. This offer does not entitle you to claim employment nor obligate the Company to offer employment in any other offices of the Company, whether in India or abroad.
14. The retirement age applicable to you will be 60 years.
15. Either during or after your employment you will not disclose any Confidential Information (defined below) to any third party or use the same for any purpose other than carrying out the terms of your employment unless and until such Confidential Information is or has become public knowledge provided that you will not be precluded from disclosing Confidential Information to the extent you are required to do so by law or court order, provided that you shall use all reasonable endeavors to give the Company prior notice of any such disclosure and shall limit such disclosure to that which is legally required.
16. Definition of Confidential Information) Confidential Information includes but is not limited to client pricing information, client details (including addresses and telephone numbers), financial information, charging structures, prospective clients of the Company or any Group Company, marketing initiatives and strategy, business plans or dealings, technical data, existing and potential projects, research plans or reports, sales specifications or targets, customer lists or specifications, business developments and plans, research plans or reports, sales and marketing programmes, policies or plans, price lists or pricing policies, source codes, computer programs, computer systems, software, designs, research activities, any document marked "Confidential" (or with a similar expression); any information which you have been told is confidential or which you might reasonably expect the Company [or any Group Company] would regard as confidential; or information which has been given in confidence to the Company or any Group Company by a third party.
17. Upon the termination of your employment, you will return to the Company all papers and documents or other property which may at that time be in your possession relating to the business or affairs of the Company or any of its affiliates or their clients and you will not retain any copies or extracts thereof.
18. The Company reserves the right to terminate your services without any notice or compensation in lieu thereof on the grounds of proven misconduct, disloyalty, commission of any act involving moral turpitude, or any act of indiscipline or inefficiency or for loss of confidence.
19. In case there is a need to conduct an investigation for any potential misconduct/misdemeanor or any other circumstances which may give a right to the Company to terminate this employment, the company is entitled to suspend you on basic pay for as long as may be deemed reasonably appropriate by the Company to carry out a proper investigation.
20. Please bring with you copies of education certificates and/or mark sheets for our records.
21. Please sign the duplicate copy of this letter as acceptance of the above terms and conditions.

Thanking You

For ANJ TURNKEY PROJECTS PVT LTD,



Authorized Signatory

Accepted the above terms



ALENSHERON ALAPPADAN ✓

ANNEX 1

CTC – TERMS OF EMPLOYMENT

Name: ALENSHERON ALAPPADAN

Designation: Contracts Executive

The period for evaluating performance will be Apr - Mar each year

EARNINGS	MONTHLY (INR)	YEARLY (INR)
Basic	15,000.00	1,80,000.00
HRA	7,500.00	90,000.00
Special Allowance	4,800.00	57,600.00
Statutory Bonus	2,700.00	32,400.00
TOTAL EARNINGS (A)	30,000.00	3,60,000.00

Benefits: As per the above. Taxes will be applicable as per law.

APPOINTMENT LETTER

Date: 16-06-2023

Employee ID: AMPA3810

Name: Amey Abhimanyu Ghadigaonkar

Address: A-505, Ashapura Heritage,, Highland Complex, Charkop Gaon, Kandivali(w),,Mumbai - .

Dear Amey,

Basis your Offer Letter Acceptance received by us, we are pleased to appoint you as **Design Engineer Trainee in Planning** at AMPA Orthodontics Pvt Ltd. at Andheri - East - Mumbai with effect from **15-06-2023**.

The terms of your employment with our Company shall be as follows: -

Reporting

You will report to **Vikas Tikhe** or such other person as the Company may nominate from time to time, who will assign you, detailed roles, and responsibilities.

Compensation

The details of your Compensation and Benefit are as per the enclosed Annexure. Please note that any information regarding your salary is strictly confidential. You are welcome to contact the undersigned for any clarifications/ explanations. However, such information should not be discussed with any of your colleagues. Any breach of this will be construed as a professional misconduct.

Probation

You will be on probation initially for a period of 6 months and your confirmation is subject to the Company being satisfied of your performance, suitability and capability and will be communicated to you in writing. Either parties can terminate this contract of employment with 30 days' notice or notice pay in lieu thereof, during the probation period.

Code of Conduct

📍 1st floor, Empire Plaza, B Wing, Lal Bahadur Shastri Marg, Vikhroli (West), Mumbai - 400083

☎ +91 9898000000
+91 9136994234

✉ info@toothsi.in
info@skinnsi.in

🌐 makeo.app/toothsi
makeo.app/skinnsi

As part of your employment, you will be required to adhere to the code of conduct policy of the Company. It outlines, many details that pertain to the standard of business behavior, expected to be adhered to by all employees. It is important for you to fully understand this philosophy and the policies and procedures governing it.

You will especially note the following:

- You will maintain confidentiality of all company proprietary information including customer information; plans etc. unless disclosure is specifically required for statutory purposes.
- You are liable to follow the mandatory rules concerning professional probity, integrity and ethics, vis-a-vis both the Company and those with whom the Company has a business relationship.
- Any violation of code of conduct / acts of criminal offence and moral turpitude would invite appropriate disciplinary action.
- If at any time you become insolvent, or are found guilty of dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission or any other conduct considered by the Company as detrimental to its interest or violation of any one or more terms of appointment, your services may be terminated without notice.
- You shall be responsible for the safekeeping and return in good condition and order, of all the Company's property which may be in your use, custody or charge.

Confidentiality

You acknowledge that the business of the Company is a competitive business and that during the course of your employment with the Company you will have access to and have an intimate knowledge of certain confidential information belonging to the Company including but not limited to technical information, trade secrets, customer lists, supplier lists and prices, pricing schedules, methods, processes, marketing plans and other intellectual property. In view thereof, you shall be obligated to indemnify and keep indemnified the Company against any and all direct and indirect losses, claim, demand, suits, liabilities, damages, costs and expenses which may be made or brought against the Company, or which the Company may suffer or incur, as a result of or arising from any breach, or deemed breach, by you of disclosing or sharing any or all such confidential information belonging to the company or being utilized by the Company to any third party not eligible to be privy to such information or data. Further, the Company shall be entitled to specific performance, injunction and/or any other mode of equitable relief to enforce its rights hereunder. Neither this provision nor any exercise by the Company of its rights to equitable relief or specific performance herein granted shall constitute a waiver by the Company of or diminish or dilute any other rights which it may have as regards claim to damages or otherwise as a direct or indirect result of your such acts of omission or commission.

Attendance Policy

Every employee should follow attendance policy which is applicable to them as per their business vertical

Salary Revision

Salary revision happens only once annually for the preceding Financial Year. Only employees who have joined before 30th September of the current Financial Year will be eligible for the salary revision. Any employee who joins on or after 1st October of the current Financial Year,

📍 1st floor, Empire Plaza, B Wing, Lal Bahadur Shastri Marg, Vikhroli (West), Mumbai - 400083

☎ +91 9898000000
+91 9136994234

✉ info@toothsi.in
info@skinnsi.in

🌐 makeo.app/toothsi
makeo.app/skinnsi

will be eligible for a salary revision in the subsequent Financial Year. Salary revisions are discretionary and will be based on effective performance and results.

Conflict of interest

You will be in full time employment with the Company. You shall not accept any other training or employment, part time or otherwise, or engage in any commercial business or pursuit on your own account or as an agent for others.

Transfer

Your services may be transferred to any department, office or establishment of the Company or deputed to any of its affiliates, associates, subsidiaries or group companies etc. anywhere in India or abroad at the discretion of the Company.

Notice Period

Either party is liable to terminate this agreement by giving 30/60/90 days notice (as mentioned in the Exit & Notice period policy) or payment in lieu thereof post probation period and 30 days' notice during the probation period.

Retirement

The normal age of superannuation is 60, subject to medical fitness.

Termination

Notwithstanding any other provision in this letter, the Company may terminate your employment immediately upon giving you written notice to that effect if any of the following circumstances happen.

- Violation of the Employee Code of Conduct Policy
- Unacceptable conduct
- Unacceptable performance
- Retrenchment
- Medically Unfit

Violation of Employee Code of Conduct Policy

📍 1st floor, Empire Plaza, B Wing, Lal Bahadur Shastri Marg, Vikhroli (West), Mumbai - 400083

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makeo.app/skinnsi

An employee who breaks the disciplinary rules at work as described in the Code of Conduct Policy may be terminated with immediate effect.

For such termination, the immediate superior will issue a notice.

In case the employee does not comply or the competent authority does not find his explanation satisfactory, immediate termination of services will be resorted to by a letter issued by the competent authority.

In case the company is unable to reach the employee and inform the same, the termination will be given through a notice.

Unacceptable conduct

An employee who displays unacceptable conduct may be terminated with immediate effect. In case the company is unable to reach the employee and inform the same, the termination will be given through a notice.

Unacceptable performance

Termination of service for reasons of performance, which is consistently 'unsatisfactory' 'average' or 'below standard' may be resorted to by the company.

