Criterion 5 - Curricular Aspects

5.2 Placement and Higher Studies

Support File for Cri-5.2.1 Number of students progressing to higher education during the year 2023 - 2024

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5	ELEC
6	MECH

Summary of 5.2.1

ST. FRANCIS INSTITUTE OF TECHNOLOGY

(ENGINEERING COLLEGE)

An Autonomous Roman Catholic Christian Minority Educational Institute

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

P.B. No. 8456, Mount Poinsur, 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 placements of outgoing students

Year	Branch	Total-Number of Students placed Branch wise	Total number of Students
2023-24	CMPN	64	224
	EXTC	40	
	INFT	72	
	ELEC	31	
	MECH	17	

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

CMPN

DocuSign Envelope ID: 9B715228-F9DB-45F2-8A1F-B7434F227C27

Date : 29th May 2024

OFFER CUM APPOINTMENT LETTER

Mr. Renoy D'Souza

Flat No. 003, Shangrila CHS, Holy Cross Road, IC Colony, Borivali - West, Mumbai - 400103.

Dear Renoy,

On behalf of RKSV Securities India Private Limited (Brandname Upstox), a company incorporated under the provisions of the Companies Act, 2013, having its registered office at 809, Barakhamba Road, New Delhi House, Connaught Place, New Delhi - 110001 and Corporate office at Sunshine Tower, 30th, Senapati Bapat Marg, Dadar, W, Maharashtra 400013 (hereinafter the "Company" or "RKSV"), we are very pleased to issue this Offer cum Appointment Letter for the position of **"Software Development Engineer I - Backend".**

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company.The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before 2 business days.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between RKSV and you, and you shall be bound by the terms and conditions stipulated herein below.

1.Date of Commencement

Your employment with RKSV will commence on **3-June-2024.** However, if you fail to join work on the commencement date and if the HR team is uninformed about the same, the offer stands null and void immediately.

2. Probation

2.1 You shall be on probation for a period of **5 months** ("Probation Period") from the date of joining. It is RKSV's policy to investigate all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by RKSV being successfully completed. If at any time during the tenure with RKSV it is found that you were in dual employment, you shall be terminated with immediate effect.

2.2 During the probation period, employment is terminable by either party (employer/employee) by giving (30 days) notice to the other party, without assigning any reasons thereof.

DocuSigned by:
Mahesh Deshmukh
34EDD3B8ED2946F...

DocuSigned by:
Renoy D'Souza
DA5431F4729A4D8...

COLGATE GLOBAL BUSINESS SERVICES PRIVATE LIMITED

Regd. Office :
8th Floor, Tower B, Gate No 5,
Prima Bay, Saki Vihar Road,
Powai, Mumbai - 400072.
Tel. : (91 22) 61783001
Fax : (91 22) 61783010
www.colgate.com
CIN - U72900MH2013PTC239521
GST - 27AAFCC1280J1ZO

June 26, 2024

Ms. Siya Milind Khamkar
B-901, Pushp Vinod No.1
Pushpa Park, SV Road,
Mumbai,Maharashtra 400092

Dear Ms. Khamkar,

With reference to your application and further to the personal discussion you had with us, we have pleasure in appointing you as **Associate Analyst – Global Data Management** in **Grade 9** of the S&C Structure in our Company. Your appointment will be effective June 26, 2024 on the following terms and conditions:

1. On your appointment, you will be based out of our Mumbai Office, situated at 8th Floor, Tower B, Gate No 5, Prima Bay, Saki Vihar Road, Powai, Mumbai, Maharashtra 400072, India.

2. **SALARY REMUNERATION & TAX**

   Your salary details are as below:

   A. Basic Salary:
      Your basic salary will be Rs.27,400/- (Rupees Twenty Seven Thousand and Four Hundred Only) per month.

   B. House Rent Allowance:
      You will be paid House Rent Allowance of Rs.13,700/- (Rupees Thirteen Thousand and Seven Hundred Only) per month.

   C. Conveyance Allowance:
      Your Conveyance allowance will be Rs.1,600/- (Rupees One Thousand Six Hundred Only) per month.

   D. Expense Allowance:
      Your Expense allowance will be Rs.10,262/- (Rupees Ten Thousand Two Hundred and Sixty Two Only) per month.

   E. Medical:
      You will be entitled to a sum of Rs.1,250/- (Rupees One Thousand Two Hundred and Fifty Only) per month.

   F. Leave Travel Allowance:
      You will be entitled for Leave Travel Allowance of Rs.833/- (Rupees Eight Hundred and Thirty Three Only) per month in accordance with the Company rules.

G. Variable Pay:
You will be entitled for Variable Pay as per the variable pay scheme applicable to you from time to time.

Please note that payment of all the above mentioned emoluments and the subsequent tax deductions at source, will be governed by the relevant company's policies and tax laws prevailing at the time.

3. **RETIRALS**

You will be entitled to following retiral benefits,

A. The Company shall contribute 12% of your basic salary towards Provident Fund. An equal contribution of 12% of your basic salary will be deducted towards Provident Fund as employee contribution.

B. You will be entitled to Gratuity in accordance with the rules as per the Payment of Gratuity Act, 1972.

   i. No other component of your remuneration, apart from the Basic Salary will be taken into account for the purpose of Provident Fund and Gratuity Entitlement.

C. You will have the option to contribute 15% of your Basic salary towards Colgate Palmolive Superannuation Fund and/or 10% of your Basic salary towards National Pension System (NPS) Scheme. In the event you opt for these options your salary and allowances will be restructured accordingly keeping the Total Fixed Pay (SAF) same.

4. **BENEFITS**

You will be eligible for Benefits as intimated to you in our offer letter dated June 24, 2024 and also the benefits provided under the Employees Compensation Act & Maternity Act which are listed as Annexures I and II respectively. The policies pertaining to same are subject to change as per company rules and regulations as prevalent from time to time.

5. **LEAVE**

You will be eligible for "Annual Leave" on prorata basis in accordance with the Company's Leave rules.

6. **GENERAL CONDITIONS OF EMPLOYMENT**

A. You shall devote your whole time and attention exclusively to the duties entrusted to you and will not do any other direct/indirect business or work, honorary or remuneratory, except with the written permission of the Company in each case.

B. You shall not seek membership of any local or public bodies without first obtaining written permission from the Company.

C. You shall diligently and faithfully carry to the best of your power, skill and ability, instructions given to you by your superiors in connection with the business and improve and further the business and interests of the Company.

D. You will undergo such medical examination as the Company may require of you from time to time at the Company's cost by any Doctor or Doctors nominated by the Company for the purpose. If, from such examination, the Company is of the opinion that continuance of your service is not desirable or that you are incapable of discharging your duties satisfactorily, the Company may terminate your services as deemed appropriate.

E. Your services will be governed by Company's rules and regulations currently in force and as applicable from time to time.

F. 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 Management in your possession, the Management will have the right to assess on its own basis and recover the damages of all such material 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.

G. You shall not resort to/indulge in use of tobacco in any form, i.e. smoking, chewing and snuffing on the premises of the company.

H. During the period of your employment with the Company, the Company may at any time, in its sole discretion, transfer or depute you to any other department of the Company or to any other subsidiary or affiliate of Colgate or to any other location of the Company. In such event the terms and conditions governing your service shall be those applicable at the location of transfer or those as applicable to employees of such subsidiary or affiliate as the case may be.

I. You are required to keep the Company informed of any change in any particulars submitted by you at the time of your appointment and during your employment.

7. **CONFIDENTIALITY OBLIGATIONS**

i. In consideration of your employment with Colgate, you shall undertake to:

a) not disclose to, or use any trade secret belonging to Colgate with respect to its products, business or its business affairs to any third party whatsoever;
b) retain the Confidential Information in strict confidence and secrecy; "Confidential Information"; for the purposes of this clause, being any information disclosed to you or known by you directly or indirectly as a consequence of your employment with Colgate, including without limitation, any information derived therefrom not generally known in the industry in which Colgate is or may become engaged and which in any way relates to the work performed for Colgate or Colgate's products, processes and services;
c) not, divulge or disclose to any person whomsoever or make use whatsoever for own purpose or for any purpose of any information or knowledge obtained by yourself during your employment with Colgate, as to the business and/or affairs of Colgate and/or as to corporate strategic plans, budgets, profit & loss data, information technology & systems including SAP [Systems Applications and Products], software, business systems and plans, raw material costs, advertising and marketing plans, sales plans, new product developments, proposed launches, discontinuance of existing products, product and consumer testing data, sales and market research and/or the know-how, technology research and development, methods, machines, compositions, knowledge, information and other data, trade secrets, formulae and process of manufacturing of various products by Colgate and/or list of Colgate's

customers and suppliers (and likewise in relation to Colgate's associated companies), methods, machines, ideas, concepts, new products, improvements, inventions and association with other organizations, all of which information is or may be confidential with the exception of any information generally made available to the public;

d) not make or take copies of the manuals, tracings, blue prints, drawings, books, papers containing such Confidential Information without proper written authority taken prior to making or taking copies, such copies may contain the whole information or substantially similar information from the original manual, tracings, drawings, blue prints, papers, books, etc.

e) not remove the Confidential Information from Colgate's premises without the prior written consent of Colgate and shall not either for yourself or any third party appropriate, copy, memorize or in any manner reproduce or reverse engineer any Confidential Information;

ii. The confidentiality obligations under this clause shall continue beyond the termination of your employment and shall be binding upon your legal representatives, heirs, successors and assigns and shall ensure to the benefit of the subsidiaries and affiliates of Colgate, its successors and assigns.

8. **TERMINATION RULES & CONDITIONS**

A. Your employment will be subject to termination at any time by giving three month notice (90 days) in writing on either side or by payment of **three month notice** (90 days) in lieu of notice, provided that in case the notice for termination of employment has been given by you, it shall be the Company's discretion to decide whether you need to work out the full period of notice or whether your services shall terminate at some earlier date determined by the Company.

B. However, your employment is also subject to termination without notice or payment in lieu of notice in the following eventualities:

i. Any information provided by you during the selection process, documentation or otherwise being found false or misleading by the Company or its authorized representative

ii. Breach of COLGATE PALMOLIVE CODE OF CONDUCT

iii. Absence without leave or overstaying sanctioned leave without permission and/or sufficient grounds

9. Our offer of employment is made based on your representation that you are under no contractual or other legal restriction(s) that would impact your ability to accept or perform the position offered herein. If our understanding is incorrect, please let us know immediately. Additionally, please provide us with copies of any non-compete agreements or other documents, including stock option or severance agreements, that you have signed that may preclude in any way your employment with the Company.

10. As per Company rules and regulations, you will superannuate at the end of the month in which you attain the age of 60 years. You have stated that your date of birth is November 14, 2002 consequently; your date of retirement from the services of the Company will be November 30, 2062. Please submit an acceptable document as proof of your age.

11. This appointment is subject to your successfully completing company's medical examination and satisfactory reference checks.

12. This appointment shall be governed by Indian laws and the parties expressly submit to the jurisdiction of the Courts situated in Mumbai City.

13. Kindly sign on the duplicate copy of this letter in token of your acceptance of the appointment subject to the terms and conditions as stated in this letter.

Very truly yours,
Colgate Global Business Services Private Limited

Prafulla Bargaje
Senior Director – Human Resources

Encl:

I hereby confirm my acceptance of the above terms with effect from the date of appointment provided in the aforesaid appointment letter.

SIGNATURE : _____

ANNEXURE I

Employees Compensation Act

With reference to Section 17A of the Employees Compensation Act as amended from time to time, you as an employee have the right to the following compensation:

- Minimum compensation in the event of death due to any injury equal to fifty percent of your monthly wages multiplied by the relevant factor OR an amount of Rs. 1,20,000/- Only (Rupees One Lakh and Twenty Thousand Only) whichever is higher.
- Minimum compensation for permanent total disablement equal to sixty percent of the monthly wages of the injured employee multiplied by the relevant factor OR an amount of Rs.1,40,000/- Only (Rupees One Lakh Forty Thousand Only) whichever is higher.
- Reimbursement of the cost of medical expenditure incurred by employee for the treatment of injury caused during the course of employment.
- Funeral expenditure of Rs. 5,000/- Only (Rupees Five Thousand Only) in the event of any injury during employment resulting in the death of the employee.
- Free of charge medical examination to the injured employee in case of accident during the course of or arising out of employment.

ANNEXURE II

Maternity Benefit Act

As per the Maternity Benefit Act as amended from time to time all women employees shall be entitled to the following benefits . These benefits will be applicable to all women employees provided, such employee has been working with CGBS-India for not less than eighty days in the twelve months immediately preceding her date of the expected delivery.

Particulars	Maternity Benefits
Maternity leave for women employees having less than 2 children	**26 weeks paid leave** (of which **not more than 8 weeks of leave** can be taken **before the expected date of delivery** and the **remaining can be availed** immediately in continuation, **following the date of delivery**)
Maternity leave for women employees having 2 or more than 2 surviving children	**12 weeks paid leave** (of which **not more than 6 weeks of leave** can be taken **before the expected date of delivery** and the **remaining can be availed** immediately in continuation, **following the date of delivery**)
Women employees legally adopting a child below the age of 3 months / in case of any Commissioning mother*	**12 weeks** paid leave from the date the child was handed over to the legally adopting / Commissioning mother
Leave for Miscarriage or medical termination of pregnancy	**Upto 6 weeks** immediately following such event supported with appropriate medical documents.
Leave for tubectomy operation	**2 weeks** immediately following such event supported with appropriate medical documents.
Work from Home facility	CGBS -India may allow its women employees after the completion of maternity leave, to work from home on a case to case basis depending on the nature of work. The conditions governing such work from home may be mutually agreed between CGBS -India and such employee.
Creche Facility	As per the provisions of the Act, Creche facility should be provided by every establishment having fifty or more employees & 4 visits a day (including rest intervals) to be allowed to women employees to visit the Creche. CGBS -India is currently in the process of evaluating and finalising crèche facilities for all eligible employees. Further details on crèche facilities will be provided to you through a separate communication soon.

Nursing Breaks	**2 nursing breaks** of 15 minutes each are entitled to women employees who have delivered a baby until the baby attains the age of fifteen months.
In case of **illness** arising out of pregnancy, delivery, premature birth of child, miscarriage, medical termination of pregnancy or tubectomy operation	**1 month paid leave** for such illness, in addition to the applicable maternity benefits, supported with proper medical documents for such illness.
In case of death of the women employee during pregnancy	Maternity benefit shall be payable only for the days up to and including the day of death of such woman employee. In case a woman employee dies during her delivery or during the period immediately following the date of her delivery, and leaves behind a child, maternity benefits will be provided for the entire period as may be applicable.

** Commissioning mother means a biological mother who uses her egg to create an embryo implanted in any other woman.*

Docusign Envelope ID: 668862F1-01D5-4C4D-B698-177657277196

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

Date: 9th July, 2024

Ashlyn Dsilva
Malad, Mumbai-400064.
Mob. No.: 9969284503
Email: ash250918@gmail.com

Subject: Appointment for post of Junior Developer

Dear Ashlyn,

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

1. Commencement of employment
Your employment will be effective from 10th July, 2024.

2. Job title
Your job title will be **Junior Developer**, and you will report to Vineet 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 3,75,000/- year (i.e. 31250/month). From the 7th month, your salary will be hike 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, 6 paid leaves are permitted in the first year with prior approval. The number of leaves increases every year based on your performance. 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.

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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 2 month's prior notice.

8.2 Once you join the Company it involves an enormous amount of time, energy and resources in training an employee. In any event if you leave the company before completing one year, you would be liable to pay to the Company, a maximum of, 2 months salary OR an amount equivalent to salary multiplied by the number of months pending to complete 1 year.

8.3 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.

8.4 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.

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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 Ashlyn Dsilva

[sign & date]

We look forward to you joining the ASU community, and I wish you success in your graduate studies here.

Sincerely,

Elizabeth A. Wentz
Vice Provost and Dean, Graduate College

November 02, 2023

Strictly Confidential

Letter of Appointment

Dear **Carl Mascarenhas**,

FYNDNA TechCorp Private Limited has been set up to bring a paradigm change and help financial institutions increase customer engagement and profitability through a cloud-native, digitally-enabled, versatile technology platform. We intend to provide an enabling environment to foster entrepreneurship, empower and nurture talent to develop solutions that delight customers. We will have an open and participatory culture that allows an individual to grow both personally and professionally.

We thank you for your time to discuss a career opportunity with us.

We are delighted to offer you an appointment in FYNDNA TechCorp Private Limited. A formal employment contract containing the overall terms and conditions of employment is expected to be signed after you join the company.

We are confident that you will create substantial value to yourself and the organisation through this engagement.

Employment:

Your employment shall commence on the **date of your joining**,
Your employment with the company shall be till you attain the age of superannuation at the age of 60.

Position:

Developer.

Compensation:

Your annual compensation (CTC - all inclusive) will be **Rs. 8,00,000 /- (Rupees Eight Lacs Only)**.
Details of your entitlements and salary are as per Annexure I.

Please treat the terms of your employment, salary etc as confidential and to be discussed only with your Functional Head and the Human Resources Department.

Aggregate Percentage, Background Verification & Academic Requirements.

1. At the time of joining the company on a mutually agreed date, student applicants should have appeared for their full-time graduation/post-graduation final year exams as applicable.

2. The appointment offer will continue to be valid subject to announcement of results in this calendar year and applicants scoring minimum aggregate (i.e. aggregate of all subjects in all semesters) marks of 60% or above in the Graduation examinations which includes successful completion of the final semester/year without any pending arrears/backlogs.

3. The marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. As communicated through various forums during the recruitment process, the appointment is subject to completion of the course within the stipulated time as specified by the University/Institute and as per shared FYNDNA selection guidelines. It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics.

4. It is mandatory to have passed in all the subjects mentioned in the mark sheet in class Xth and class XIIth (or Diploma as applicable) by securing minimum 70% percent marks in the first attempt itself and in accordance with other guidelines specified by the respective board of examinations. It is mandatory to declare the gaps/arrears/backlogs, if any, during your pre-graduation academics.

5. This appointment is also subject to a satisfactory background check verification. The management reserves the right to withdraw/revoke the offer/appointment at anytime at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

You are requested to sign the copy of this Letter with the Annexure conveying your acceptance of the offer **within 7 days**.

We welcome you to FYNDNA TechCorp Private Limited and wish you a rewarding and successful career.

Regards,
For **FYNDNA TechCorp Private Limited**

eSign
Signed by: Colathur Narayanan Ram
Reason: Appointment Letter
FYNDNA
Location: Dallas, United States
Date: 02-Nov-2023 (09:37 PM)

C.N. Ram
Managing Director & CEO

FYNDNA

ANNEXURE I

Name	Carl Mascarenhas	
Position:	Developer	
"A" Fixed / Gross Salary		**Salary Details - Annual CTC**
Basic		**3,20,000**
HRA		**1,60,000**
Special Allowance		**2,51,208**
"A" Subtotal of Fixed / Gross Salary		**7,31,208**
"B" Retiral Benefits		
Provident Fund (Employers Contribution)		**38,400**
Gratuity (@4.81% of Basic)		**15,392**
"B" Subtotal of Retiral Benefits		**53,792**
"C" Medical Insurance Benefit		
Medical Insurance Premium*		**15,000**
"C" Subtotal of Medical Insurance Benefit		**15,000**
Total Cost to Company [A]+[B]+[C]		**8,00,000**
Income Tax*	***Appropriate Income Tax would be deducted in the payroll every month***	
Mediclaim Coverage*	• ***Employee, Spouse and upto 2 children will be covered under the companies Group Mediclaim policy for a sum insured of Rs.7 lakhs from the date of joining. The applicable premium is included as part of your CTC.*** • ***The parental coverage is voluntary. Employees have an option to cover their parents (upto a age of max 80 years) on premium payment by self basis and will be recovered from employee. The parental coverage floater [both parents] is a sum insured of Rs. 5 lakhs.***	

eSign
Signed by: Colathur Narayanan Ram
Reason: Appointment Letter
FYNDNA
Location: Dallas, United States
Date: 02-Nov-2023 (09:37 PM)

DocuSign Envelope ID: 61800CFB-3628-477E-AF72-B121FA64F5B0

FeedSpot

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

Date: 18th January, 2024

Chryselle Barreto
Borivali, Mumbai.
Mob. No.: 9821435054
Email: cmb180602@gmail.com

Subject: Appointment for post of Data Analyst and Growth Hacker

Dear Chryselle,

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

1. Commencement of employment
Your employment will be effective from 3rd June, 2024.

2. Job title
Your job title will be **Data Analyst and 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, your salary will be Rs 4,00,000/- year (i.e. 33333/month). From the 7th month, your salary will be hike Rs 4,50,000/- year (i.e. 37500/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.

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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 2 month's prior notice.

8.2 Once you join the Company it involves an enormous amount of time, energy and resources in training an employee. In any event if you leave the company before completing one year, you would be liable to pay to the Company, a maximum of, 2 months salary OR an amount equivalent to salary multiplied by the number of months pending to complete 1 year.

8.3 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.

8.4 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 controlrelating 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.

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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 Chryselle Barreto

[sign & date]

Offer: Computer Consultancy
Ref: TCSL/CT20234276213/Mumbai
Date: 13/07/2024

Mr. Axill Ajay Dcunha
544Near Royal Park,
Near Dsouza Hospital,
Vasai-401201,
Maharashtra.
Tel# -

Dear Axill Ajay Dcunha,

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 role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be INR **7,00,022/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of INR **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. **Communication Allowance**
   You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

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5. **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 ₹**4,300/-**. This payout is subject to review basis your own ongoing individual performance.

Performance Bonus
Your Performance Bonus will be ₹**3,100/-** per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

This Performance Pay 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.

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.

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

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

i. Entitlement - You and your enrolled dependants will be entitled for 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.

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 towards Provident Fund as per the provisions of the said Act.

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You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity
You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

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

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

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

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. **Probation Period**
   You will be on probation for three months. If your services are found to be satisfactory

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during the period of probation, 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 Background 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 in extended working hours depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer / utilize your services to any of its offices, work sites, or associated or Affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

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.

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10. Overseas International Assignment Agreement

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

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.

11. 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.

12. TATA Code of Conduct

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

13. Notice Period

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.

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14. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

15. Pre-employment Medical Certificate

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

16. Employment of Non Indian Citizens

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

17. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in https://nextstep.tcs.com Your background check initiation is complete only when you initiate your BGC online at https://nextstep.tcs.com and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 18. Submission of documents.

18. Submission of Documents

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

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documents)

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  *There is no criminal offence registered/pending against you
  *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.
In addition to the above original documents, Please carry Xerox copies of the below documents

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

19. TCS Initial Learning Program (ILP)

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our

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offices, as identified, for such period as TCSL may decide.

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

20. Letter of Appointment

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

21. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

22. Compliance to all clauses

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

23. Data Privacy Clause:

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

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

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specific organizational initiatives in force during your tenure in TCS.

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

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

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

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

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Withdrawal of Offer

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

Yours Sincerely,

For TATA Consultancy Services Limited

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Axill Ajay Dcunha**
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

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.

*** For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Communication Allowance	0	0
Personal Allowance	17,272	2,07,264
GROSS BOUQUET OF BENEFITS	26,522	3,18,264

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Annexure 2

AHMEDABAD TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	**BHUBANESWAR** TCS XP HR Lead Tata Consultancy Services, Kalinga Park | Talent Development Block | Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
BANGALORE TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	**CHENNAI** XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
DELHI XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	**HYDERABAD** XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
INDORE TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	**KOLKATA** TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	**NAGPUR** TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	**TRIVANDRUM** TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

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2. Associate's Obligations

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

3. Intellectual Property Rights

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

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

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

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

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

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

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9. Equitable Rights

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

10. General

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

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

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

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

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

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

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Offer: Computer Consultancy
Ref: TCSL/CT20234333980/Mumbai
Date: 13/07/2024

Mr. Aaron Pereira
Boston Chs, Houston Bldg,B Wing, Ec-18 Gr Flat No1-2Evershine City,
Opp. Mcd,
Mumbai-401208,
Maharashtra.
Tel# -

Dear Aaron Pereira,

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 role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be INR **7,00,022/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of INR **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. **Communication Allowance**
   You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

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5. **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 ₹**4,300/-**. This payout is subject to review basis your own ongoing individual performance.

Performance Bonus
Your Performance Bonus will be ₹**3,100/-** per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

This Performance Pay 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.

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.

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

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

i. Entitlement - You and your enrolled dependants will be entitled for 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.

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 towards Provident Fund as per the provisions of the said Act.

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You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity
You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

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

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

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

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. **Probation Period**
   You will be on probation for three months. If your services are found to be satisfactory

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during the period of probation, 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 Background 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 in extended working hours depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer / utilize your services to any of its offices, work sites, or associated or Affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

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.

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10. Overseas International Assignment Agreement

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

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.

11. 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.

12. TATA Code of Conduct

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

13. Notice Period

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.

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14. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

15. Pre-employment Medical Certificate

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

16. Employment of Non Indian Citizens

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

17. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in https://nextstep.tcs.com Your background check initiation is complete only when you initiate your BGC online at https://nextstep.tcs.com and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 18. Submission of documents.

18. Submission of Documents

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

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documents)

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  *There is no criminal offence registered/pending against you
  *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.
In addition to the above original documents, Please carry Xerox copies of the below documents

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

19. TCS Initial Learning Program (ILP)

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our

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offices, as identified, for such period as TCSL may decide.

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

20. Letter of Appointment

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

21. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

22. Compliance to all clauses

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

23. Data Privacy Clause:

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

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

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specific organizational initiatives in force during your tenure in TCS.

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

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

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

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

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Withdrawal of Offer

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

Yours Sincerely,

For TATA Consultancy Services Limited

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Aaron Pereira**
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

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.

*** For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Communication Allowance	0	0
Personal Allowance	17,272	2,07,264
GROSS BOUQUET OF BENEFITS	26,522	3,18,264

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Annexure 2

AHMEDABAD TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	**BHUBANESWAR** TCS XP HR Lead Tata Consultancy Services, Kalinga Park | Talent Development Block | Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
BANGALORE TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	**CHENNAI** XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
DELHI XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	**HYDERABAD** XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
INDORE TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	**KOLKATA** TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	**NAGPUR** TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	**TRIVANDRUM** TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

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2. Associate's Obligations

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

3. Intellectual Property Rights

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

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

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

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

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

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

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9. Equitable Rights

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

10. General

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

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

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

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

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

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

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Offer: Computer Consultancy
Ref: TCSL/CT20234339151/Mumbai
Date: 13/07/2024

Mr. Yash Dilip Pakhale
A6-11/12 Sawant SadanLic Colony , Borivali West,
In Front Of Society Stores,
Mumbai-400103,
Maharashtra.
Tel# 91-9422346211

Dear Yash Dilip Pakhale,

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 role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be INR **7,00,022/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of INR **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. **Communication Allowance**
   You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

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5. **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 ₹**4,300/-**. This payout is subject to review basis your own ongoing individual performance.

Performance Bonus
Your Performance Bonus will be ₹**3,100/-** per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

This Performance Pay 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.

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.

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

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

i. Entitlement - You and your enrolled dependants will be entitled for 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.

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 towards Provident Fund as per the provisions of the said Act.