The termination action can be initiated after two warnings have been issued in writing to the employee. The warnings would be issued at intervals, which may allow the employee to demonstrate an improvement in performance.

In case the company is unable to reach the employee and inform the same, the termination will be given through a notice.

Retrenchment

The Company may retrench an employee giving notice period or notice pay in lieu thereof, for reasons not relating to the employee's performance or behavior.

This may happen in case the Company wishes to downsize or close down a line of business or an operating location for any reason, including business reasons, at its sole discretion.

Medically unfit

The company may terminate the services of an employee if found medically unfit for performing the tasks related to the offered position after giving him/her notice.

Any notice of resignation given by such employee shall not take effect unless it is accepted by the competent authority in writing.

Upon termination of your employment you shall deliver to the Company all documents, records, papers or any other property of the Company, which may be in your possession or under your control. Further, no copies of any documents, records or papers shall be retained by you.

Court of Jurisdiction

In case of any dispute and / or differences arising between the parties out of this appointment, the matter shall be referred to Courts of Mumbai jurisdiction.

Terms and Conditions of Employment

Your terms of employment will be governed under the service conditions, rules, regulations, directions, instructions and decisions of the employer, as may be amended from time to time.

Validity of Appointment

This letter is valid for a period of ten (10) days from the date of this appointment letter and shall lapse automatically unless you confirm your acceptance of it by signing the duplicate in the appropriate place and returning it to the undersigned.

The Confidentiality and Non-Compete clause:

The Confidentiality and Non-Compete clauses of the Appointment Letter stands amended to include the following text at the end of the existing non-compete clause in your Appointment Letter.

"Pursuant to the clause relating to Confidentiality and Non-Compete above, you hereby consent that during the course of your employment with the Company and for a period of 24 months thereafter, you shall not undertake employment or engage in any capacity whether directly or indirectly, with any direct competitors of AMPA Orthodontics Pvt. Ltd [the indicative list of competitors and/ competitive brands is provided herewith in the table 1.0. and 1.1 below].

You further confirm and acknowledge that the list under table 1.0 and 1.1. is inclusive and cumulative and would also include all other competitors on prospective basis from the date of execution hereof.

Breach of Confidentiality and Non-Compete provisions

You further agree that the non-compete allowance being paid to you is for the compliance of Non-Compete and Non-Solicitation obligations under your employment terms/agreement or the code of conduct of the Company, as the case may be. In the event of breach of any of these clauses viz. Confidentiality or Non-Compete, during or post termination of your employment with the Company, you shall be liable repay the overall non-compete allowance paid to you within 7 days from the date of breach. Notwithstanding, the recovery of the amount the Company further reserves its right to take necessary legal action for the breach of the Confidentiality or Non-Compete clauses herein as may be advised. - Subject to the provisions laid down on this behalf, the Company reserves the right to recover the Non- Compete Allowance recoverable on such breach from your outstanding salary component."

Table 1.0 List of Competitors for our Dental business currently branded as “Toothsi”

Sr. No	Name of Competitors or the competing brands	Sr. No	Name of Competitors or the competing brands
1	32 watts	22	Glamyo Invisible Aligners
2	3M	23	Illusion Aligners
3	AB dental	24	Implant Genesis
4	Adin dental implants	25	Invisalign
5	Aligner Brands	26	K aligners(digital32.co.in) (North region)-
6	Alpha Dent	27	Kavokerr
7	Apollo white	28	Nobel bio care
8	Biohorizons	29	Odonto
9	Chesa Dental	30	Orthosquare
10	Clove dental (ILovemybraces aligners)	31	Planmeca

11	Confident Dental Equipment	32	Pristine
12	Denstply India Pvt Ltd	33	Sabkadentist
13	Dental equipment Manufacturers	34	SD align/ Sabka dentist
14	Dental Products	35	Signaturesmiles
15	Dentcare	36	Smiles.ai
16	Dentium	37	Snazzy aligner (Bangalore, Hydeabad ad Chennai)
17	Dentzz	38	Straumann
18	Digital 32	39	Unicorn Denmart
19	DIO implant	40	V-clear aligners (Hyderabad, Chennai)
20	Flash Aligners	41	Zimmer biomet
21	Flash orthodontics		

Table I.I. List of Competitors for beauty and skin care business currently branded as "Skinnsi"

Sr.No	Name of Competitors or the competing brands
1	Oasis Skincare, Cosmetology & Laser Centre
2	KAYA CLINIC
3	Cutis Skin Clinic
4	Dr. Sejal Saheta - InUrSkin - Skin & Hair Clinic
5	VLCC
6	Richfeel
7	Urban company

FOR AMPA ORTHODONTICS PRIVATE LIMITED

Kshitiz Saigal

Kshitiz Saigal

Assistant Vice President - Human Resources

📍 1st floor, Empire Plaza, B Wing, Lal Bahadur Shastri Marg, Vikhroli (West), Mumbai - 400083

☎ +91 9898000000
+91 9136994234

✉ info@toothsi.in
info@skinnsi.in

🌐 makeo.app/toothsi
makeo.app/skinnsi

Compensation Structure

Component	ANNUAL (INR)	MONTHLY (INR)
Basic	1,68,000	14,000
HRA	8,400	700
ND - NC Allowance	19,388	1,616
Advance Statutory Bonus	13,994	1,166
Total Fixed Gross	2,09,782	17,482
Flexi Pay Allowances		
Total Allowances	0	0
Reimbursements		
Total Reimbursements	0	0
Retirals		
Provident Fund	23,400	1,950
ESIC	6,818	568
Total Retirals	30,218	2,518
CTC	2,40,000	20,000
Total CTC	2,40,000	

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makeo.app/toothsi
makeo.app/skinnsi

makeO

toothsi
skinnsi

AMPA Orthodontics Pvt Ltd
CIN : U8531MH2017PTC294169

*The proposed offer is subject to taxes and statutory deductions as applicable.

For AMPA ORTHODONTICS PRIVATE LIMITED

Rohit Saigal

Signing Authority

Employee Name - Amey Abhimanyu Ghadigaonkar

Assistant Vice President - Human Resources

1st floor, Empire Plaza, B Wing, Lal Bahadur Shastri Marg, Vikhroli (West), Mumbai - 400083

+91 9898000000
+91 9136994234

info@toothsi.in
info@skinnsi.in

makeo.app/toothsi
makeo.app/skinnsi

VOLTAS

Date:31st May 2023

To
Mr. Ankit Ashok Sharma
St. Francis College of Technology
Mumbai

Dear Ankit Ashok Sharma,

Congratulations & a warm welcome to Team Voltas

We are happy to offer you employment with Voltas, one of the world's premier engineering solutions providers & project specialists, as a Graduate Engineer Trainee in the IOBG - Global Engineering Centre Business.

Your training and probation shall be for a period of **one year**. Please note that your appointment would be subject to:

1. You being found medically fit as per the Company's medical policy;
2. Submission of all your educational & employment certificates in original for our verification.

We request you to carry all your original mark sheets, certificates, address proof & three passport size photographs at the time of joining.

The TATA group is known for its ethical conduct, which we believe is a way for business sustainability. The Tata Code of Conduct details out the behavior expected of each of its employees. Please visit the following link for further details: [Tata Code of Conduct.pdf](#)

Please return a copy of this letter duly signed by you as a token of your acceptance of this offer of employment within 8 days from the date of receipt of this offer. If we do not hear from you within the stipulated time, it will be presumed that you are not keen in accepting our offer and the same stands withdrawn.

As you begin your career with Voltas, we once again wish you happiness, achievement and professional fulfillment.

Yours sincerely,

For Voltas Limited



Eras Lodhi
Head HR - Corporate & Support Services

VOLTAS LIMITED

Human Resources Development Department
Voltas House 'B' 1st Floor T B Kadam Marg Chinchpokli Mumbai 400 033 India
Tel 91 22 66656666 Fax 91 22 66656351 website www.voltas.com
Registered Office: Voltas House 'A' 5th Floor Dr Babasaheb Ambedkar Road Chinchpokli Mumbai 400 033
Corporate Identity Number L29308MH1954PLC009371

A **TATA** Enterprise



1305/6/7, Gold Crest Commercial Centre, Opp. Manubhai Jewellers, L.T.Road. Borivali (West),
Mumbai - 400092.

Date: 11th January, 2023

Chaitanya Shirodkar
Dahisar, Mumbai
Mob. No.: 9082259733
Email: chaitanyayeshashree@gmail.com

Subject: Appointment for post of Marketing and SEO Analyst

Dear Chaitanya,

We are pleased to offer you, the position of **Marketing and SEO Analyst** with Feedspot (the 'Company') on the following terms and conditions:

1. Commencement of employment

Your employment will be effective from June, 2023.

2. Job title

Your job title will be **Marketing and SEO Analyst**, and you will report to Anuj Agarwal.