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You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity
You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

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

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

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

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. **Probation Period**
   You will be on probation for three months. If your services are found to be satisfactory

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during the period of probation, 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 Background 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 in extended working hours depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer / utilize your services to any of its offices, work sites, or associated or Affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

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.

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10. Overseas International Assignment Agreement

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

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.

11. 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.

12. TATA Code of Conduct

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

13. Notice Period

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.

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14. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

15. Pre-employment Medical Certificate

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

16. Employment of Non Indian Citizens

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

17. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in https://nextstep.tcs.com Your background check initiation is complete only when you initiate your BGC online at https://nextstep.tcs.com and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 18. Submission of documents.

18. Submission of Documents

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

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documents)

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  *There is no criminal offence registered/pending against you
  *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.
In addition to the above original documents, Please carry Xerox copies of the below documents

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

19. TCS Initial Learning Program (ILP)

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our

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offices, as identified, for such period as TCSL may decide.

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

20. Letter of Appointment

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

21. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

22. Compliance to all clauses

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

23. Data Privacy Clause:

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

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

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specific organizational initiatives in force during your tenure in TCS.

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

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

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

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

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Withdrawal of Offer

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

Yours Sincerely,

For TATA Consultancy Services Limited

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Yash Dilip Pakhale**
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

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.

*** For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Communication Allowance	0	0
Personal Allowance	17,272	2,07,264
GROSS BOUQUET OF BENEFITS	26,522	3,18,264

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Annexure 2

AHMEDABAD TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	**BHUBANESWAR** TCS XP HR Lead Tata Consultancy Services, Kalinga Park | Talent Development Block | Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
BANGALORE TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	**CHENNAI** XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
DELHI XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	**HYDERABAD** XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
INDORE TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	**KOLKATA** TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	**NAGPUR** TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	**TRIVANDRUM** TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

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2. Associate's Obligations

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

3. Intellectual Property Rights

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

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

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

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

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

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

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Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

9. Equitable Rights

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

10. General

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

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

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

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

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

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

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Offer: Computer Consultancy
Ref: TCSL/CT20244377173/Mumbai
Date: 16/07/2024

Mr. Benen Sanjay Lobo
Utopia, Vatlai, Satpala, Near Zeal Restaurant, Virar,
Fr. Frank Lobo Marg,
Mumbai-401301,
Maharashtra.
Tel# -

Dear Benen Sanjay Lobo,

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** Grade **Y**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be ₹**3,36,877/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of ₹**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.

4. **Communication Allowance**
   You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. This payout is subject to review basis your own ongoing individual performance.

Performance Bonus
Your Performance Bonus will be **₹600/-** per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

CITY ALLOWANCE

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

OTHER BENEFITS

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

HIS offers the following benefits:

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

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

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

   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 towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (From 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity
You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

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

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sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

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

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

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

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

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

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.

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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. **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 in this offer letter.

    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

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customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

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

13. TATA Code of Conduct

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

14. Notice Period

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 the last day of the month in which you complete 60 years of age, 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.

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18. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in https://nextstep.tcs.com Your background check initiation is complete only when you initiate your BGC online at https://nextstep.tcs.com and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **19**. Submission of documents.

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

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- 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 ILP Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training.The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

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21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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

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 Â recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

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

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

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

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

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Benen Sanjay Lobo**
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

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.

*** For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
Communication Allowance	0	0
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 2

AHMEDABAD TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	**BHUBANESWAR** TCS XP HR Lead Tata Consultancy Services, Kalinga Park | Talent Development Block | Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
BANGALORE TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	**CHENNAI** XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
DELHI XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	**HYDERABAD** XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
INDORE TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	**KOLKATA** TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	**NAGPUR** TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	**TRIVANDRUM** TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India

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Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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

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2. Associate's Obligations

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

3. Intellectual Property Rights

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

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

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

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

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

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

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9. Equitable Rights

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

10. General

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

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

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

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

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

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

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Offer: Computer Consultancy
Ref: TCSL/CT20244403283/Mumbai
Date: 16/07/2024

Mr. Jayden Elangikal
A/305, Florence Chs, Kandarpada, Borivali, Mumbai,
Dmart,
Mumbai-400068,
Maharashtra.
Tel# 91-9619266762

Dear Jayden Elangikal,

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** Grade **Y**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be ₹**3,36,877/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of ₹**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.

4. **Communication Allowance**
   You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. This payout is subject to review basis your own ongoing individual performance.

Performance Bonus
Your Performance Bonus will be **₹600/-** per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

CITY ALLOWANCE

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

OTHER BENEFITS

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

HIS offers the following benefits:

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

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

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

   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 towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (From 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity
You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

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

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sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

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

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

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

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

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

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.

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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. **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 in this offer letter.

    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

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customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

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

13. TATA Code of Conduct

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

14. Notice Period

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 the last day of the month in which you complete 60 years of age, 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.

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18. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in https://nextstep.tcs.com Your background check initiation is complete only when you initiate your BGC online at https://nextstep.tcs.com and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **19**. Submission of documents.

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

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- 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 ILP Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training.The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

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21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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

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 Â recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

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

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

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

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

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Jayden Elangikal**
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

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.

*** For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
Communication Allowance	0	0
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 2

AHMEDABAD TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	**BHUBANESWAR** TCS XP HR Lead Tata Consultancy Services, Kalinga Park | Talent Development Block | Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
BANGALORE TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	**CHENNAI** XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
DELHI XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	**HYDERABAD** XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
INDORE TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	**KOLKATA** TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	**NAGPUR** TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	**TRIVANDRUM** TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

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2. Associate's Obligations

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

3. Intellectual Property Rights

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

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

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

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

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

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

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9. Equitable Rights

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

10. General

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

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

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

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

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

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

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Offer: Computer Consultancy
Ref: TCSL/CT20244406655/Mumbai
Date: 13/07/2024

Ms. Anushka Sunil Rane
B/502, Thakkar AvenueShiv Vallabh Cross Road,
Rawalpada, Opposite Rameshwar Temple, Dahisar(E),
Mumbai-400068,
Maharashtra.
Tel# 91-7506250522

Dear Anushka Sunil Rane,

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** Grade **Y**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be ₹**3,36,877/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of ₹**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.

4. **Communication Allowance**
   You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

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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

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. This payout is subject to review basis your own ongoing individual performance.

Performance Bonus
Your Performance Bonus will be **₹600/-** per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

CITY ALLOWANCE

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

OTHER BENEFITS

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

HIS offers the following benefits:

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

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

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

   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 towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (From 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity
You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

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

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sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

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

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

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

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

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

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.

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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. **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 in this offer letter.

    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

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customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

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

13. TATA Code of Conduct

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

14. Notice Period

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 the last day of the month in which you complete 60 years of age, 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.

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18. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in https://nextstep.tcs.com Your background check initiation is complete only when you initiate your BGC online at https://nextstep.tcs.com and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **19**. Submission of documents.

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

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- 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 ILP Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training.The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

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21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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

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 Â recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

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

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

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

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

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Anushka Sunil Rane**
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

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.

*** For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
Communication Allowance	0	0
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 2

AHMEDABAD TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	**BHUBANESWAR** TCS XP HR Lead Tata Consultancy Services, Kalinga Park | Talent Development Block | Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
BANGALORE TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	**CHENNAI** XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
DELHI XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	**HYDERABAD** XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
INDORE TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	**KOLKATA** TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	**NAGPUR** TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	**TRIVANDRUM** TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India

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Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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

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

2. Associate's Obligations

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

3. Intellectual Property Rights

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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

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

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

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

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

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9. Equitable Rights

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

10. General

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

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

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

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

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

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

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Troop

Address
Arvesi Technologies Pvt Ltd
416 swastik chambers
near SG barve marg
Chembur East, Mumbai -40007

CIN
U85500MH2023PTC406TT0

PAN
AAZCA0562B

Email
troop@troopapp.in

5TH June2024

DARSHAN JAIN,

BHOIR RESIDENCY 1,
B-WING, G-2,
OPP.SURAJ BUILDING,
VASAI WEST-401202,

We are pleased to offer you the position of Backend Developer at Arvesi Technologies Pvt. Ltd (Troop). We feel confident that you will contribute your skills and experience to the growth of our organization and is the best fit for our product operations.

As per the discussions, your starting date will be on 11th June 2024, at a salary of 50000 RUPEES /P.M. All the person/employee(s) hereby have to abide by the employee handbook.

You will have access to the company's clients and confidential information during your employment. You agree that you will keep all this information and client information strictly confidential and will not share it with anyone outside the company. You will not use it for your benefits and on completion of the period; you will return the company's documents, equipment, software, and all property.

We hereby extend you a warm welcome to the TROOP family and wish you all the best.

HEAD	AMOUNT
EMP ID	TT019
NAME OF EMPLOYEE	DARSHAN JAIN
DEPARTMENT	PRODUCT
DATE OF JOINING	11th June 2024
BASIC SALARY(PM)	25000
HOUSE RENT ALLOWANCE(PM)	12500
TRANSPORT ALLOWANCE RESIDENT -OFFICE(PM)	1000
MEDICAL ALLOWANCE(PM)	1000
OTHER ALLOWANCE(PM)	10500
CTC(PM)	50000

*STATUTORY DEDUCTIONS SUCH AS INCOME TAX, AND PROFESSIONAL TAX WOULD BECHARGED AS PER THE APPLICABLE CLAUSE.

We look forward to welcoming you on board.
Best Regards,
For Arvesi Technologies Pvt. Ltd.

VEDANT GUPTE
CHIEF EXECUTIVE OFFICER

DARSHAN JAIN
BACKEND DEVELOPER

Troop

Address
Arvesi Technologies Pvt Ltd
416 swastik chambers
near SG barve marg
Chembur East, Mumbai -40007

CIN
U85500MH2023PTC406TT0

PAN
AAZCA0562B

Email
troop@troopapp.in

EMPLOYEE NON-DISCLOSURE & NON-COMPETE AGREEMENT

This EMPLOYEE NON-DISCLOSURE & NON-COMPETE AGREEMENT has been entered into on the 11TH day of June 2024. BETWEEN

Arvesi Technologies Pvt. Ltd. Referred to as (TROOP) is an Indian private limited company having its corporate office at 416, Swastik Chambers, Chembur Naka, Mumbai-400071.

AND

DARSHAN JAIN an Employee of Arvesi Technologies Pvt. ltd. At the position of BACKEND DEVELOPER resising at BHOIR RESIDENCY 1, B-WING,G-2, OPP.SURAJ BUILDING , VASAI WEST-401202 (hereinafter referred to as "Employee" which expression unless repugnant to the context include all beneficiaries of the said employee).

1. Purpose: The purpose of this Agreement is to protect the confidential information of the Company, its clients, and its business partners, which may be disclosed to the Employee during the course of employment with the Company.

2. Confidential Information: "Confidential Information" refers to all non-public information, knowledge, trade secrets, proprietary information, business strategies, client lists, customer data, financial information, marketing plans, company logins and sensitive passwords, inventions, processes, technical specifications, software, or any other information that is disclosed or made available to Employee by the Company, either orally, in writing, or in any other form, during the term of employment.

3. Non-Disclosure Obligations:

3.1 Employee acknowledges and agrees that all Confidential Information obtained during the term of employment is the Company's exclusive property.

3.2 Employee shall maintain the confidentiality of all Confidential Information and shall not disclose ,publish, disseminate, or otherwise make available any Confidential Information to any third party without the Company's prior written consent.

3.3 Employees shall not use the Confidential Information for any purpose other than in connection with their duties and responsibilities as an employee of the Company, without the express written authorization of the Company.

3.4 Employees shall take all reasonable precautions to protect the Confidential Information from unauthorized access, use, or disclosure, and shall exercise the same degree of care as they would with their own confidential information.

4. Return of Confidential Information: Upon termination of employment or at the Company's request, Employee shall promptly return to the Company all documents, records, files, software, and any other materials containing or on the Confidential Information. Employee shall also delete or destroy any electronic copies or backups of such Confidential Information unless otherwise instructed by the Company.

5. Non-Competition and Non-Solicitation: During the term of employment and for 5 years after termination, Employee shall not engage, directly or indirectly, in any business, employment, or activity that competes with the Company or any of its affiliates, nor shall they solicit or attempt to solicit any clients, customers, employees, or contractors of the Company for their benefit or for the benefit of any third party

6. Remedies for Breach of Confidentiality: DARSHAN JAIN agrees and acknowledges that any disclosure of any Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to Troop which will not only be adequately compensable in monetary damages, that Troop will have no adequate remedy at law thereof, and that Troop may, in addition to all other remedies available to it at law or in equity, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect Troop against, or on account of, any breach by the employee/ex-employee of the provisions contained herein, and the employee agrees to reimburse the reasonable legal fees and other costs incurred by Troop in enforcing the provisions of the proposed transaction.

7. Acknowledgment of Confidentiality: DARSHAN JAIN hereby acknowledges that the intellectual property and/or confidential information are confidential and proprietary information.

8. Agreement not to disclose:

- DARSHAN JAIN hereby agrees that he shall hold in confidence and hereby agrees that the shall not use, commercialize or disclose except under terms of employmentof Troop, any confidential information or intellectual property to any person or entity.
- Even upon assignment of confidential information or intellectual property to Troop, DARSHAN JAIN undertakes to use at least the same degree of care in safeguarding the confidential information as he uses or would use in safeguarding his own confidential information, and shall take all steps necessary to protect the confidential information or intellectual property from unauthorized or inadvertent disclosure.

9. General Provision:

- This document constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all other communications, whether written or oral.
- This Agreement is expressly limited to its terms and may be modified or amended only by writing and signed by both parties.
- Neither this Agreement nor any rights or obligations inherent in Troop, Confidential Information, know-how, trade secrets, and other property and intellectual property hereunder may be transferred or assigned without Troop's written consent respectively. Any attempt to the contrary shall be void

10. Force Majeure: Neither party will be responsible for any failure to perform its obligations under this agreement due to causes beyond its control, including but not limited to acts of God, war, riot, embargoes, acts of civil or military authorities, fire, floods or accidents.