3. Salary

First two months will be training period.

During training period your stipend will be Rs 10,000/- month. From the 3rd month to 18th month, your salary will be Rs 3,60,000/- year (i.e. 30000/month). From 19th Month, your salary will be Rs 4,00,000/- year (i.e. 33333/- month).

4. Place of posting

You will be posted at Mumbai, Maharashtra.

5. Leave/Holidays

The Company shall notify declared holidays on major festivals. After training period, only 1 paid leave is allowed per month with prior approval. The Paid Leave gets credited to your account at the end of the complete working month. Saturdays and Sundays are off. Late office start time will be strictly considered as half day, unless approved by the supervisor. Calculation of half/full day leave will be done by (current-month's-salary) / (no. of days in month-Sundays) X no. of leaves.

6. Nature of duties

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.

7. Company property

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

8. Termination

8.1 You may terminate your employment with the Company, after one year period, without any cause, by giving no less than 1 month's prior notice.

8.2 For Special cases, The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or not performing your duties as expected or causing negative environment in office or caused any loss to the Company. For General cases, The Company will notify you two–three times about your low performance.

8.3 On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

9. Confidential Information

9.1 During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

9.2 During Employment or post termination you must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

9.3 Breach of the conditions of this clause will render you liable for the loss caused to the company and dismissal under clause above in addition to any other remedy the Company may have against you in law.

10. Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

11. Applicability of Company Policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

12. Governing Law/Jurisdiction

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Mumbai only.

13. Acceptance of our offer

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you, and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

DocuSigned by:
Pallavi Amberkar
FB16BDC0D5E842E

Pallavi Amberkar
HR

Accepted by Chaitanya Shirodkar

Chaitanya 1/12/2023
[sign & date]

Date : 02-08-2023

Mr. STALIN FRANCIS CHERUPARAMBIL
B9/603, Poonam Cluster 2,
Shristi Mira Road,
Thane, Mumbai – 401 107
Cell: +1 7045241310
Email: stalin502@gmail.com

SUBJECT: APPOINTMENT LETTER

Dear Mr. Stalin,

With reference to your application and subsequent personal interview you had with us at OUR Andheri Office & Vasai CAD CAM Studio we are pleased to appoint you as **Trainee CAD CAM Engineer** on purely temporary basis from 02-08-2023 to 01-08-2024 on the following terms and conditions: - (it is pertinent to note herein that as soon as the above period is over your services shall be terminated automatically.

Your appointment shall be effective from 02-08-2023

1. That in consideration of on-the-job training being given by the employer, the employee agrees to serve for a minimum period of ONE year viz. for the first 12 months as Trainee. And thereafter 6 months in probation. If the management is not satisfied with your work and conduct, of which employers will be the sole judge, your services are liable to be terminated without notice at any time during the Training/probationary period. You will not have any dispute at all as aforesaid, the employers' decision would be final.
2. Your stipend would be for the first 3 months Rupees 12,000 (Indian Rupees Twelve Thousand Only) on a cost to company basis. Next 4th to 6th month, Rupees 14,000 (Indian Rupees Fourteen Thousand only), 7th to 12th month Rupees 15,000 (Indian Rupees Fifteen Thousand only).
Out of which Rupees 2,000 will be retained as a security deposit and paid at the end of 1st year. In case you resign before this period for any reason, the same will be forfeited. During Probation your enhanced Stipend will be discussed. Your Professional Tax will be deducted as per Government rules.
3. You undertake to work whole heartedly to the best of your ability and with all due care and to act in and to safeguard the interests of the company at all times and you will not take up any other paid or unpaid activity of a commercial nature.

Designcell CAD-CAM SOLUTIONS PVT. LTD.

PH2010PTC207586

Plot 235, Hattiswami Colony, Opp. Teli Gali, Vjay Nagar, Andheri (East)
Mumbai - 400 051, India • Tel: +91 22 2837 8487 • E-mail: contact@designcell.org

STUDIO: M21, Anand Mangal, 1st Estate, Near Tharp Industries, Satvadi Road,
Chhapra Road, Vasai - 401208, INDIA • Tel: +91 22 2837 8487



www.topsolid.com



Date: 9th June, 2023

Name : Gaurav Suresh Sharma
Father's Name: Suresh Phoolchand Sharma
Location : Thane, Maharashtra

SUBJECT: LETTER OF INTENT

Dear Gaurav,

Pursuant to your application and the subsequent interview you had with us, we are pleased to offer you the post of **Graduate Engineer Trainee** in our organization.

1. You are requested to join duties on or before **26th June, 2023** at **Taloja (T-7 Float)**.
2. Your total cost to the company shall be as per the terms and conditions agreed and discussed.
3. You will be on training for a period of 12 months from the date of joining.
4. You will be governed by the rules and regulations of the company in force now and any such modifications and additions that may come into force from time to time.
5. You are required to bring a copy of all your credentials along with the originals at the time of joining.
6. Your employment in our organization shall be subject to you being found medically fit. It is clearly understood that this employment is provided to you on the basis of information submitted and on fulfilment of the criteria mentioned by the company. However, in case any detail or any information so submitted by you for seeking this employment is found untrue, false, wrong or during the course of third party verification, any misleading or incorrect information is found or it is observed that you have forged documents to seek this employment, it will be considered as a case of backdoor entry. Consequently, this employment will be considered as null and void/illegal and shall be subject to immediate termination without any notice with immediate effect.

LOI stands cancelled in case of any deviations in information or if you fail to report to us on or before pre-decided date. We will have to assume that you have not accepted this LOI if we do not hear from you on or before **26th June, 2023**.

Kindly sign the duplicate copy of this letter as a token of your having understood and accepted the terms and conditions.

Welcome to AIS Team.

For Asahi India Glass Ltd.

Authorized Signatory



Asahi India Glass Ltd.

Registered Office :
203-208, II Floor,
Tribhuvan Complex,
Ishwar Nagar, Mathura Road,
New Delhi - 110065
T: +91 11 4945 4900
F: +91 11 4945 4920
Website: www.asahindia.com
Website: www.aiglass.com
CIN No. : L26102DL1984PLC09542

Taloja Plant:
Plot No. T-7, MIDC
Industrial Area, Taloja-410 208,
Dist. Raigad, Maharashtra, India
T: +91 22 3925 6000
F: +91 22 2741 0449

Roorkee Plant:
Village Latherdeva Hoon,
Manglaur - Jhabrera Road,
P.O. Jhabrera Tehsil
Roorkee, Uttaranchal,
T: 01332 - 224010 - 16
F: 01332 - 224114

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COPPER - FREE MIRROR • HEAT REFLECTIVE GLASS



A TATA Enterprise
A 100% wholly-owned subsidiary of Voltas Limited
(Formerly known as Rohini Industrial Electricals Limited)

Ref: MD-101/2251

07 June 2023

To

Mr. Gurudayal Singh Dalawat
St. Francis Institute of Technology
Mumbai

Dear Gurudayal,

Congratulations & a warm welcome to Team Universal

We are happy to offer you employment with Universal MEP Projects & Engineering Services Ltd, as a Graduate Engineer Trainee - MEP Business in the Infrastructure Solutions.

Your date of joining the Universal MEP Projects & Engineering Services family will be **03 July 2023** and your place of posting is **Mumbai**.

Your training and probation shall be for a period of **one year**. Please note that your appointment would be subject to:

1. Successful completion of the Graduation;
2. You being found medically fit as per the Company's medical policy;
3. Submission of all your educational & employment certificates in original for our verification.

We request you to carry all your original mark sheets, certificates, address proof & three passport size photographs at the time of joining.

The TATA group is known for its ethical conduct, which we believe is a way for business sustainability. The Tata Code of Conduct details out the behavior expected of each of its employees. Please visit the following link for further details: [Tata Code Of Conduct.pdf](#)

Please return a copy of this letter duly signed by you as a token of your acceptance of this offer of employment within 5 days from the date of receipt of this offer. If we do not hear from you within the stipulated time, it will be presumed that you are not keen in accepting our offer and the same stands withdrawn.

As you begin your career with Universal MEP Projects & Engineering Services, we once again wish you happiness, achievement and professional fulfillment.

Thanking you,

Yours faithfully,

For Universal MEP Projects & Engineering Services Ltd

A handwritten signature in blue ink, appearing to read "Ravinder Rao".

Ravinder Rao
Head HR

REGISTERED OFFICE:

Voltas House 'A', Dr. Babasaheb Ambedkar Road, Chinchpokli, Mumbai 400 033, India

Tel : +91 22 66656666

Corporate Identity Number : U74210MH1983PLC030705



A TATA Enterprise
A 100% wholly-owned subsidiary of Voltas Limited
(Formerly known as Rohini Industrial Electricals Limited)

CTC annexure to letter dated 07 June 2023

GET Compensation Structure	2023 (INR)
Components	On Joining
Basic	11600
House Rent Allowance	9860
Education Allowance	200
Special Allowance	7600
Total (A)	29260
Company's Contribution to Provident Fund	1800
Gratuity	558
Superannuation Fund	1740
Total (B)	4098
Gross Salary (A+B)	33358
Annual CTC	4,00,296

NOTE:

1. You will also be covered under the Group Medical Benefit (Hospitalization) Scheme applicable to you at the time of joining.
2. Statutory deductions as may be applicable in your case under the law will be affected from the gross emoluments and the net amount derived after such deductions would be paid to you on a monthly basis.
3. A detailed letter of appointment indicating the break-up of your emoluments and other service conditions will be issued on your joining the services of our Company.

I have read the above terms and conditions of my appointment.

I accept the same.

Name:

Date:

REGISTERED OFFICE:

Voltas House 'A', Dr. Babasaheb Ambedkar Road, Chinchpokli, Mumbai 400 033, India
Tel : +91 22 66656666

Corporate Identity Number : U74210MH1983PLC030705

July 17, 2023

Mr. Hamza Shaikh
105, Ashiyana Tower,
Relief Road, Oshiwara,
Jogeshwari West, Mumbai-400102

Dear Hamza,

We refer to your application for employment and to your subsequent interview with us. We are pleased to offer you an appointment effective from **July 17, 2023** at our Thane Office as **GET** on the following terms and conditions:

1. You shall be on probation for an initial period of 12 months, which at the sole discretion of the Company may be extended for a further period.
2. During the probationary period:
 - a) The Company shall pay you a basic of INR 11000/- per month in Management Grade M2 TR Prof.
 - b) You will also be eligible to Personal Pay Allowance of INR 12684/- per month.
 - c) You will also be entitled to the benefits that may be applicable to your grade from time to time.
 - d) Your services may be terminated 15 day notice in writing or payment in lieu thereof by either side.
 - e) Your confirmation will be subject to validation of the personal, educational and previous employment details provided by you in your Curriculum Vitae and employment form pursuant to conducting of reference checks and verification process by the Company.
3. On completion of your probationary period, your appointment will be confirmed, if found suitable.
4. Your employment in the Company after confirmation in your appointment may at any time be terminated by either party by giving 60 day notice in writing to the other. Under no circumstances, you will be relieved from the services at a shorter notice unless explicitly agreed by the Company.
5. You will be required to comply with the requirements of the Provident Fund Act. You will also join the Mediclaim Insurance Scheme governed by the Company.
6. You will be entitled to leave and other benefits as per Company Rules which are in force and / or which may be framed from time to time.

7. Your retirement date will be as per Company Policy. As on date retirement is on your attaining 60 years of age.

8. You shall devote your full time and attention to the work assigned to you. You shall at all times obey and abide by the lawful directions and orders given to you by your superiors and shall work diligently, faithfully and well. The Company shall be the sole judge to determine whether the work assigned to you is suitable or not and you shall not cease performing a part or the whole of your duties unilaterally.

9. You shall not accept any other employment, part-time or otherwise, or engage in any commercial business or pursuit on your own account or as an agent for others. You shall not utilize or divulge to any person or persons any of the Company's trade secrets or affairs.

10. You shall be liable to be transferred to any department, office or establishment of the Company anywhere in India.

11. You shall be responsible for the safe-keeping and return in good condition and order of all the Company's property which may be in your use, custody or charge.

12. You shall keep the Company informed of any change in your residential address, telephone numbers and marital status.

13. You shall abide by the Rules and Regulations of the Company which are in force and/or which may be framed from time to time.

14. You will be eligible to accumulate a maximum of 45 days of your privilege leaves. Any leave in excess of 45 days would lapse.

15. You shall not use any proprietary and confidential information and documents of the Company including but not limited to books, diagrams, technical information, trade secrets, manufacturing processes, systems, material specifications, discoveries, inventions, improvements, literature, photographs and / or any other property and information of the Company whether patented, or otherwise registered under the relevant laws, and whether marked confidential or not, for any purpose other than the projects assigned to you nor shall in any manner pass on and/ or disclose such information and documents to any person without the written approval of your immediate superior.

16. At the time of joining the Company, you are required to enter into a Confidentiality and Non-Disclosure Agreement with the Company which sets forth your obligations in relation to the confidential nature of the information and documents of the Company and abide by the said obligations during your employment and for a period of 3 (three) years after the cessation of your employment in the Company.

17. If, at any time, in the opinion of the Company which shall be final, you become insolvent or are found guilty of dishonesty, disobedience, misappropriation, theft, fraud, disorderly behavior, negligence, indiscipline, absence from duty without permission or of any other conduct considered by the Company as detrimental to its interests or of violation of one or more terms of this appointment, your services may be terminated without notice.

18. You are eligible for Variable Compensation Scheme FY24

19. Your Employee/Provident Fund Code No. is: **E272809**



You will, with mutual consultation with your immediate manager, document your job description and the deliverable expected from you.

Please confirm your acceptance of this appointment on the above mentioned terms and conditions by returning to us the copy of this letter duly signed by you.

We look forward to a long and successful association with you.

Welcome to Blue Star!

Very truly yours
BLUE STAR LIMITED



Sangeeta Parameswaran
General Manager - Human Resources


I hereby accept this appointment on the above mentioned terms and conditions and agree to abide by the Rules & Regulations of the Company as are in force from time to time. The current issue of the Rules has been read and understood by me.

Signature



Date 17/07/23

Total Remuneration Statement	
Employee Name	Hamza Shaikh
Band	M2 TR Prof
Designation	GET
Total Experience	Fresher
Basic	11000
HRA	5500
Professional Allowance	4500
Conveyance	2000
Food Allowance	1300
Superannuation allowance	1650
Personal Pay	12684
Sub Total (A)	38634
LTA	2370
Gift card	417
Sub Total (B)	2787
PF	1800
Gratuity	529
Sub Total (C)	2329
Monthly Gross (A+B+C)	43750
Total Fixed CTC	525000





Gemsons Precision Engineering (P) Ltd.

Mfgs. & Exporters of Instrumentation, Oil & Gas, Valve & Regulator, Turbo, High Voltage, Aerospace & Motion, Medical Parts & Precision CNC Machined Components & Assemblies



FACTORY OFFICE - I: Plot No. 9, Dewan Shah Udhyog Nagar, Waliv Phata, Vasai- East, Palghar-401208 , Tel : (91) 8793087631 to 8793087637, Email : gemsons@gemsons.com Website: www.gemsons.com CIN : U74210MH1999PTC119881

FACTORY OFFICE - II: Plot No.26, Survey No.62, Besides Apple Studio, Near Burma Shell Petrol Pump, Waliv, Vasai- East, Palghar-401208

Private & Confidential

Date: 24th May 2023

Employee Name: Pramesh Chandrakant Pawar,
Department: Q. A.
Employee Code:

Dear Sir,

You have been appointed in our Company as "Jr. Engineer" on Probation from 01/06/2023 till 30/11/2024.

We have received the following Original documents from you as a deposit, which will be return to you only after completion of your probation period.

1. S.S. Certificate No. S174326100
2. H.S. Certificate No.H194290344
3. Mech. Engg. Certificates - 2nd year (Dec'20, May'21, 3rd year Dec'21, May'22)
4. Mech. Engg. Certificates Sem.-I & II.
5. Internship Certificate from Rimtex Engg.

Please note that you have to complete minimum 432 days attendance to get back your Original Certificates and the work experience Certificate from the company.

If you receive the Warning Letter/s followed by the Termination Letter or if you are not in a position to complete the above said Bond period for any reason including your Termination, you have to compensate the company Two month's current (8hrs.) Salary.

Thanking you,

Yours faithfully,
For Gemsons Precision Engineering Pvt. Ltd.,


SAVIO PEREIRA
DIRECTOR


Pramesh Chandrakant Pawar

(I agree to follow the above Bond without any changes and I assure that I will follow all the Rules, Culture, Discipline & Policies of the Company)



Blue Star Limited
Blue Star House, 9A,
Ghatkopar Link Road, Saki Naka,
Mumbai 400 072, India.
T : +91 22 6668 4000
F : +91 22 6668 4004
www.bluestarindia.com

Prapti Salaskar
St. Francis Institute of Technology, Mumbai

Dear **Prapti**,

Thank you for showing interest in pursuing an employment opportunity with Blue Star. We are delighted to extend the offer of employment to you as **Graduate Engineer Trainee**. Heartiest congratulations! You will be posted at any of our offices located in India, as per the terms and conditions mutually agreed. This offer of appointment holds good, subject to your successful completion of the course as per the eligibility criteria, being found medically fit and the background verification.

Your employment with Blue Star will commence on a mutually agreed date which is no later than **July 31, 2023**. Any change in joining date shall be intimated by us.

At the time of joining, you will be required to produce the following original certificates along with a photocopy for our records.