11. Notice: All notices and communications required or permitted under this agreement shall be inwriting and any communication or delivery shall be deemed to have been duly made if actually delivered, or after 15 days after mailing if mailed by registered post.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first written above their duly authorized representatives.

Darshan Jain

DARSHAN JAIN, BACKEND DEVELOPER

July 12, 2024

To:

Dhruvin Rajesh Patel

Sub: Letter of Offer for Employment

Dear Dhruvin,

We are pleased to offer you the position of **Associate** at NEC Software Solutions (India) Private Limited. Our Parent Organization, NEC Corporation, is a 25 billion Company with offices spread across the globe.

We would like you to join not later than **July 22, 2024** unless the date is extended to a mutually agreed date and communicated to you in writing.

Your Annual Total Employment Cost to the Company will be Rs.4,00,000/- (Rupees Four lakh only). A formal Appointment letter detailing the compensation and other terms & conditions will be issued on joining.

You will be under training for 6 – 8 weeks. After your training you will be assigned to a project wherein based on the project's requirements your role will be decided and communicated to you. Your performance will be reviewed after six months from training.

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 and will attract financial implication.

Your employment as per this offer is subject to you being medically fit. In this regard a medical declaration form is attached, which needs to be filled and certified by a medical practitioner. This needs to be submitted while joining NEC Software Solutions (India) Private Limited.

Please sign and return the duplicate copy of this letter as your acceptance to NEC Software Solutions (India) Private Limited.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders.

Thanking You,
Yours sincerely,

Shradha Sule
Head -Talent Acquisition

ACCEPTANCE OF OFFER FOR EMPLOYMENT
I accept this offer and will join.

On :_____

Signed : _____

NEC Software Solutions (India) Private Limited
(Formerly known as Rave Technologies (India) Private Limited)
Registered & Corporate Office Mumbai: 3rd Floor, Madhu Corporate Park Ltd., Pandurang Budhkar Marg, Worli, Mumbai-400013. India
CIN: U31900MH1998PTC117068 **Tel:** +91 22 66606600 / 67405100 **Fax:** +91 22 24968803 **Website:** necsws.com/india

CONFIDENTIAL

Annexure A

You are requested to bring with you the following documents at the time of joining your duties:

1. Four passport size photographs.
2. Two photocopies of Ration card.
3. Two photocopies of PAN card or Driving License.
4. Two photocopies of the Passport with minimum validity of two year from the date of joining NEC Software Solutions (India) Private Limited.
5. SSC / Xth (Mark sheet and certificate) – Original and 1 photocopy.
6. HSC / XIIth (Mark sheet and certificate) - Original and 1 photocopy.
7. All engineering mark sheets and passing Certificate. - Original and 1 photocopy.
8. Service Agreement (Signed by your parents).
9. Medical declaration form.

Other Terms and conditions:-

- Location and Technology: Your services are liable to be transferred to any of NEC Software Solutions (India) Private Limited existing technologies and locations.
- Financial liability will be borne by you if you do not serve the period of Two years mentioned in the Employee Agreement.
- Your original education certificates and mark sheets will be returned to you after completion of Two years with NEC Software Solutions (India) Private Limited.

Our Parent Organization, NEC Corporation, is a 25 billion Company with offices spread across the globe.

ANNEXURE –1

	Name	**Dhruvin Rajesh Patel**		
	Designation	**Associate**		
	Salary Components	**Characteristic**	**Annual Amount**	**Monthly Amount**
1	Stipend	Fully taxable	3,41,710	28,476
2	Statutory Bonus		21,000	1,750
	Total Salary Components/compensation	**(A)**	**3,62,710**	**30,226**
3	**Other Benefits**			
3.1	Hospitalization (Self)	This amount will be directly paid to the insurance company	8,000	
3.2	Accident Insurance		1,250	
3.3	Term Life Insurance		3,040	
	Total Benefits	**(B)**	12,290	
4	Retention Bonus	This will be paid only after completion of one year from day of joining	25,000	
5	**Final CTC**	**(A+B)**	**4,00,000**	

This payment is made to you as dictated by the Indian Act Authorities and is subject tochange if the Indian Tax law changes.

Shradha Sule
Head - Talent Acquisition

Accepted:
Date:

Ref No: CORP/23-24/LOI No: 095

Date: 01- 01-2024

Name: Yasshita Jathan
Address: Chennai/ Mumbai / Pune / Hyderabad

Sub: Letter of Intent for Employment in Intellect

Dear Yasshita ,

Thank you for the time you invested in exploring career opportunity with Intellect. Through the hiring process we have determined that your capabilities are aligned to the organization requirement and have hence chosen to invite you to be part of the Intellect family! Congratulations!!!

We believe that the prosperity of an organization is defined by the power of thought, of both individuals and teams and therein we put 'Design Thinking' at the core of everything we do. This maximizes our chances of getting to a state of mind that is 'Fulfillment'; as we create opportunities for ourselves to contribute to our fullest capacity with the freedom to think and act differently. This, in turn is possible with us having the feeling of belongingness. Hence, for us, all employees are associates and you are set to become one of our fellow associates.

Please note that it is a Letter of Intent to offer you Full Time Employment with us. A Detailed offer with terms & condition, will follow shortly.

This invitation to you is to join us as **Associate Consultant in T120.** Your joining location will be **Chennai.**

Your gross compensation shall be **INR 5,00,000/- (Rupees Five Lakhs only) per annum**. The organization is confident of its ability in hiring some of the best talent in the industry and you are one such talent.

We wish you all the very best and look forward to a long and mutually beneficial association.

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter.

Yours Sincerely,
for **Intellect Design Arena Ltd.,**

PADMINI SHARATHKUMAR
CHIEF TALENT OFFICER

Accepted by

Name:
Date:

FOURTH SIGNAL

Offer Letter

May 13, 2024

To

Samvid Shastri
B /11, Vrindavan Garden CHS LTD
Jyotinagar
Aurangabad 431 005

Dear Samvid,

We are pleased to offer you the position of an **Analyst – Finance and Treasury Technology** at Fourth Signal.

Your compensation will be **Rs. 500,100** 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,

C. Barrie

FOURTH SIGNAL (I) P. LTD.

Cassandra Barrie
Human Resources
Fourth Signal (India) Private Limited

FOURTH SIGNAL

Annexure

Compensation Details

	Month	Annual
Basic	20,000	240,000
HRA	10,000	120,000
Conveyance Allowance	1,500	18,000
Medical Allowance	1,000	12,000
City Compensatory Allowance	2,000	24,000
Company Contribution to PF	1,800	21,600
Total	**36,300**	**435,600**
Performance Based Compensation*		50,000
Gratuity		10,000
Insurance (Accident and Medical)		4,500
Gross Annual Salary		**500,100**

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.

FOURTH SIGNAL (I) P. LTD.

502, C Wing, Business Square, Solitaire Corporate Park, Andheri Kurla Road, Andheri (E), Mumbai 400 093
022 4005 0723 www.fourthsignal.com www.linkedin.com/company/fourthsignal

KPMG Assurance and Consulting Services LLP
2nd Floor, Block T2 (B Wing)
Lodha Excelus, Apollo Mills Compound,
N M Joshi Marg, Mahalaxmi,
Mumbai 400011 India
Telephone: +91 (22) 3989 6000
Fax: +91 (22) 3090 1510

05 July 2024

Lyann Clarence Henriques
Henriques Villa, Acton Sandor, Opp. Catholic Bank Bangli, Vasai West, Maharashtra, Mumbai

Dear Lyann,

On behalf of **KPMG Assurance and Consulting Services LLP** (the '**Firm**'), You are hereby offered the position of **Analyst** in **Advisory- Consulting** with the firm. You will be part of the **Advisory- Consulting - DT-Cyber Transformation** team.

You shall be based at our office **Mumbai** and can be transferred to any other office of the Company at any other place or city in India or outside India, or to any affiliate or associate entity of the Company, as may be decided by the Firm in its sole discretion from time to time.

Your employment shall commence with effect from your actual date of joining i.e. on or before 06 August 2024 unless deferred to a new date by the Firm due to its business or such other reasons. In such case, the actual date of joining will be the deferred date which shall be communicated to you by the Firm.

In case you have joined the Firm as an Academic trainee, your employment shall be subject to your satisfactory performance and successful completion of the internship. In case the firm if not satisfied with your performance during the internship period, the Firm may revoke the offer of employment without any liability or take any such action as the Firm deems fit.

The terms and conditions of your employment with the Company shall be as follows:

A. **Compensation**

1. Basic Salary

Your basic salary shall be INR 150000/- (Rupees One Lakh Fifty Thousand only) per annum, payable on a monthly basis, in arrears.

KPMG Assurance and Consulting Services LLP, an Indian limited liability partnership and a member firm of KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee

KPMG (Registered) (a partnership firm with Registration No. BA-62445) converted into KPMG Assurance and Consulting Services LLP (a Limited Liability Partnership with LLP Registration No. AAT-0367), with effect from July 23, 2020

Registered Office:
2nd Floor, Block T2 (B Wing)
Lodha Excelus, Apollo Mills Compound, N M Joshi Marg, Mahalaxmi, Mumbai - 400 011

2. Allowances and Employers Contribution to Provident Fund

In addition to the basic salary referred to in Paragraph A.1 above as part of Cost to Company (CTC), you shall be entitled to a sum of INR 150000/- (Rupees One Lakh Fifty Thousand only) per annum.The aforesaid part of CTC shall include Employer's share of contribution under the Provident Fund scheme of the Company, which shall be subject to your entitlement and the policy of the Company and would depend on the allowances to be chosen out of the allowances / perquisites as detailed in the People Handbook.

B. Other Entitlements

Your other entitlements, as may be determined in accordance to the Company's Policy as applicable from time to time, shall be as follows:

1. Annual Increments and Bonus

Matters such as entitlement to performance incentive and/or annual fixed salary increase (and quantum thereof) shall be decided by the Firm in its sole and absolute discretion and shall be subject to such policies/procedures as may be applicable from time to time.

As per the prevalent policy any employee joining on or before 30 September of the ongoing performance year, will be eligible to be considered for annual fixed salary increase (increment), subject to his/her rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Firm on the date of issuance of the increment letter.

Any employee joining on or before 31 December of the relevant performance year, will be eligible to be considered for the year-end review and performance incentive, subject to his/her rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Firm on the date of disbursement of performance incentive.

2. Performance Bonus

Firm is under no obligation to operate a bonus scheme and matters such as entitlement to performance bonus shall be decided at the Firm's sole and absolute discretion and shall be subject to such policies/procedures as may be made applicable by the Firm from time to time.

Subject to the above, you will be part of the performance linked bonus plan of the Firm. Under this plan the bonus payable will be calculated as per the Firm's policy.

This amount is pro-rated depending upon the actual date of joining during the Firm's financial year. The performance bonus (if any) will be payable solely based on you being in active employment of the Firm and not serving notice on the date of disbursement. Payment of the aforesaid performance bonus shall be subject to the policies and/or procedures of the Firm as existing on the date of disbursement.

The Firm reserves the right to vary the terms and amount of your bonus, depending upon your performance, the Firm's financial results and attainment of strategic goals.

Statutory Bonus, if any, shall be included in the above pay-out.

3. Gratuity

You shall be entitled to payment of gratuity as per the Firm Policy and subject to the applicable law.

4. Medical Insurance Scheme

You shall be eligible to participate in the Medical Insurance Scheme of the Firm, if any.

5. Leave

You shall be entitled to annual leave of twenty-two days (working days) in a performance year in accordance with the Firm's Policy subject to the applicable law. Your leave entitlement will be governed by the Leave policies as stated in the People Handbook and amended from time to time.

6. Maternity Benefits [**For Women employees only**]

You shall be entitled to maternity leave of 26 weeks (182 days) of which 08 weeks (56 days) can be availed prior to expected date of delivery and 18 weeks (126 days) after the delivery. During such leave, you shall be entitled to your full Compensation along with Other Entitlements that are made available in terms of this Agreement. It is clarified that any claim to the aforementioned maternity benefits shall remain subject to provisions of the Maternity Benefit Act, 1961 as may be amended from time to time.

C. Miscellaneous

1. Working Hours

You will be required to work eight (8) hours a day excluding break for meals.
The Company practices a forty (40) hours workweek. Subject to the applicable law, work timings, schedules and shifts may vary from time to time based on customer service requirements and depending upon exigencies of business, as specified by the Company from time to time. You may be required to work additional hours as appropriate to fulfill the responsibilities of your role.

2. Taxation

Any amount payable by the Company to you towards Compensation, Other Entitlements and/or, any other payment shall be subject to deduction of withholding taxes and/or, any

KPMG

other taxes under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.

3. Confidential Information

3.1 For the purposes of this Agreement, 'Confidential Information' in relation to the Company shall include: -

(i) trade secrets,

(ii) lists or details of its suppliers and/or their services, customers and/or the services to them including their terms of business,

(iii) prices charged to and terms of business with clients,

(iv) marketing plans and revenue forecasts,

(v) any proposals relating to the future forecast of the Company or any of its business or any part thereof,

(vi) details of its employees and officers and matters relating to their compensation/remuneration and other benefits paid or payable to them,

(vii) any Company or client data/information/records, Company policies and procedures, internal communications, databases, training materials, templates, emails, proposals, engagement letters, etc., information relating to business matters, corporate plans, management systems, investments, finances, accounts, marketing or sales of any past, present or future products or service, processes, inventions, designs, know how, discoveries, technical/financial specifications and other technical or financial information relating to the creation, production or supply of any past, present or future products or service of the Company, any information given to the Company in confidence by clients/customers, suppliers or other persons and any other information (whether or not recorded in documentary form, or on computer disk or tape) which is confidential or commercially sensitive and is not in the public domain, and

(viii) any other information which is notified to you as confidential or which by its nature is confidential.