1. 10th Grade Mark sheet and Passing Certificate
2. HSC / Diploma Mark sheet and Certificate
3. Graduation Mark sheet and Certificate
4. Mark sheets of the final exam appeared and Passing Certificate when received
5. Stamp size photographs (2 Nos.)
6. Pan card & Aadhaar Card
7. Residence Proof
8. Bank A/C details (cancelled cheque)

Your CTC will be Rs.6 Lakhs per annum inclusive of Rs. 75950/- as variable compensation.

The terms & conditions of your appointment will be incorporated in the contract of employment which will be executed on your joining. In case you do not join within 7 days of the date communicated by Blue Star, it will be presumed that you are not interested in our offer and the offer will be treated as canceled without any further notice.

We welcome you to Blue Star and look forward to your rewarding career stint here. You are requested to send us your acceptance of this offer of appointment with your signature below.

Regards,
BLUE STAR LIMITED

✓
Sangeeta Parameswaran
General Manager - Human Resources

I hereby accept the above mentioned terms and conditions and confirm that I shall report for work as per the agreed date.

Signature: _____

Date: 03/03/2023



giving life to ideas!

APPOINTMENT LETTER

10 Jul, 2023

Mr. Rohith Kennedy,
Lourdes Apt Flat No-64,
Orlem, Malad (West),
Mumbai-400064
Email ID - Rohith.Kennedy@Anj.Co.In,
Contact No: 8433593485

Dear Rohith,

Congratulations and welcome to ANJ TURNKEY PROJECTS PVT LTD! The Management takes pleasure in appointing you as a Contracts Executive - Contracts with effect from 10 Jul, 2023.

Terms of Employment:

1. You will be on probation for a period of six months after which period; your services will be confirmed. Intimation of confirmation will be given in writing. Your notice period during probation is 15 days and after confirmation is 30 days. In case you resign or the company terminates your services, each has to give notice as mentioned, or basic salary in lieu of notice.
2. Your annual Cost to the Company is Rs. 3,60,000.00/- (Rupees Three Lakh Sixty Thousand only) per annum all inclusive. Tax will be deducted at source.
3. You will receive all other benefits as per Company's policies.
4. During continuance of your employment and thereafter, you will maintain complete secrecy and will not divulge to any person, firm or company, any secret or confidential information of any description acquired and / or possessed by you or which comes to your knowledge, concerning the business or affairs of the Company or any of its affiliates and/ or its / their clients.
5. During the term of your employment with the Company, you shall devote your entire time and energy to furtherance of business of the Company, and you shall not work whether directly or indirectly, for any other person, firm and/or legal entity in any capacity.
6. You will need to sign the Company Code of Conduct as per our policy.
7. You will not undertake or carry on, without the prior express permission of the Company obtained in writing, any business, either alone or in partnership, nor be directly or indirectly concerned with as principal, agent or otherwise in any business, trade or profession whatsoever.
8. During your employment with the company and for a year thereafter, you shall not solicit any employee of the company to leave their employment in order to join another Agency/Company or provide services to another Company /person/entity whether or not affiliated the company. You shall also not directly or indirectly on behalf of another person or entity solicit or entice any customers or potential customers away from the Agency.
9. You may be required to undertake travel from time to time to other locations outside your place of posting on the business of the Company.
10. You will, for the present, be posted at Mumbai. However, you will be liable for transfer at any time to any other location or office of the Company or its affiliate, as may be considered necessary. The terms and conditions applicable in such other location or office will apply to you upon your transfer.
11. You shall be bound by all the rules and regulations of the Company that may be in force from time to time concerning work, work culture, discipline, documentation, dealing with clients and all other employment matters.

12. You shall carry out all instructions of your manager as regards your work, attendance, conduct, behavior, discipline and shall carry out diligently and honestly all works, duties and responsibilities that may be assigned to you from time to time.
13. The employment is offered to you for the office of the Company in Mumbai, India. This offer does not entitle you to claim employment nor obligate the Company to offer employment in any other offices of the Company, whether in India or abroad.
14. The retirement age applicable to you will be 60 years.
15. Either during or after your employment you will not disclose any Confidential Information (defined below) to any third party or use the same for any purpose other than carrying out the terms of your employment unless and until such Confidential Information is or has become public knowledge provided that you will not be precluded from disclosing Confidential Information to the extent you are required to do so by law or court order, provided that you shall use all reasonable endeavors to give the Company prior notice of any such disclosure and shall limit such disclosure to that which is legally required.
16. Definition of Confidential Information) Confidential Information includes but is not limited to client pricing information, client details (including addresses and telephone numbers), financial information, charging structures, prospective clients of the Company or any Group Company, marketing initiatives and strategy, business plans or dealings, technical data, existing and potential projects, research plans or reports, sales specifications or targets, customer lists or specifications, business developments and plans, research plans or reports, sales and marketing programmes, policies or plans, price lists or pricing policies, source codes, computer programs, computer systems, software, designs, research activities, any document marked "Confidential" (or with a similar expression); any information which you have been told is confidential or which you might reasonably expect the Company [or any Group Company] would regard as confidential; or information which has been given in confidence to the Company or any Group Company by a third party.
17. Upon the termination of your employment, you will return to the Company all papers and documents or other property which may at that time be in your possession relating to the business or affairs of the Company or any of its affiliates or their clients and you will not retain any copies or extracts thereof.
18. The Company reserves the right to terminate your services without any notice or compensation in lieu thereof on the grounds of proven misconduct, disloyalty, commission of any act involving moral turpitude, or any act of indiscipline or inefficiency or for loss of confidence.
19. In case there is a need to conduct an investigation for any potential misconduct/misdemeanor or any other circumstances which may give a right to the Company to terminate this employment, the company is entitled to suspend you on basic pay for as long as may be deemed reasonably appropriate by the Company to carry out a proper investigation.
20. Please bring with you copies of education certificates and/or mark sheets for our records.
21. Please sign the duplicate copy of this letter as acceptance of the above terms and conditions.

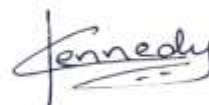
Thanking You

For ANJ TURNKEY PROJECTS PVT LTD,



Authorised Signatory

Accepted the above terms



ROHITH KENNEDY

ANNEX 1

CTC – TERMS OF EMPLOYMENT

Name: ROHITH KENNEDY

Designation: Contracts Executive

The period for evaluating performance will be Apr - Mar each year

EARNINGS	MONTHLY (INR)	YEARLY (INR)
Basic	15,000.00	1,80,000.00
HRA	7,500.00	90,000.00
Special Allowance	4,800.00	57,600.00
Statutory Bonus	2,700.00	32,400.00
TOTAL EARNINGS (A)	30,000.00	3,60,000.00

Benefits: As per the above. Taxes will be applicable as per law.

VOLTAS

Date:26th May 2023

To
Mr. Tejas Phadtare
St. Francis College of Technology
Mumbai

Dear Tejas Phadtare,

Congratulations & a warm welcome to Team Voltas

We are happy to offer you employment with Voltas, one of the world's premier engineering solutions providers & project specialists, as a Graduate Engineer Trainee in the Commercial Air Conditioning Business Business.

Your training and probation shall be for a period of **one year**. Please note that your appointment would be subject to:

1. You being found medically fit as per the Company's medical policy;
2. Submission of all your educational & employment certificates in original for our verification.

We request you to carry all your original mark sheets, certificates, address proof & three passport size photographs at the time of joining.

The TATA group is known for its ethical conduct, which we believe is a way for business sustainability. The Tata Code of Conduct details out the behavior expected of each of its employees. Please visit the following link for further details: [Tata Code of Conduct.pdf](#)

Please return a copy of this letter duly signed by you as a token of your acceptance of this offer of employment within 8 days from the date of receipt of this offer. If we do not hear from you within the stipulated time, it will be presumed that you are not keen in accepting our offer and the same stands withdrawn.

As you begin your career with Voltas, we once again wish you happiness, achievement and professional fulfillment.

Yours sincerely,

For Voltas Limited



Eras Lodhi
Head HR - Corporate & Support Services

VOLTAS LIMITED

Human Resources Development Department
Voltas House 'B' 1st Floor T B Kadam Marg Chinchpokli Mumbai 400 033 India
Tel 91 22 66656666 Fax 91 22 66656351 website www.voltas.com
Registered Office: Voltas House 'A' 5th Floor Dr Babasaheb Ambedkar Road Chinchpokli Mumbai 400 033
Corporate Identity Number L29308MH1954PLC009371

A **TATA** Enterprise

VOLTAS

(Encl: Pg2)

GET Compensation Structure	2023 (INR)
Components	On Joining
Basic	11600
House Rent Allowance	9860
Special Allowance	7600
Education Allowance	200
Total (A)	29260
Company's Contribution to Provident Fund	1800
Gratuity	558
Superannuation Fund	1740
Total (B)	4098
Gross Salary (A+B)	33358
Annual CTC	400296

Chas. Shukla

NOTE:

1. You will also be covered under the Group Medical Benefit (Hospitalization) Scheme applicable to you at the time of joining.
2. Statutory deductions as may be applicable in your case under the law will be effected from the gross emoluments and the net amount derived after such deductions would be paid to you on a monthly basis.
3. A detailed letter of appointment indicating the break-up of your emoluments and other service conditions will be issued on your joining the services of our Company.

I have read the above terms and conditions of my appointment.
I accept the same

Name:

Date:

VOLTAS LIMITED

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A **TATA** Enterprise

EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT (the "Agreement") is made and executed on this 26th day of June 2023.

BY AND BETWEEN

Mastek Enterprise Solutions Private Limited, a company incorporated under the laws of India, having corporate identification CIN - U51505GJ1999PTC112745, and having its registered address at Regd. Off.: 804/805 President House, Opp. C.N. Vidyalaya, Near Ambawadi Circle, Ambawadi, Ahmedabad - 380006. Gujarat, India. Tel No: +91-79-2656-4337 (the "Company").

AND

Nikhil Mane, and a citizen and resident of India having Aadhar Number 729436693994 and currently residing at D/202, Sada Satya Apartment, Near Maxus Mall Road, Besides Temba Hospital, Bhayandar West, Thane, Maharashtra - 401101 (the "Employee" or "You"). The Company and the Employee shall individually be referred to as "Party" and collectively as "Parties".

THE PARTIES, INTENDING TO BE LEGALLY BOUND, AGREE AS FOLLOWS:

1. APPOINTMENT

The Employee shall commence employment with the Company as **Associate Consultant Functional** on 26th June 2023 ("Effective Date") and shall be bound by the terms and conditions laid down in the Agreement.

2. PLACE OF WORK

Your initial base location will be **Ahmedabad, India**; however, since the company is operating under flexible working arrangement, employee may be permitted to Work from Home on certain occasions within the periphery of their base country, at the sole discretion of the Company. Also, your services are transferable, and you may be assigned to any office of Mastek Enterprise Solutions Private Limited within India or abroad. You shall always be governed by the laws and policies applicable in your respective base location.

3. TIME ZONE

You will be required to work as per the time-zone of the assigned project or region.

4. REPRESENTATIONS AND WARRANTIES

4.1 The Employee represents and warrants to the Company that each of the following statements with respect to [himself/herself] is true, accurate, complete and not misleading in any manner:

- 4.1.1 [He/She] has the power and authority to execute this Agreement, and to fully perform [his/her] obligations hereunder in accordance with the terms hereof.
- 4.1.2 [He/She] has carefully read and fully understands all provisions of this Agreement.
- 4.1.3 The execution, delivery and performance by the Employee of this Agreement will not violate, conflict with, or cause a default under any of the agreements relating to [his/her] previous employment(s), contract, instrument, order, judgment or decree to which [he/she] is a party or by which [he/she] is bound;
- 4.1.4 [He/She] is not bound by any restrictive covenants including any non-competition, non-disclosure and non-solicitation covenants pursuant to any previous employment contracts.
- 4.1.5 [He/She] is free to enter into employment with the Company without violation of the rights of any person including that of any of [his/her] previous employers or business partners.
- 4.1.6 [He/She] is not a party to any arrangement or agreement which will adversely affect [his/her] ability to carry out [his/her] duties pursuant to this Agreement.
- 4.1.7 The performance of [his/her] obligations under this Agreement will not breach any contract to maintain confidential any proprietary information acquired by the Employee prior to [his/her]

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Thalrej, Ahmedabad, Gujarat - 380 059

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Tel: +91-79-2656-4337 | Email: info@mastek.com
Web: www.mastek.com

Nikhil Mane

employment with the Company.

- 4.1.8 All information provided by the Employee to the Company (and/or any of the group companies) is true and accurate.
- 4.1.9 [He/She] is not in possession of any confidential information or any proprietary information, intellectual property or any other tangible or intangible materials belonging to any person including any of [his/her] previous employers or business partners.

5. INDEMNITY

The Employee agrees to indemnify and hold harmless the Company and/ or any other group company and each of their affiliates, directors, shareholders, officers, agents and other employees for any and all losses suffered or incurred by any of them resulting from or arising out of or connected with (a) any misrepresentation or inaccuracy in, or breach by the Employee of, any representations and warranties, (b) any breach by the Employee of any obligation, undertaking, term or covenant under this Agreement or (b) any negligence on the part of the Employee in carrying out [his/her] duties under or pursuant to this Agreement.

6. DUTIES AND FUNCTIONS

- 6.1 The Employee is required to carry out all duties that are normally associated with the employment in the Company or for such group companies, as the Company may direct.
- 6.2 During your employment with the Company, the Employee will devote [his/her] best efforts to the interests of Company, will not engage in other employment or in any conduct in direct conflict with Company's interests that would cause a material and substantial disruption to Company and will otherwise abide by all of Company's policies and procedures.
- 6.3 The Employee agrees to comply with the Company's decision should it consider it necessary or appropriate to change the Employee's job title, reporting relationships, job duties and responsibilities, the legal entity which employs the Employee and the jurisdiction where the Employee is expected to perform [his/her] duties on the basis of the Employee's performance or the Company's business requirements. Any such change shall not be deemed to violate the terms of this Agreement or constitute any basis for constructive or involuntary termination of employment.

7. COMPENSATION

As total consideration for the Employee's services rendered in terms of this Agreement, the Employee shall be entitled to the following.

- 7.1 The Company shall pay the Employee an Annual CTC of INR 4,20,000 on an annual basis as compensation for the Employee's services pursuant to this Agreement (the "Salary"). The details of the Salary are specified in Schedule 1. The Salary shall be paid on a monthly basis (in arrears) in accordance with the Company's customary payroll practices as in effect from time to time. The Salary shall be subject to all applicable taxes and deductions in accordance with applicable law. The Employee will be solely responsible for [his/her] personal tax liabilities and the Company makes no assurances that the remuneration is structured in the most tax efficient manner.
- 7.2 In case of onsite deputation, you will be entitled to the *Per Diem* allowance as per the company policy.
- 7.3 Salary, allowances and all other payments/benefits will be governed by the Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
- 7.4 **Salary review.** The Employee's Salary will be reviewed periodically by the Company in accordance with the policies of the Company for its employees, as in effect from time to time. Increases following a review are not automatic but are discretionary and dependent on the Employee's performance, the performance of the Company (and/or any of the group companies) and prevailing market conditions. Your first annual salary revision will be done in July 2024 and every 12 Months from thereon.
- 7.5 **Business related expenses.** The Company will pay reasonable business-related expenses incurred by the Employee, to which such Employee is entitled to, in accordance with its internal policies, rules and regulations.

Shulman

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Thalaj, Ahmedabad, Gujarat - 380 059

CIN: U51505G1999PTC112745
Tel: +91-79-2656-4337 | Email: info@mastek.com
Web: www.mastek.com

8. LEAVES AND OTHER BENEFITS

The Employee shall be entitled to leave in accordance with the Company's leave policy for its employees, as in effect from time to time. Such leaves will have to be authorized by your supervisor or the Management of the Company. The leave year will be 1st January to 31st December. The employees, whose base location is India, will be entitled for public holidays declared by the company. The employees, whose base location is outside India, will be entitled for all holidays applicable as per Regional specific holiday Calendar where they are deputed. Though if required, you may have to attend offices during any of the above holidays.

Conveyance: The Company will reimburse the official travel conveyance expenses incurred at all onsite locations as per company policy.

Accommodation: The Company will provide you a shared bedroom accommodation facility at all onsite locations.

Overseas Travel Policy: Each time you travel abroad you will be provided with Overseas Travel Insurance.

Group Medical Insurance: You and your family (i.e., spouse & 2 children up to age of 25 years) will be covered under company's Group Medical Insurance policy providing coverage for hospitalization up to INR 4 Lakhs per annum on family floater basis. Additionally, you can also cover your dependent parents/in-laws in an optional Parental Policy by paying the applicable premium amount.

Group Personal Accident: Coverage of Rs. 10 lacs for the employee.

Group Term Life Insurance: Sum insured coverage for the employee will be INR 10 Lakhs or 1 time of CTC, whichever is higher.

Employee Deposit Linked Insurance: Coverage will be INR 7 Lakhs and it will be applicable if you have opted for Employee's Provident Fund contributions.

Retirement: You shall retire on the attainment of 60 years unless specially required by the company in writing to continue in service beyond the age.

9. TERM OF EMPLOYMENT

The Employee's employment with the Company will commence on the Effective Date and shall continue until terminated in accordance with Clause 10 of this Agreement. Your appointment will be on a probationary basis for the first **three (3)** months of your employment. Employment will be confirmed based on your performance and reviews during the training period. You need to serve one-month notice during probation period. Upon completion of probation period and confirmation as a regular employee, you or the company may terminate your service at any time by giving 90 days' notice or basic salary in lieu thereof. However due to exigencies of business the company may at its sole discretion reject the notice pay and ask you to serve the entire or part of the notice period. You shall not be relieved of your services, except upon issue of a letter by the company to that effect.