3.2 You shall not, either during your employment or at any time thereafter, except as required by law or otherwise specifically approved by the Firm in writing, use, divulge, copy, quote, refer or disclose to any third party or send, upload, transfer, transmit to yourself on any email address, including by use of official and/or personal email account,

external storage devices (e.g. USB, flash drives, SD card, external hard disk), upload on cloud storage (e.g. Google Drive, One Drive etc.), unofficial/unauthorized collaboration sites or third party messaging applications (e.g. WhatsApp, Telegram etc.) or in any other manner whatsoever, any sensitive and/or Confidential Information, whether in whole or in part, which may have come to your possession or knowledge at any time during the course of your employment with the Company. Any non-compliance of this obligation shall be construed as a misconduct in terms of the People Handbook of the Company and shall be subject to the Company's disciplinary process. You shall also ensure that you comply with all Company policies at all times in this regard. This clause will cease to apply to information which enters the public domain other than (directly or indirectly) through your act, omission, negligence, or fault.

4. Employment Conditions

During the course of your employment, you will not undertake any other employment or engage in any external activities of a commercial nature without prior written approval of the Company. You will be required to effectively carry out all duties, responsibilities and obligations assigned to you by your manager and/or others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your manager.

5. Travel

You shall travel to such places, within or outside India, as the Company may from time to time require, in relation to the Company's business.

6. Independence and Risk Policies

We draw your attention to Company's independence and risk policies that apply to personnel in all functions irrespective of the entity to which you belong to. The joining pack and welcome mail from your Human Resources Manager will provide you with all the information you need as a new joiner to be independent in your personal financial relationships and detailed policies on the same are available on the intranet. Additional restrictions apply to partners and directors as per local regulations. You are requested to familiarize yourself with the Company's independence and other risk policies on joining and complete the related procedures within the timelines set out for each. In the event you do not comply with our independence and risk policies and procedures, you may be subject to disciplinary action including financial penalties including termination of your employment under Paragraph D.2 below. For the purpose of this clause, "Company" shall mean and include any network, associated, licensor or co-sublicensee entity/Company.

7. Prevention of Insider Trading

You shall not, without prior written permission of the Company, purchase, sell or deal in, at any time either during your employment with the Company or thereafter, any securities issued by any past, present or prospective customer/client of the Company in

respect of which you have obtained privileged information by virtue of or in connection with your employment with the Company.

8. People Handbook

You are requested to familiarize yourself with the Company's People Handbook on joining and you are required, at all times, to abide by the People Handbook as amended from time to time. Any non-compliance or breach will be subject to disciplinary action pursuant to Paragraph D below. The terms of the People Handbook shall form part and parcel of this Agreement.

9. Intellectual Property

9.1 You acknowledge that the Firm shall always be the absolute, unrestricted and exclusive owner of the Copyright and all other intellectual property rights including Confidential Information and other proprietary technical, financial, marketing, manufacturing, distribution or other business related information or trade secrets, service marks and logos of the Firm, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, and other information used, whether oral or tangible, or any deliverables prepared by you in the course of employment with the Firm. The Firm can use such copyright and intellectual property rights in any manner as the Firm may deems fit. You will not have any rights to use and shall not in any manner whatsoever, represent and/or claim that they have any interest by way of ownership, assignment or otherwise in the same.

9.2 You acknowledge that the Firm shall at all times own all worldwide right, title and interest, including copyright/other intellectual property rights in (i) any work product/intellectual property created, made, conceived, reduced to practice or authored by you, either individually or with others, in the course of their employment with the Firm (ii) the modifications, changes and improvements made to the work product, including the right to obtain, register, perfect and enforce such rights under applicable laws and conventions. To the extent such rights do not vest immediately in the Firm, you shall irrevocably, and unconditionally and perpetually assign to the Firm all their worldwide right, title and interest, including copyright/other intellectual property rights in such works with or without consideration, as maybe decided by the Firm in the facts and circumstances of each case. You agree that there shall be no additional consideration or royalty payable for the assignment other than the consideration, as decided by the Firm. You agree that the Firm will be free to make, have made, use, offer for sale, sell, modify, translate, and import products utilizing the intellectual property assigned to Firm. To the extent any rights, including moral rights in the work products, cannot be assigned to under the applicable law, you agree to waive or cause to be waived all such rights in favour of Firm and to grant and enable Firm to exercise such rights to the maximum extent possible under the applicable law. You shall at the Firm's cost and expense execute such documents as may be required by the Firm for recording the Firm as the owner of such works.

10. Social Media Policy

You shall ensure compliance with the Social Media policy of the Company as amended from time to time. Additionally, it is important that you use only the correct legal name of the entity with which you are employed on all the social media platforms. Any non-compliance of the Social Media policy of the Company, including any direct or indirect reference to an entity name, other than the name of your employer at the relevant time, shall be construed as a misconduct in terms of the People Handbook and shall be subject to the Company's disciplinary process.

11. Personal Conflicts

In addition to your obligations under the People Handbook, you shall ensure that there is no personal conflict in performance of your duties, and you shall promptly notify the Company in case you perceive any personal conflict while discharging any of your duties. Further, you shall ensure that you comply with all Company policies at all times in this regard. 'Personal Conflict' shall mean where an employee has a personal connection with the client/target/sub-contractor/vendor/supplier, etc., which may interfere, or may be perceived to interfere, with their ability to remain objective/independent, or where they are personally in possession or have access to confidential information relating to any party or transaction and which can be used to gain any undue advantage or benefit in respect of which the employee is involved or likely to be involved for provision of services. Any non-compliance of this clause shall be construed as a misconduct and shall be subject to the Company's disciplinary process.

D. Termination

1. Without Cause

1.1 Either Party shall be free to terminate this Agreement at will and, at any time, with or without cause.The Party desirous of terminating this Agreement shall give **Ninety** (**90**) **days** prior written notice to the other Party. The Firm at its description may pay or accept, payment of equivalent or proportionate salary in lieu of the full or part of the notice period. In case you have received or otherwise entitled to any joining bonus/sign-on bonus and, you exercise the option of terminating this Agreement within the period agreed as per your joining bonus/sign-on bonus letter, or if your employment is terminated by the Firm on account of breach of terms of employment and/or policies/procedures applicable to you, you shall be liable to refund to the Firm such joining bonus/sign-on bonus as paid to you by the Firm which shall be in addition to the **Ninety** (**90**) **days** written notice or salary in lieu thereof or a combination thereof. Further, in case you have received any relocation benefits and you exercise the option of termination this Agreement, or your agreement in terminated by the Firm on grounds mentioned above within 12 months of joining or relocation, the Firm shall in such case also be entitled to adjust and/or recover from you the total cost incurred by the Firm and/or expenses reimbursed to you in connection with your relocation.

1.2 Additionally, in the event you exercise the option to terminate this Agreement as contained under the Paragraph D.1.1 above, the Firm notwithstanding anything to the contrary contained in clause 1.1 above, may relieve you from the date as the Firm may deem fit even before expiration of notice period without any liability to compensate you in connection with the unserved duration of your notice period. All other terms and conditions of this Agreement or applicable Firm's policies including without limitation to the Code of Conduct shall apply to you in the aforesaid scenario of early relieving without any exceptions or concessions of any kind whatsoever.

1.3 Without prejudice to the Firm's right as contained in Clause D.1.2, in case of termination of employment under Paragraph D.1.1 and D.1.2 above, you may be required to go on paid leave until the end of your notice period at the Company's discretion, which may be adjusted against your leave entitlement, if any, that has accrued and not been taken.

1.4 With the exception as laid out in Paragraph D.1.3 above, you shall not be entitled to any leave while serving your notice period under this Agreement.

2. Breach or Misconduct

2.1 Notwithstanding anything herein, the Company shall be entitled to terminate this Agreement, without notice and with immediate effect, and with no liability to make any further payment to you (other than in respect of amounts accrued due at the date of termination) in the event you :

(i) Fail to satisfactorily complete, the Firm's background screening procedures
(ii) are 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
(iii) are found to have engaged in any other act or omission, inconsistent with your duties; or
(iv) are found to have engaged in any breach of this Agreement, or the Company Policy/People Handbook (including any independence and risk policies/code of Conduct) or lawful orders given to you by the Company;
(v) are convicted of any criminal offence; or,
(vi) are found to have engaged in unauthorized absence beyond a period of seven (7) days.

2.2 Indemnity

You acknowledge and agree that you shall indemnify and keep the Company indemnified at all times from all losses, costs, expenses and damages caused to or incurred by the Company directly or indirectly due to any breach of the terms of your employment including the People Handbook.
In addition to the above, in case of breach of any of the obligations relating to confidentiality intellectual property rights, the Company will be entitled to obtain

appropriate injunctive relief or other equitable remedies against you.

The above rights of the Company are not the sole and exclusive remedy and are in addition to any other rights the Company may have either under law or in contract or by operation of any other policy/document.

2.3 Provisional Offer

This offer shall be subject to your satisfactory performance and successful completion of the internship and any academic course which you are currently pursuing.

In accordance with the policy, 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.

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 concealed/withheld/suppressed by you, it shall constitute a breach of the Firm's code of conduct and the Firm shall be entitled to terminate your employment with immediate effect without notice and with no liability on the Firm to make any further payments to you (other than in respect of amounts accrued due at the date of termination).

The offer is also subject to your eligibility to work in India. It will be your responsibility to ensure that you continue to be eligible to work in India during the course of your employment..

3. Leave beyond Entitlement

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.

4. Return of Property

4.1 For the purposes of this Paragraph D.4, Property means keys, mobile phone, computer equipment, security access cards, all Confidential Information, lists of clients or customers, correspondence and all other documents, papers and records (including, without limitation, any records stored or maintained in any form including by electronic means, together with any codes or implements necessary to give full access to such records), system designs, software designs, software programs (in whatever media),

presentations, proposals, specifications or Confidential Information which may have been prepared by you or have come into or passed from your possession, custody or control in the course of your employment.

4.2 You shall promptly, whenever requested by the Company and in any event upon receipt of notice of termination or termination of employment under this Paragraph D, deliver to the Company all Property and you shall not retain any copies thereof. All title and copyright in the Property shall vest with the Company.

5 Retirement

The retirement age for the employees in the Firm is 60 Years. Please refer to Company's policy for further details.

E. Governing Law

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.

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.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing and returning a copy of this letter to the Company on or before 04-07-2024 failing which, this offer stands automatically withdrawn by the Company without any further notice to you.

F. Miscellaneous

1. Entire Agreement:
This Agreement constitutes the entire agreement between you and the Firm with respect to the subject matter hereof to the exclusion of all other prior agreements, arrangements or understandings and assurances between the parties to this Agreement, relating to such subject matter either written or oral. Should any terms of this Agreement conflict with any of the terms of the Firm's policy, the terms of the Firm's policy shall prevail.

2. Waiver:
No failure or delay on the part of any party in exercising any right or power under this Agreement shall take effect as a waiver of such right or power under this Agreement.

3. Survival:
Upon termination of this Agreement those sections that by their nature are intended to survive termination, rescission or expiration of this Agreement shall so survive, unless

otherwise indicated in this Agreement.

Yours sincerely,
for KPMG Assurance and Consulting Services LLP

Mohit Sharma
Human Resources - India Head-Talent Acquisition

INDEPENDENCE REQUIREMENTS FOR NEW JOINERS

What is independence and why is it so important?

Do the independence rules apply to me?

When is my family subject to the rules?

What kinds of investments are prohibited for a 'Member of the Company'?

What kinds of loans are acceptable?

What Is Independence and Why Is It so Important?

Auditor Independence avoids interests and relationships that might impair objectivity. The SEC, PCAOB, IESBA, AICPA, ICAI and other regulators/oversight bodies have developed basic standards for determining independence. These standards apply to our audit clients.

Do the Independence Rules Apply to Me?

Independence rules apply to all employees, directors and partners of the Company. However not all of the rules apply to everyone; so it is necessary to understand the independence rules that apply to you.

Please note that all client-facing personnel in the Company, their spouses and dependents are governed by the independence policies of the Company that include restrictions on investments in, and loans to or from, restricted entities. Investments include shares, debentures, bonds, mutual funds, portfolio management schemes, etc. In addition you may have restrictions on other financial interests with restricted entities on insurance policies, credit cards, loans, brokerage and bank accounts and spouse and dependent benefit plans. New Joiners should be in compliance with the Independence policies within 14 days of joining.

Two important technical terms identify those persons who need to maintain independence with respect to the Company's clients. They are ' **Member of the Company** ' and ' **Covered Person** ' . As you will see, all Covered Persons are also Members of the Company, but all Members of the Company may or may not be Covered Persons.

'**Member of the Company**' - You are a Member of the Company if you are a partner or a director or a client facing professional, including senior manager, manager or employee or any other professional who directly markets services, or who consults with an engagement team on a client-specific matter. This includes people who do not face clients directly but deal with client related data from afar. The only exception to these rules are staff who join Administration, Finance function etc. below the level of Director.

If you are a Member of the Company you will be restricted from investing in, and receiving loans from or making loans to, restricted entities. Members of the Company may invest in mutual funds if they are not Covered Persons.

Please note that the term '**Member of the Company**' also includes your immediate family members (spouse and dependents). Details are under - **When Is My Family Subject to the Rules**?