10. SERVICE AGREEMENT

You are required to sign a two years and three months (2 years of Service Assurance + 3 Months Training) service agreement with the company effective 26th June 2023.

11. TERMINATION OF EMPLOYMENT

11.1 **Termination with immediate effect-** Notwithstanding anything contained in this Agreement, the Company may terminate employment contemplated under this Agreement at any time without notice

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Akhilmax
CIN: U51505G1993PTC112745
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or payment in lieu of notice, for cause, including but not limited to (i) gross neglect or material breach of the Employee's principal employment responsibilities or duties; (ii) being found guilty of a crime involving moral turpitude; (iii) being involved in any financial impropriety or fraud in the course of employment with the Company or any of its affiliates; (iv) providing false information regarding educational qualifications and experience; (v) material violation of the Company's policies; (vi) repeated failure to comply with lawful directions of the Company (and/or any of the group companies) and its officers; (vii) breach of the terms of this Agreement and breach of representations and warranties; (viii) unethical business conduct; (ix) any form of harassment including sexual harassment while employed with the Company; (x) unauthorized disclosure of confidential information of the Company; (xi) breach of any statutory duty or for any act or omission adversely affecting the goodwill, reputation, credit, operations or business of the Company (and/or any of the group companies); and (xii) habitual unauthorized absence or unauthorized absence for a period exceeding [8] days.

11.2 **Resignation by the Employee.** The Employee may voluntarily resign from employment with the Company at any time on giving prior written notice of [Three] month to the Company. The Company may at its sole discretion waive all or part of the notice or allow the Employee to make payment to the Company in lieu of the notice. Any resignation would have to be accepted by the Company to become effective. Once accepted, the resignation cannot be withdrawn by the Employee without the express consent of the Company.

11.3 **Termination by the Company other than for Cause.** Notwithstanding anything to the contrary contained herein, the Company is entitled to terminate employment of the Employee under this Agreement by giving the Employee [three] months' written notice or Basic salary in lieu thereof.

11.4 Upon the termination of this Agreement for any reason whatsoever, the Employee shall immediately hand over responsibilities to such persons nominated for that purpose by the Company (and/or any of the group companies) and shall deliver to such person all such papers, documents, memoranda, notes, records, credit cards and other property of the Company (and/or any of the group companies) which may be in [his/her] possession including but not limited to any access cards, visiting cards, mobile phones, computers, vehicles, etc. provided by the Company (and/or any of the group companies). The Employee agrees to fully cooperate with the Company regarding the orderly transition of pending work.

12. NON-DISCLOSURE OF CONFIDENTIAL OR PROPRIETARY INFORMATION

12.1 The Employee acknowledges that during the course of [his/her] employment, [he/she] will have access to information about the Company (and/or any of the group companies) and their shareholders (collectively, the "Associated Persons") or otherwise in its possession and that [his/her] employment with the Company shall bring [him/her] into close contact with many confidential affairs of the Associated Persons, including any information regarding the following: management, methods and operating techniques; financial information; procedures and methods; business structures, business strategies, research information, sales, advertising and marketing methods; development and service methods; business techniques; information regarding customers/clients, products, vendors, service providers, business partners and associates; information regarding employees, consultants and other personnel; training techniques, manuals and procedures; hardware systems and software programs; intellectual property; information relating to prior, current or contemplated products or services offered and other proprietary information of the Associated Persons and information that the Employee has a reasonable basis to believe was accepted by the Associated Persons from any third party under obligations of confidentiality (collectively, "Confidential Information"). The Employee acknowledges that such Confidential Information is not readily available to the public and was developed by the Associated Persons at great effort and expense.

12.2 During the employment period and thereafter until such time the Confidential Information is generally published or is readily available to the general public other than through the Employee's or any third party's unauthorized disclosure, the Employee shall not, without the prior written consent of the Company, disclose or use or make available for anyone to use (except in the course of [his/her] employment by, or in furtherance of the business and operations of the Company (and/or any of the

group companies)) any Confidential Information, and the Employee shall during the continuance of [his/her] employment by the Company use [his/her] best efforts to prevent the unauthorized publication or misuse of any Confidential Information.

- 12.3 All documents, records, data, apparatus, equipment and physical property, whether or not pertaining to Confidential Information, which are furnished to the Employee by the Company (and/or any of the group companies) or are produced by the Employee in connection with the Employee's employment shall be and remain the sole property of the Company (and/or any of the group companies, as the case may be). The Employee shall do all such things as may be necessary to ensure that the intellectual property in such Confidential Information vests solely in the Company (and/or any of the group companies, as the case may be), including executing any and all necessary documents in this regard. The Employee shall return to the Company all such materials and property, including any material or medium from which any Confidential Information may be ascertained or derived, as and when requested by the Company. In any event, the Employee shall return all such materials and property immediately upon the termination of the Employee's employment for any reason as stipulated in Clause 11.4. The Employee shall not retain any such material or property or any copies, compilations or analyses thereof after such termination.
- 12.4 The Employee covenants that [he/she] will not disclose to the Company (and/or any of the group companies) or use or induce the Company (and/or any of the group companies) to use, any proprietary information or trade secrets of any third party, include any previous employer of the Employee, at any time.

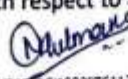
13. INTELLECTUAL PROPERTY RIGHTS

- 13.1 All right, title and interest in and to all inventions, copyrights, patents, trademarks, service marks, source codes, software, design rights, trademarks, trade names, service names, trade dress, logos and corporate names and other intellectual property which are conceived, developed or created during the course of the employment of the Employee with the Company or resulting from such employment, including all registrable patents and any other rights which may subsist therein (the "Intellectual Property"), shall be held and owned solely by the Company, and all Intellectual Property shall be considered as having been made under a contract of service. The Employee shall mark all Intellectual Property with the Company's copyright or other proprietary notice as directed by the Company and shall take all actions deemed necessary by the Company to protect the Company's rights therein. The Employee, in consideration of [his/her] employment with the Company, hereby irrevocably transfers and assigns to the Company, the Employee's entire right, title and interest in and to each and every such Intellectual Property. The Employee agrees that such assignment shall be perpetual, worldwide and royalty free. For the avoidance of doubt, the Company shall have a right to freely develop and alter such material, results and Intellectual Property rights and to license and assign them to third parties.
- 13.2 The Employee agrees to disclose promptly to the Company full details of any and all Intellectual Property. The Employee agrees that as and when requested by the Company, the Employee shall execute all papers that may be necessary to obtain trademarks, service marks, patents, copyrights or other rights in the Intellectual Property in favor of the Company.
- 13.3 Any assignment of Intellectual Property pursuant to this Agreement includes all rights of paternity, integrity, modification, disclosure and withdrawal, and any other similar rights in perpetuity throughout the world that may be known as or referred to as 'moral rights' (Moral Rights). To the extent that Moral Rights cannot be assigned under applicable law, the Employee hereby waives and agrees not to enforce any and all Moral rights, including, without limitation, any limitation on subsequent modification, to the extent permitted under applicable law.
- 13.4 Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to the Employee, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. The Employee further acknowledges and agrees to waive any right to and shall not raise any objection or claims to the Copyright Board with respect to assignment,

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- 13.5 pursuant to section 19A of the Copyright Act, 1957. The Employee also agrees to assist and co-operate with the Company in perfecting the Company's rights in the Intellectual Property
- The Employee acknowledges that there are no currently existing ideas, processes, patents, copyrights, trademarks, service marks inventions, discoveries, marketing or business ideas or improvements or other intellectual property which the Employee desires to exclude from the operation of this Agreement. The Employee represents and warrants that there is no other contract to assign inventions, patents, trademarks, service marks, copyrights, ideas, processes, discoveries or other intellectual property that is now in existence between the Employee and any other person.