'**Covered Person**' - You are a Covered Person with respect to a specific client if you (1) participate in the audit engagement, (2) are in the Company's **Chain of Command** with respect to the audit engagement; (3) are a partner, director or professional employee having managerial responsibilities who (a) has provided 10 hours or more of non-audit professional services to the audit client for the period beginning on the date such services are first provided and ending on the date of the auditors' report on the financial statements for the fiscal year during which those services are provided, or (b) expects to provide any non-audit professional services to the audit client on a recurring basis; or (4) are a partner or client facing director in the same ' **office** ' in which the lead audit engagement partner primarily practices in connection with the audit engagement at an issuer level. The term 'Covered Person' also includes immediate family members, as explained in the section titled 'When Is My Family Subject to the Rules?' The Covered Person concept applies to bank accounts, brokerage accounts, insurance products, credit cards, housing and student loans, employment relationships of your family, investments of your spouse or dependents in their employee benefit plans of restricted entities, and investment in mutual funds.

When Is My Family Subject to the Rules?

If you are a Member of the Company or a Covered Person, your spouse, spousal equivalent and dependents * , whether or not related, are also considered Members of the Company or Covered Persons. These individuals are called ' **immediate family members** ' in the independence rules and they are subject to the same independence rules that apply to you. This means their investments, loans, all bank accounts, current and savings accounts, brokerage accounts, insurance policies, credit card balances, spouse or dependent employee

benefit plans may affect your independence.

* Dependents are persons and/or their spouses who received more than 50% of their financial support in the past 12 months from you.

In certain instances your ' **close family members** ' —immediate family members plus your non-dependent parents, non-dependent children and siblings—are also subject to the independence rules. A close family member's employment with an audit client in an accounting role or a financial reporting oversight role, a material and known investment in, or control of an audit client, may impair the Company's independence.

What Kinds of Investments Are Prohibited For a 'Member of the Company'?

As a Member of the Company, you (and your immediate family members) generally may not own (or be committed to acquire) any direct or material indirect financial interest in a restricted entity. Examples of financial interests include equity and preference shares, debentures, bonds and deposits, shares in a mutual fund, partnership units, stock rights, options or warrants to acquire an interest in an entity, or rights of participation such as puts, calls, or straddles.

In addition:

- If you own or your immediate family member owns shares in a mutual fund that is an audit client or in a non-client mutual fund that is advised, sponsored, or managed by an audit client or a subsidiary of an audit client for which you are a Covered Person, you have a direct financial interest in that client, and that is prohibited.

- You are not permitted to join an investment club, or participate in a Portfolio Management Scheme. Similarly, you may not invest in controlled joint ventures or partnerships unless those entities follow the Company's independence rules with respect to their investments.

- Beneficial interests in trusts and interests in retirement plans or stock option plans of former employers are subject to the restrictions applicable to financial interests.

What Kinds of Loans Are Acceptable?

If you are a Covered Person, you and your immediate family members may not obtain loans from SEC financial institution audit clients for which you are a Covered Person. However, certain types of loans are permitted and other loans already in existence may be grandfathered. Personal loans from SEC audit clients of the Company are not permitted for all Covered Persons. These loans cannot be grandfathered.

ANNEXURE 1
INDICATIVE COST-TO-COMPANY

Lyann Clarence Henriques

Compensation Category	Monthly (in INR)	Annual Target Earning (in INR)	Annual Maximum Potential Earning (in INR)
i) Basic Salary	12500	150000	150000
ii) *Flexible Compensation	10700	128400	128400
iii) Employer Contribution to Provident Fund	1800	21600	21600
a) Fixed Compensation along with Employer's Contribution to Provident Fund (Annual) (i+ii+iii)	**25000**	**300000**	**300000**
b) Gratuity	601	7212	7212
c) Insurance Premium#		22547	22547
d) Target Performance Linked Variable Pay		33330*	66660**
Potential Cost to Company (Annual) (a+b+c+d)		363089	396419

*Flexible Compensation will include minimum 10% of Basic Salary as House Rent Allowance

Employee Contribution to Provident Fund will be deducted as per the Employee's Provident Fund & Miscellaneous Provisions Act, 1952, subject to your entitlement and the policy of the Company in that regard. Gratuity will be paid as per applicable rules.

#Insurance Premium is only indicative, and the actual may vary

PERFORMANCE LINKED BONUS

You will be part of the performance linked bonus plan of the Company. Under this plan, the bonus payable will be calculated on the basis of your Individual performance and the performance of the Business Unit and Company during the fiscal year i.e. April through March.

*This is the target performance bonus ("Target Performance Linked Bonus") which shall be payable subject to you achieving the target performance and the achievement of target by your business unit and the Company.

**This is the maximum potential performance linked bonus (i.e., maximum of two (2) times your

Target Performance Linked Bonus), which you may earn, upon exceptional performance of the business unit, Company and you.

The terms of the performance linked bonus plan are subject to periodic re-evaluation and modifications by the Company.

Taxation will be governed by the Income Tax rules. The Company will be deducting tax at source as per income tax guidelines.

OTHER BENEFITS

Group Medical Insurance: Your family and you are covered to the extent of	INR 400000
Group Personal Accident Insurance: You are covered to the extent of	INR 6000000
Group Term Life Insurance: You are insured to the extent of	INR 1500000
Group Term Life in Lieu of EDLI Policy:	Covered

On your joining the Company you may refer to the People Handbook for further details on the benefits that are available to you.

Kindly refer to Annexure 2 for a breakup of Flexible components you can choose from.

Annexure 2

Understanding and Structuring your Compensation

In addition to your Basic Salary* and Provident Fund** (PF), the below mentioned components are available for you to design a salary structure in a way best suited to you for availing tax benefits.

While the detailed information of the components will be available for your information in the People Handbook, below is a snippet for your perusal.

**50% of fixed compensation*

***The monthly PF contribution is a sum total of 12% of basic salary of employer and employee contribution. The Employee and Employers Contribution of PF are part of fixed CTC.*

Note: If you are not previously a member of PF and you meet the criterion of opting out of PF, please reach out to your recruitment point of contact for more details.

Components for Analyst		
1	House Rent Allowance (HRA)	• Minimum 10% of your basic salary will be allocated towards HRA. • Maximum HRA which can be allocated is 50% of your basic salary • The PAN of landlord needs to be submitted along with rent receipts. • TDS challan for the tax deducted needs to be produced on the rent to claim HRA (if rent is more than or equal to INR 50,000 per month) • The lease deed duly executed by the landlord and tenant, properly witnessed, stamped and notarized. • If the period of lease is for 12 months or more, it should be registered under the Registration Act.
2	Expenses in pursuit of Self-education	• Self-education claim covers any kind of course fee paid (does not include books/stationary expenses). • Maximum of INR 20,000 per annum • The course fee receipt, proof of payment (debit/credit card/NEFT/cheque) along with the approval.
3	Expenses in Pursuit of Children's Education	• INR 100 per month, per child for a maximum of two children. • No supporting documents required.

4	Home Landline/Mobile Bills	• INR 15000 per annum • The home landline/mobile bill has to be in your name in order to get the benefit. This does not include prepaid mobile, broadband and data card charges. • You can claim up to two telephone bills (either landline or mobile or both) in a particular month.
5	Meal Card	• Maximum of INR 15,000 per annum (Minimum INR 100 per month and maximum INR 1250 per month) • Meal card will be credited with six (6) months balance based on the structured amount. • Colleagues will be required to complete KYC as required by the meal card vendor. • Meal card will be credited between 15th to 20th of the subsequent month (as per the structured amount in your Flexible Benefit Plan)
6	Purchase of Computer/Laptop/I-pad for Personal Use	• One purchase for a period of 36 months up to INR 1,50,000. • The bill should be in your name c/o the applicable entity. • The original invoice and proof of payment (debit/credit card/ NEFT/cheque).
7	Leave Travel Allowance (LTA)	• One round trip from place of origin to destination twice in four years (only domestic travel). This does not include expenses such as local conveyance, sightseeing, hotel accommodation, food. • can claim LTA for yourself and for your declared dependents provided you are travelling with them. • Original ticket/boarding passes/invoice based on the mode of travel and proof of payment (debit/credit card/NEFT/cheque) is required.
8	National Pension Scheme (NPS)	• You can allocate up to 10% of your annual basic salary in the financial year. • You should have a PRAN (Permanent Retirement Account Number) with Kotak Mahindra Bank. If you already have a PRAN with another bank, please reach out to the payroll vendor upon joining. • You cannot have a joint account under this scheme.

TeamLease™
EDTECH
Making India Employable

12-Jul-2024
Saurabh Anilkumar Mishra
TL3778
Mumbai

Subject: Offer cum Appointment Letter

Dear Saurabh,

We at **TeamLease Edtech Limited** (**"Company"**), would like to create an environment and culture committed to cooperation, quality and responsiveness that permeates every activity. We treat business ethics no different from personal ethics leading to an atmosphere that is exciting, transparent, rewarding and challenging. Above all, we need employees who strongly believe in nurturing a culture of ideas, questions, challenges, feedback and prudent risk taking. It also places a demand upon the employees to be active and innovative with the ability to create, gather and use knowledge.

On the basis of your application and our discussions, we are pleased to appoint you as **Engineering Trainee (Grade L2)** in the department of **Technology** at **Mumbai** at **TeamLease.**

Your total compensation will be INR 300000 per annum consisting of INR 300000 per annum 'fixed pay'.

You will be under fixed term contract from 15 Jul 2024 to 30 Jun 2025.

As an acceptance of the terms and conditions set out in this letter, read with the annexures (together the "**Offer cum Appointment Letter**"), you are required to sign and return a scanned copy of the Offer cum Appointment Letter to us on email (hr@teamlease.com).

This letter is to be read in conjunction with the terms and conditions of employment in **Annexure 1**. Additional elements of your remuneration are detailed in **Annexure 2**.

We would like to take this opportunity to welcome you to our Company and hope you find your tenure with the Company both enjoyable and rewarding.

Yours sincerely,
for **TeamLease Edtech Limited.,**

B. Anukhya

Anukhya B
Assistant Vice President – HR

TeamLease™ EDTECH
Making India Employable

OFFER CUM APPOINTMENT LETTER – TERMS & CONDITIONS
ANNEXURE 1

1. DOCUMENTATION:

1.1 At the time of joining we request you to furnish copies of certain documents as may be requested of you, such as in relation to your educational qualifications, previous employment (such as relieving letter), Aadhar, PAN, bank account details etc. This is also conditional upon your being free from any contractual restrictions preventing you from accepting this offer or starting work on the date of joining.

1.2 In case you do not submit the aforesaid documents within 30 days from your date of joining, we shall be constrained to hold back your salary till such time as the documents are furnished. If the aforesaid documents are not submitted within 60 days from your date of joining, the Company reserves the right to terminate your employment.

1.3 You agree and consent to the Company undertaking relevant background checks on you, including in relation to your identity, address, any criminal record, your educational qualifications and previous employment, either by itself or through third party agencies, as the Company deems fit. The Company may accordingly require you to submit such documents or information as necessary in connection with your appointment to and continued employment with the Company. Your appointment and continued employment with the Company is contingent upon the completion of the aforementioned background checks/verification, to the Company's satisfaction, which checks/verification may be undertaken by the Company either prior to the commencement of your employment or at any time during your employment. The Company hereby reserves the right to initiate suitable action including and up to the termination of employment in the event you fail the background verification process, or if the Company otherwise becomes aware of any adverse information related to you, at any time during your employment. Your continued employment with the Company is also subject to you being found to be medically fit for employment, which will be determined at the sole discretion of the Company.

2. PROBATION:

Probation is not applicable for you as you are on Fixed Term Contract

3. REMUNERATION:

3.1 Your monthly salary will be paid to you in arrears. The remuneration payable to you under this Offer cum Appointment Letter is inclusive of any additional work that you may be required to undertake beyond the designated work timings to complete your regular duties and responsibilities, or to satisfy any business exigencies. The detailed salary break up is provided in **Annexure A**.

3.2 Your performance and salary may be reviewed on an annual basis, however, any increase in salary shall not be a matter of right and will only be provided at the Company's sole discretion.

4. PERFORMANCE PAY:

You will also be eligible to participate in the Company's Performance Pay plan / Incentive Plan as applicable to your role and if the same forms part of your remuneration structure, as set out under Annexure A of this Offer cum Appointment Letter. You will be entitled to receive any performance pay / incentives only if you are an active employee of the Company at the time of when such a payment is

made. It is clarified that you will not be entitled to receive any performance pay / incentives if you are on your Notice Period (defined below) at the time when the performance pay / incentive is made. Your "on target earnings" will be governed by the performance pay policy of the Company.

5. TERMINATION:

5.1 This Offer cum Appointment Letter ("**Offer cum Appointment Letter**") is terminable by either party for any reason by giving 30 Days written notice to the other ("**Notice Period**").

5.2 It is clarified that the Company reserves the right, at its sole discretion, to require you to not serve the whole or part of the Notice Period and accordingly, provide you with notice pay in lieu of all or part of the Notice Period. If the Company waives the Notice Period or a part thereof pursuant to a request from you, the Company reserves the right to accept payment from you in lieu of such unserved Notice Period.

5.3 Notwithstanding anything contained in this Offer cum Appointment Letter, in the following circumstances, the Company shall have the right to immediately terminate your employment without notice or payment in lieu thereof:

(a) You commit any material breach of this Offer cum Appointment Letter of any Company policies.

(b) For non-performance of any duty assigned to you pursuant to this Offer cum Appointment Letter or for being grossly negligent in the conduct of your duties.

(c) If you wilfully disobey a lawful or reasonable order from the Company or violate the policies of the Company.

(d) If you are found to have committed any dishonest act or by your actions and/or omissions, bring the Company, its officials or any other person connected with the Company to disrepute.

(e) If you commit any fraud or are found to have assisted in the conduct of a fraud, or have otherwise not been ethical and diligent.

(f) If you have made or given a false statement or document testifying to your ability or competence or relating to your state of health knowing that it is false.

(g) If you are found to be under the undue influence of drugs or alcohol during office hours or business events.

(h) On any other acts of misconduct including without limitation conviction for criminal offences, disloyalty, moral turpitude etc.

(i) On violation of your confidentiality obligations towards the Company, as identified in this Offer cum Appointment Letter.

(j) If you have misrepresented or omitted from disclosing any relevant information in relation to your appointment / employment, as may be sought by the Company, including in relation to the background verification process.

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(k) engaging in personal activities during work hours.

(l) being unavailable on the phone and/or on email during work hours.

(m) dressing inappropriately or misbehaving during video/audio calls.

(n) Any particulars mentioned in your application are found false at any point of time or you have been found to have wilfully suppressed any material information.

(o) You become insolvent or bankrupt or are charged with any criminal offence, which is prejudicial to the interest of the Company.

(p) If during any ongoing investigation in any disciplinary matter, or at any time thereafter, you are found to be retaliating against the complainant, coaching witnesses or tampering with evidence.

(referred to as "**Termination for Cause**")

5.4 The abovementioned instances do not constitute an exhaustive list of events that can result in Termination for Cause but are merely indicative. If at any time in our opinion, which is final in this matter, you are found guilty of dishonesty, disorderly behaviour, negligence, indiscipline, absence of duty without permission or any other conduct considered by us as detrimental to the interests of the Company.

5.5 In the event of termination of your employment, the Company would make all payments due to you up to your last working day, less any amounts due from you to the Company, including all applicable statutory payments, and such payments shall be deemed to be in discharge of all liabilities and obligations of the Company towards you and you shall not be entitled to claim any further amounts from the Company.

5.6 **Return of Company Property** Upon the initiation of the cessation of your employment with the Company, for any reason whatsoever, or at any other time as requested by the Company, you will immediately return to the Company (or its authorised representative) any property of the Company which may be in your possession, custody or control including without limitation, all documents, correspondence, records, notes, reports, equipment, business cards, keys, company vehicle, security and computer passes, credit or charge cards, laptops, mobile telephones, vehicles (including its keys and documentation), any IP Materials (as defined below) and any copies thereof, which belongs to the Company or contains Confidential Information (as defined below) about the Company, its employees, staff, representatives, directors and/ or affiliates. In the event you are working from home at the time of termination of employment, you may be required to return official property in the manner prescribed by the Company at the time.

5.7 **Non-Disparagement:** During the course of your employment with the Company and upon cessation thereof, you shall refrain from making any adverse written or oral statement in or through any medium (including but not limited to social media) or taking any action, directly or indirectly, which you know or reasonably should know to be disparaging, negative or capable of causing harm to the reputation of the Company or its group companies, publicly or otherwise. You shall also refrain from suggesting to anyone that any written or oral statements concerning the Company or its group companies, be made which you know or reasonably should know to be disparaging or negative, or from urging or influencing any person to make any such statement.

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6. TIMINGS:

Your work timings will be as per the Company's rules pertaining to the office to which you are currently attached. However, if you are required to work on shifts, your work timings will be communicated to you by your reporting manager, in advance.

7. LOCATION AND TRANSFER:

7.1 While you will generally be based out of the Company's office at **Mumbai**, the Company reserves the right to require you to work from home, either temporarily or permanently. You will be liable to transfer in such capacity as the Company may from time to time determine to any other location, department, establishment or any other associate or group company to meet the Company's business needs, whether for a temporary or permanent basis, for which there will be no additional remuneration. In such case you will be governed by the terms and conditions of service applicable to the new assignment.

7.2 In the event that you are asked to work from home or upon your request for the same, have been given permission to work from home, you may be asked to report to a specific office location or base location, based on business requirements. In such cases, it is mandatory that you should report to the aforementioned office location with all company assets within [24] hours of receiving an email notice from the reporting manager / Human Resource personnel, communicating the requirement for you to report to the base location/office location. If you fail to report to the base location within such time as required by the Company and/or fail to submit or return any data or property belonging to the Company within such time as may be so required by the Company, the Company is empowered to initiate any action to recover such data or property from you, at your home location.

8. TRAVEL:

You will be required to undertake travel (in India and other countries) on Company work, for short or long durations, and you will be reimbursed travel expenses for this as per Company rules.

9. COMPLIANCE WITH COMPANY POLICIES:

By accepting and signing this Offer cum Appointment Letter, you hereby confirm that you will comply with all lawful instructions of the Company and with Company policies, standards, procedures, guidelines and codes of practice and/or conduct relating to your work (including but not limited to the Code of Conduct, and policies on (i) protection of interest; (ii) conflict of interest; (iii) prevention of sexual harassment at workplace; (iv) data privacy; (v) anti-corruption and gifts; (vi) equal opportunity at the workplace; (vii) occupational health, safety and employee security; (viii) free and fair competition; (ix) prohibition on insider trading; (x) related party transactions; (xi) dealing with third parties; (xii) financial reporting and accounting; (xiii) handling of violations or any whistle-blower policy as may be amended, replaced or issued from time to time and take steps to ensure so far as reasonably possible compliance by those for whom you are responsible. It shall be your obligation to ensure that you are familiar with the latest policies of the Company, and ignorance of any policy shall not be considered a valid justification for non-compliance with the same. The policies of the Company may be accessed in the Employee Handbook that can be accessed upon joining on this link:https://drive.google.com/file/d/1UrgLaQ8fvlJsS1C_VN2ZGTAb2uC_eVI9/view

9.1 If you suspect that there has been a breach or potential breach of any Company policy, standard or guideline or any other misconduct, you are obligated to report the same to the Company. You must

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report this promptly, without any undue delay, either to your line manager or to the Human Resources department.

10. RETIREMENT:

You will retire from the services of the Company on the last day of the month in which you complete the age of 60 years, or such other retiring age as the management of the Company may decide.

11. OTHER BENEFITS:

Female employees of the Company will be entitled to leaves and other benefits as per the Maternity Benefit Act, 1961 based on your eligibility. Details of the maternity benefits provided by Company may be accessed in the Employee Handbook.

11.1 You will be also entitled to the benefits under the Employee's Compensation Act, 1923 based on eligibility and applicability.

12. CONFIDENTIALITY AND NON-DISCLOSURE:

12.1 TeamLease possesses valuable confidential information relating to its current and future businesses, employees, compensation, personnel information, customers, business plans, investments, transactions and general business operations. In the course of employment with the Company, employees may need to review, or use the Company's Confidential Information (defined below) and materials or to create new Confidential Information and materials for the Company. Hence, it is necessary for TeamLease to set out the obligations of its employees to maintain confidentiality.

12.2 "**Confidential information**" shall mean and include, but not be limited to mean information relating to the Company's database, product and property plans, protocols, prices, finances, marketing plans, business opportunities, personnel related information, sales and customer information, clients, business policies, practices and strategies, information received from other entities which the Company is obligated to keep confidential, and research and development results which have not been: previously published or disclosed to the general public; previously available without restrictions; and which information the Company desires to protect against unrestricted disclosure or use, or information which amounts to a trade secret (including but not limited to scripts, processes, policies, methods, technical data and know-how).

12.3 All employees of TeamLease shall comply with the following:

(a) To hold any Confidential Information in a fiduciary capacity for the benefit of the Company. Further, you undertake to observe the strictest secrecy in all matters pertaining to the Company, its clients, associated companies and not to divulge or disclose at any time Confidential Information received as an employee of the Company to any unauthorised person during or after your employment.

(b) Not disclose any Confidential Information / confidential material of TeamLease or its related third parties, to other third parties without the prior written authorization of the Company. However, the employee may disclose Confidential Information in accordance with judicial or other governmental orders, provided the employee shall give the Company a reasonable notice, prior to such disclosure so as to enable the Company to take necessary steps to ensure such disclosures are limited to the maximum extent possible under law and shall comply with any applicable protective order or equivalent.

(c) Not use any Confidential Information or confidential materials of the Company for any purposes except those expressly contemplated by or as authorized by the Company.

(d) Take reasonable security precautions to keep secure the Confidential Information.

(e) Notify the Company immediately upon discovery of any unauthorized use or disclosure of Confidential Information or confidential materials, or any other breach of this obligation by any individual.

(f) Respect the confidential information of other parties with whom the Company does business or competes and avoid any attempts at acquiring professional classified information by improper means.

(g) The Company prohibits the use of Confidential Information for your own benefit or for the benefit of any other person, firm or entity. This includes not divulging Confidential Information concerning the Company, its operations or employees to any other employee unless you are sure of their right to receive it.

(h) The terms of this clause shall continue to operate and apply after the termination of your employment without limit in time, but do not apply to information that is or comes into the public domain other than through any unauthorised disclosure by you.

(i) Any breach of the obligation as set out in this clause may, in particular, lead to the immediate termination of this Offer cum Appointment Letter, without notice or payment in lieu thereof to you.

13. USE OF COMPANY ASSETS:

13.1 **Real Estate and Movables**

TeamLease property and assets, e.g. buildings, infrastructure and equipment, shall be managed and safeguarded in an appropriate manner. You shall observe the Company's security requirements concerning access to and use of the Company's facilities, IT resources, electronic resources and documents. The Company's equipment and property may be used for personal purposes only if expressly agreed in connection with the employment or as a result of TeamLease rules and guidelines.

13.2 **Intellectual Property**

13.2.1 The result of all work undertaken by you (whether or not copyrightable) and all patentable and unpatentable inventions, discoveries, and ideas (including but not limited to any computer programs, applications and/or process) and any and all other proprietary rights relating to such works, inventions, discoveries or ideas, which are made, conceived or prepared by you ("**Intellectual Property**") during the course of your employment with the Company, shall be the sole and exclusive property of Company by reason of their being works prepared under a contract of service or being works for hire, and you will retain no right or interest in such Intellectual Property. You hold on trust for the Company and do hereby assign and, to the extent not assigned for any reason whatsoever, agree to assign, transfer and convey in the future, without any additional payment or consideration to the Company all of your worldwide rights, title and interest in and to any and all Intellectual Property relating to the performance of your duties for the Company and all works made, prepared or conceived by you during the period and scope of your employment with the Company. To the extent that ownership of the Intellectual Property does not belong to the Company by operation of law, you

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agree to do everything necessary to assign to the Company, or failing that, you hereby grant to the Company a worldwide, enterprise-wide, perpetual, unlimited right and license to it, all Intellectual Property (upon its creation) including all present and future revivals and extensions, to use, modify, improve, interpret, compile, recompile and further sub-license the Intellectual Property for any purpose of the Company and without identifying or seeking your consent.

13.2.2 You understand and agree that the assignment or license of such Intellectual Property to the Company shall not lapse by reason of the assigned or licensed Intellectual Property not being exercised by the Company for any period of time. You will not lay any claim to the rights, even after the cessation of your employment with the Company.

13.2.3 You hereby irrevocably appoint the Company as your attorney for the purpose of (a) ensuring that the ownership of the Intellectual Property vests in the Company and (b) for the purposes of seeking registration or other statutory protection in relation to the Intellectual Property. You acknowledge that such appointment of the Company as the attorney shall not be terminated to the prejudice of the Company.

13.2.4 You will remain the owner of all independent, pre-existing Intellectual Property owned or licensed by you independent of your employment with the Company ("**Prior IP**"). You will not incorporate any Prior IP in any of the Intellectual Property without the prior written consent of the Company. In the event, you incorporate any Prior IP in any of the Intellectual Property, you hereby grant the Company a worldwide, enterprise wide, perpetual, royalty-free license to use, modify, improve, interpret, compile, recompile and further assign any Prior IP which has been incorporated by you in the Intellectual Property to the extent required for the Company to exercise its rights in the Intellectual Property.

14 EXCLUSIVITY

14.1 As an employee of TeamLease, you shall devote your full time to the business and interests of the Company during the term of this Offer cum Appointment Letter and shall not, whether or not during business hours, engage directly or indirectly in any trade or business or profession outside the Company, or undertake any other employment, with or without any commercial gain. Breach of this condition shall lead to immediate termination of the employment by the Company without any notice or compensation in lieu thereof.

14.2 Notwithstanding the above, you may be involved in certain activities which are not in conflict with the interests of the Company, such as non-profit work, holding directorship positions, teaching activities etc. after obtaining prior written approval from the Company in this regard and as long as such activities do not materially interfere with the performance of your duties for the Company. You may write to hr@teamlease.com to obtain necessary permission in relation to the above.

15 INFORMATION HANDLING AND PROTECTION OF PERSONAL DATA:

15.1 **Information, communication and contact with the media**

All information from TeamLease shall be reliable and correct, and shall maintain high professional and ethical standards. All of those who, through their work, deal with information about the Company are responsible for meeting these standards. Communication with the media, the public and the financial markets shall take place only by appointed Spokespersons and in accordance with established guidelines that satisfy the regulations and practices applicable to publicly listed companies, irrespective of whether the Company itself is listed or not.

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15.2 **Protection of personal data**

15.2.1 You agree and acknowledge that you will need to comply with the Company's policies and procedures in relation to privacy and data protection as may be communicated to you from time to time. Any breach of such policies and procedures shall be treated by the Company as a breach of this Offer cum Appointment Letter.

15.2.2 You acknowledge that the Company may be required to collect, retain, transfer, process and store the employee's personal information including any sensitive personal data or information ("**SPDI**") such as, *inter alia*, financial information, medical records and history and biometric information as defined under the Information Technology (Reasonable Security Policies and Procedures and Sensitive Personal Data or Information) Rules, 2011 ("**SPDI Rules**"). You hereby give your consent to the Company, to collect, retain, process and transfer outside India any personal information (including SPDI) relating to you for lawful purposes in the course of its business. You also consent to sharing and transfer of your personal data (including SPDI) with third parties, which may also include transfer of the SPDI outside India and do all such acts as may be requested by the Company to effectuate such sharing and transfer. In the event of a change in the law applicable to data protection in India, you expressly consent to the Company's continued use, storage, collection and disclosure of your personal information and agree to provide such additional consents and approvals, in such form and manner, as may be requested by the Company. If you choose not to provide the Company with such additional consents and approvals, the Company may need to alter the terms of your employment.