14. NON-COMPETITION AND NON-SOLICITATION

- 14.1 The Employee shall not during the employment period and for a period of 12 (twelve) months thereafter:

14.1.1 carry on or be concerned, engaged or interested, directly or indirectly (including through any affiliates), in India or elsewhere in the world, in any capacity whatsoever (including in any advisory or non-executive capacity), whether for profit or not, in: (a) any trade, business or activities competing with the business of the Company (and/or any of the group companies) or similar to the business of the Company (and/or any of the group companies), and (b) any trade, business or activities of the Company (and/or any of the group companies) that [he/she] has been engaged or involved in previously;

14.1.2 either on [his/her] own behalf or in any other capacity whatsoever, directly or indirectly (including through any affiliates), do or say anything which may lead to any person ceasing to do business with the Company (and/or any of the group companies) on substantially the same terms as previously (or at all);

14.1.3 either on [his/her] own behalf or in any other capacity whatsoever, directly or indirectly (including through any affiliates), endeavour to entice away or solicit from the Company (and/or any of the group companies), any person who is a crucial or key employee or any other employee or consultant, nor a client, customer, business partner, franchisee, supplier, service provider, agent or distributor of the Company (and/or any of the group companies) with a view to providing goods or services to such a person in competition with the business of the Company;

14.1.4 facilitate the employment or engagement of any person who is a crucial or key employee or any other employee or consultant, client, customer, business partner, franchisee, supplier, service provider, agent or distributor of the Company (and/or any of the group companies), in any business concern which is in competition with the business of the Company and whether or not such person would be in breach of contract as a result of such employment or engagement,

14.1.5 either on [his/her] own behalf or in any other capacity whatsoever, directly or indirectly (including through any affiliates), have any dealings with any person who was or is a crucial or key employee or any other employee or consultant, client, customer, business partner, franchisee, supplier, service provider, agent or distributor of the Company (and/or any of the group Companies), with whom [he/she] had been engaged or involved by virtue of [his/her] duties as a crucial or key employee.

- 14.2 None of the restrictions in Clause 13.1 shall prevent the Employee from:

14.2.1 holding an investment by way of shares or other securities of not more than 5% of the total issued share capital of any company, whether or not it is listed or dealt in on a recognised stock exchange;

14.2.2 being engaged or concerned in any business concern insofar as your duties or work shall relate solely to geographical areas where the business concern is not in competition with any business of the Company and any group company with which you were involved to a material extent in the 12 months before termination;

14.2.3 being engaged or concerned in any business concern, provided that your duties or work shall relate solely to services or activities of a kind with which you were not concerned to a material

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Delumase

- extent in the [period of twelve (12)] months before termination.
- 14.3 For clarity, it is stated that the restrictions imposed under aforementioned clause apply to the Employee acting:
- (a) directly or indirectly; and
 - (b) on its own behalf or on behalf of, or in conjunction with, any firm, company or person
- 14.4 If the Employee receives an offer to be involved in a business concern in any capacity during the employment, or before the expiry of the last of the covenants in this Clause 13.1, the Employee shall give the person making the offer a copy of this Clause 13.1 and shall inform the Company the identity of that person and business concern as soon as possible after accepting the offer.
- 14.5 Each of the restrictions contained in this Clause 13 is separate and distinct and is to be construed separately from the other such restrictions. The Employee hereby acknowledges that [he/she] considers such restrictions to be reasonable both individually and, in the aggregate, and that the duration, extent and application of each of such restrictions are no greater than is necessary for the protection of the goodwill of the business and the Company (and/or any of the group companies) and the remuneration being paid to the Employee hereunder takes into account and adequately compensates [him/her] for any restriction or restraint imposed thereby. However, if any such restriction shall be found to be void or unenforceable but would be valid or enforceable if some part or parts thereof were deleted or the period or area of application reduced, the Employee hereby agrees that such restriction shall apply with such modification as may be necessary to make it valid.
- 14.6 If your employment is transferred to any firm, company, person or entity other than a group company (the "New Employer"), you will, if required, enter into an agreement with the New Employer containing post-termination restrictions corresponding to those restrictions in this Clause 13.1, protecting the confidential information, trade secrets and business connections of the New Employer.
- 14.7 The Company and the Employee agree that this Clause 14 may be specifically enforced by preliminary and permanent injunction, it being acknowledged that a breach of this Clause might cause injury in respect of which damages would not provide an adequate remedy.

15. PERSONAL INFORMATION

The Employee agrees and understands that the Company (and/or any of the group companies) may, from time to time, during the course of [his/her] employment, require information from [him/her] (the "Information") including information that may be classified as "sensitive personal data or information" under the Information Technology (Amendment) Act, 2008. The Employee hereby authorizes the Company (and/or any of the group companies) to collect, store, transmit using computer resources and use any and all Information (unless restricted by applicable law) provided by [him/her] to Company (and/or any of the group companies). The Employee further authorizes the Company (and the relevant group companies) to disclose the Information to other group companies or other persons for legitimate business reasons or for any other reason that the Company (and/or the relevant group company) may deem necessary irrespective of whether such group companies or third parties are located in India or any other country.

16. CODE OF CONDUCT

It is a condition of this offer and your acceptance that in terms of your business activities and personal endeavors, your conduct will be in accordance with Evosys policies.

- (a) You will be required to maintain a high standard of work ethics and culture.
- (b) Under no circumstances should you be absent or leave the workplace without proper consent from the company.
- (c) You will abstain from getting into conflict with the local people, government or with the administration. In case of problems, you are required to bring it to the notice of your reporting Manager or Company Management at the place of assignment.
- (d) In the matter of conduct, discipline, and other aspects of your engagement, you will be governed by the terms and conditions of the company, in force from time to time. When deputed to client's office, you will

be governed by the work conditions as determined by the client. You should comply with the legal requirements of each country in which the Company conducts business.

17. ENTIRE AGREEMENT

17.1 This Agreement and the schedules and documents referred to herein contain the entire understanding of the Employee and the Company with respect to the employment of the Employee by the Company and supersede any and all prior understandings, written or oral, between the Employee and the Company.

17.2 By executing this Agreement, the Employee hereby waives all claims that are existing or may accrue or exist under any such prior agreements. This Agreement shall not be amended, waived, discharged or terminated orally, but only by an instrument in writing, specifically identified as an amendment to this Agreement, and signed by the Employee and a duly authorized representative of the Company.

18. SEVERABILITY

If any provision of this Agreement or the application thereof to any person or circumstance shall be invalid or unenforceable to any extent for any reason including by reason of any applicable law, the remainder of this Agreement and the application of such provision to persons or circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby, and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by applicable law. 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 unenforceable provision.

19. GOVERNING LAW

This Agreement shall be governed by, and construed and enforced in accordance with, the laws of India. Subject to the provisions relating to arbitration, any court of competent jurisdiction in Ahmedabad, India shall have exclusive jurisdiction and venue in any proceeding instituted to enforce this Agreement and any objections to such jurisdiction and venue are hereby waived.

20. NOTICES

Any notice provided for in this Agreement shall be provided in writing. Notices shall be effective from the date of service, if served personally on the Party to whom notice is to be given, or on the 3rd (third) working day after mailing, if sent by registered post with acknowledgement due. Notices shall be properly addressed to the Parties at their respective addresses specified in the title Clause of this Agreement or to such other address as either Party may later specify in writing to the other Party.

21. WAIVERS

No delay or omission by the Company or the Employee in exercising any right under this Agreement shall operate as a waiver of that or any other right. Any waiver by a Party shall only be effective if issued by such Party in writing. A waiver or consent given by a Party on any one occasion shall be effective only in that instance and shall not be construed as a bar or waiver of any right on any other occasion.

22. MODIFICATIONS AND AMENDMENTS

This Agreement may be modified or amended only by an instrument in writing executed by the Parties hereto and approved in writing by a duly authorized representative of the Company. The Parties agree that in no event shall an oral modification of this Agreement be enforceable or valid.

23. SET OFF

Notwithstanding anything to the contrary contained elsewhere, the Company shall be entitled to set off any amount owing to it from the Employee for any reason whatsoever against any amounts as may be owed to the Employee by the Company and the exercise of such set off by the Company shall be in full and final discharge of

**MASTEK ENTERPRISE SOLUTIONS PRIVATE LIMITED**

Registered Address
804/805, President House, Opp. C. N. Vidyalaya,
Near Ambawadi Circle, Ahmedabad - 380 006

Communication Address
Office No. 2 to 5, 3rd Floor, Block C, The Acropolis Mall,
Thakraj, Ahmedabad, Gujarat - 380 059

CIN: U51505GJ1990PTC112745
Tel: +91-79-2656-4357 | Email: info@mastek.com
Web: www.mastek.com



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the obligations of the Company to make such payments to the Employee and the Employee shall have no claims against the Company in this regard.

24. SURVIVAL


The requirements and covenants of Clauses 5, 6, 7, 12, 13, 14, 15, 16, 18, 19, 20, 21, 22, 23 and 24 and such other Clauses which by their nature survive termination, shall survive and continue in full force and effect after the termination of this Agreement and the termination of the Employee's employment pursuant to this Agreement. The requirements and covenants of such Clauses shall be binding upon the Employee's personal representatives to the extent applicable.

25. MEDICAL FITNESS


By accepting this offer there is an implicit confirmation by you that you are medically fit to effectively perform the job for which you are being employed.

THE PARTIES HAVE CAUSED THIS AGREEMENT TO BE DULY EXECUTED AND DELIVERED AS OF THE DAY AND YEAR FIRST ABOVE WRITTEN

FOR AND ON BEHALF OF THE COMPANY

By : 
Name : Vinay Suvarna
Title : Sr Vice President – Total Rewards & HR Shared Services
Place : Mumbai

EMPLOYEE

By : 
Name : Nikhil Kane
Place : Ahmedabad

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