15.2.3 In case of any change in personal information, you will inform the Company within [7 (seven)] working days of such change.

16 BREACH OF COVENANTS:

In the event of breach or threatened breach of the covenants set forth in this Offer cum Appointment Letter and given that such a breach can result in the Company suffering irreparable harm in certain cases, the Company will be entitled to seek an injunction restraining you from committing such breach and/or claim damages. Nothing contained herein shall be construed as prohibiting the Company from pursuing any other remedies available to it for such breach or threatened breach, including initiating criminal proceedings against you under applicable law, initiating civil action against you to claim damages for any such breach etc. Any such action against an employee will be decided on a case-to-case basis.

17 AMENDMENT:

The Company reserves the right to reasonably change the terms and conditions of this Offer cum Appointment Letter and the policies of the Company, as may be required from time to time. Any such change will be notified in writing.

18 SEVERABILITY:

Each provision of this Offer cum Appointment Letter is severable and distinct from the other and if at any time one or more of such provisions is or becomes invalid, void and/ or illegal, the enforceability of the remaining provisions hereof shall not in any way be affected or impaired thereby.

19 ASSIGNMENT:

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You shall not transfer, assign or otherwise convey this Offer cum Appointment Letter and all or any of your rights and obligations hereunder to any party, except with the prior written permission of the Company.

20 GOVERNING LAW:

This Offer cum Appointment Letter shall be governed, interpreted, construed, and enforced in accordance with the laws of India. The Company and you agree to submit to the exclusive jurisdiction of the courts in Bengaluru for any matter arising out of / in connection with this Offer cum Appointment Letter.

21 SURVIVAL:

You undertake to, notwithstanding the cessation of your employment, co-operate with the Company, its legal advisors or representatives in relation to any current or future investigation or litigation or other administrative or legal proceeding against or asserted by the Company relating to any matter with which you were involved or of which you have knowledge or which occurred during the term of your employment. Termination of this Offer cum Appointment Letter shall not affect those provisions hereof that by their nature are intended to survive the termination, including the provisions of the following clauses: (i) Confidential Information, (ii) Intellectual Property, (iii) Information Handling and Protection of Personal Data, (iv) Severability, (v) Governing Law, (vi) Notices and Signatures, (vii) Authorisation to Notify New Employer, (viii) Survival, will survive the expiry of this Offer cum Appointment Letter.

22 NOTICES AND SIGNATURES:

22.1 All notices, requests, demands or other communication required or permitted to be given under this Offer cum Appointment Letter and the provisions contained herein shall be in writing in English language and are effective upon delivery to the applicable party (whether by mail, fax, personal delivery or otherwise) at the address, and in the case issued to the Company, marked to the attention of the person indicated below:

If to the Company, at:

Attention: HR Department

Address: TeamLease Services Limited 315 Work Avenue Campus, Ascent Building, #77, Koramangala Industrial Layout, Jyothi Nivas College Road, Koramangala, Bangalore, Karnataka. PIN - 560 095

Email ID: hr@teamlease.com

If to the employee, at:

Address: As submitted by you at the time of joining

Email ID:

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22.2 The address for notice specified above may be changed by giving 5 (five) days' notice to the other party,

22.3 You acknowledge that you control, and will regularly check the above email address, and that any notice sent to you by email will be deemed to have been received 24 (twenty-four) hours after it is sent out from the servers of the Company addressed to the above email address.

22.4 You may change or supplement the addresses given above, for purposes of this clause, by giving the Company written notice of the new address in the manner set forth above.

22.5 To avoid ambiguity, it is clarified that any documents or agreements may be executed by way of electronic or digital signatures, or by other legally recognized means, and that any documents or agreements sent by way of email shall be considered to have been properly delivered.

23 ENTIRE AGREEMENT

Except as otherwise stated herein, this Offer cum Appointment Letter contains the entire understanding and agreement between the Company and you in relation to your employment. You represent and acknowledge that in executing this Offer cum Appointment Letter, you do not rely and have not relied upon any representation or statement made by the Company or its agents, representatives or attorneys which is not set forth in this Offer cum Appointment Letter.

24 FORCE MAJEURE AND RELATED MATTERS

24.1 In case of the occurrence of any event which is beyond the control of the Company which cannot reasonably be foreseen and which substantially affects the performance of this Offer cum Appointment Letter or the business of the Company such as natural calamities, pandemics, acts of Government, war, quarantines, terrorist attacks, a shortage of power or raw materials, accumulation of stocks or the breakdown of machinery etc., the Company shall have the right to terminate your employment or suspend or implement a lay off without pay, for any duration, if the Company, in good faith believes that it is unable to utilize your services under this Offer cum Appointment Letter. The Company shall not be liable for any default or non-performance of obligations under this Offer cum Appointment Letter in case of any default or non-performance of obligations as a consequence of events of the nature discussed above.

24.2 In case of the occurrence of events of the nature envisaged above, or even otherwise to meet its business needs, the Company may also at its discretion choose to implement lesser measures, such as, modification of the salary structure, imposition of leave without pay/furlough, deduction of leaves from the leave balance, reduction of salary, defer payment of salaries (though, to the extent required under applicable law, the Company will continue to provide necessary benefits and make applicable statutory contributions) etc.

25 AUTHORISATION TO NOTIFY NEW EMPLOYER

In the event of cessation of your employment, you hereby grant consent to the Company to notify any new employer and/or any third party about your obligations under this Offer cum Appointment Letter. If necessary, the Company has a right to disclose this Offer cum Appointment Letter to any new employer or third parties.

26 We request you to confirm your acceptance of this Offer cum Appointment Letter by replying to the email, with the confirmation of your acceptance.

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REMUNERATION DETAILS
ANNEXURE 2

Particulars	INR Monthly	INR Annually
Basic	10000	120000
HRA	5000	60000
Statutory Bonus	1750	21000
Special Allowance	6450	77400
Employer's PF Contribution	1800	21600
Fixed (A)	**25000**	**300000**
Performance Pay (B)		**0**
Total Compensation (C = A + B)	**25000**	**300000**
Employer's Gratuity Contribution	481	5772
Mobile Reimbursement Eligibility Limit	500	6000
Group Mediclaim & Group Personal Accident Insurance Premium	166	2000
Group Term Life Insurance Premium	166	2000
Total Benefits (D)	**1313**	**15772**
Total Rewards (C + D)	**26313**	**315772**

Net Pay Annexure;

Earnings	Monthly
Basic	10000
HRA	5000
Statutory Bonus	1750
Special Allowance	6450
Total Earnings	**23200**
Deductions	
Employee PF Contribution	1800
Total Deductions	**1800**
Net before Tax	**21400**

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Note:

- Net Pay is subject to applicable tax as per location; Income tax will be as per act, 1961
- You will also participate in the company's incentive plan only if and as applicable to your role. The plan will be communicated to you by your manager, if applicable.
- Details of Benefits:-
  - Gratuity will be paid only upon exit from the Organization, subject to and in accordance with the Gratuity Act, 1972, the prevailing Company policy and the subsequent amendments to it
  - Mobile Reimbursement can be claimed monthly at actuals basis bill/(s) submission and subject to limit specified
  - Company Borne Group Mediclaim Insurance (GMC) coverage is only for Self upto INR 1,00,000 per annum. You can choose to opt for an enhanced GMC coverage upto INR 3,00,000 or INR 5,00,000 or INR 10,00,000 per annum and/or add upto 5 dependents (Spouse, Children and Parents (or) In-laws but not both Parents & In-Laws) and if you do so, the corresponding incremental premium shall be deducted from your monthly payroll. The Policy period starts from 1st Jul'24 and ends by 30th Jun'25 and the premium may change every policy year.
  - Company Borne Group Personal Accident Insurance (GPA) coverage is only for Self up to an amount of INR 2,00,000 per annum. With no additional premium from you, the GPA coverage automatically increases to INR 5,00,000 per annum in case you opt for enhanced GMC coverage. The Policy period starts from 1st Jul'24 and ends by 30th Jun'25 and the premium may change every policy year.
  - Company Borne Group Term Life Insurance coverage of INR 500000 for you. Current Policy year is 17th Feb'24 to 16th Feb'25 and the premium may change every policy year.
  - Please refer to the employee handbook for details on all the benefits.

.....End of page.....

Offer: Computer Consultancy
Ref: TCSL/DT20245255256/Mumbai
Date: 13/07/2024

Mr. Cyrus Vianney Coutinho
Blanch HouseNaigaon Station Road (W),
Near Palli Church,
Mumbai-401201,
Maharashtra.
Tel# 91-8698882788

Dear Cyrus Vianney Coutinho,

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** Grade **Y**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be ₹**3,36,877/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

COMPENSATION AND BENEFITS

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

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

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

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

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

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

4. **Communication Allowance**
   You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. This payout is subject to review basis your own ongoing individual performance.

Performance Bonus
Your Performance Bonus will be **₹600/-** per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

CITY ALLOWANCE

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

OTHER BENEFITS

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

HIS offers the following benefits:

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

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

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

   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 towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (From 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity
You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

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

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sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

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

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

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

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

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

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.

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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. **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 in this offer letter.

    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

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customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

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

13. TATA Code of Conduct

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

14. Notice Period

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 the last day of the month in which you complete 60 years of age, 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.

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18. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in https://nextstep.tcs.com Your background check initiation is complete only when you initiate your BGC online at https://nextstep.tcs.com and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **19**. Submission of documents.

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

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- 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 ILP Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training.The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

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21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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

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 Â recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

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

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

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

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

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Cyrus Vianney Coutinho**
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

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.

*** For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
Communication Allowance	0	0
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 2

AHMEDABAD TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	**BHUBANESWAR** TCS XP HR Lead Tata Consultancy Services, Kalinga Park | Talent Development Block | Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
BANGALORE TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	**CHENNAI** XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
DELHI XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	**HYDERABAD** XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
INDORE TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	**KOLKATA** TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	**NAGPUR** TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	**TRIVANDRUM** TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India

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Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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

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2. Associate's Obligations

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

3. Intellectual Property Rights

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

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
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4. **Prior knowledge**
Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

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

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

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

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

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9. Equitable Rights

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

10. General

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

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

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

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

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

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

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Offer: Computer Consultancy
Ref: TCSL/CT20234333990/Mumbai
Date: 15/07/2024

Mr. Joseph Roy
302, Parshva JyotStella,
Icewine,
Mumbai-401202,
Maharashtra.
Tel# 91-9892717964

Dear Joseph Roy,

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** Grade **Y**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be ₹**3,36,877/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**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.

4. **Communication Allowance**
   You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. This payout is subject to review basis your own ongoing individual performance.

Performance Bonus
Your Performance Bonus will be **₹600/-** per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

CITY ALLOWANCE

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

OTHER BENEFITS

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

HIS offers the following benefits:

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

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

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

   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 towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (From 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity
You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

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

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sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

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

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

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

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

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

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.

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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. **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 in this offer letter.

    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

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customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

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

13. TATA Code of Conduct

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

14. Notice Period

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 the last day of the month in which you complete 60 years of age, 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.

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18. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in https://nextstep.tcs.com Your background check initiation is complete only when you initiate your BGC online at https://nextstep.tcs.com and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **19**. Submission of documents.

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

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- 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 ILP Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training.The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

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21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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

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 Â recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

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

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

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

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
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
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Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Joseph Roy**
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

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.

*** For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
Communication Allowance	0	0
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 2

AHMEDABAD TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	**BHUBANESWAR** TCS XP HR Lead Tata Consultancy Services, Kalinga Park | Talent Development Block | Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
BANGALORE TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	**CHENNAI** XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
DELHI XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	**HYDERABAD** XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
INDORE TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	**KOLKATA** TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	**NAGPUR** TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	**TRIVANDRUM** TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India

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Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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

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2. Associate's Obligations

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

3. Intellectual Property Rights

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

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

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

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

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

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

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9. Equitable Rights

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

10. General

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

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

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

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

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

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

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Unique Enterprises
103, Krishna Commercial Center, 6, Udyog Nagar, Nr. Kamat club, off. S.V. Road, Goregaon (W), Mumbai – 400 062.
Tel.: 2878 5154 / 2878 5155 Fax: 2878 3332. Email: contact@uniquee.com

Offer Letter

Ref: 2024/UE/RDS

Date: - 20/08/2024.

Dear Jeff Dbritto

This letter is to confirm that the post of Trainee Service Desk Engineer is offered to you. You will be on Training for Maximum 3 Months for your performances & continuity.

Your numeration will be Rs. 8,000/- per month inclusive of conveyance and Mobile allowance, will be increased to Rs. 16,000/-(CTC) after 3 months.

There will be a commitment from your part of minimum 15 Months failing which you will compensate the company up to Rs.20, 000/-.

Balance standard terms and conditions of the company would be applicable.

You are expected to join us as per commit (21/08/2024)

Regards,

For **UNIQUE ENTERPRISES**

UNIQUE ENTERPRISES GOREGAON (W)

IBM hp lenovo Microsoft OEM System Builder SONICWALL D-Link CISCO

YOTTA

Ref.No: APP/CAN_8042/2023-24 **06-Mar-2024**

Gavin Dabre

227 Simon Palace,Bhuigaon Nawale naka, Mumbai Maharashtra 401201

Dear Gavin,

We are very excited about the prospect of you joining NMDC Data Centre Private Limited hereinafter referred to as ("YOTTA"), a vibrant young technology organization on a mission to provide highly scalable, innovative, and high-quality yet affordable data center infrastructure to Hyperscalers. Yotta's futuristic digital technologies, available on a pay-per-use model, will enable enterprises and Governments to deliver compelling digital experiences to end-consumers, businesses, and citizens.

YOTTA represents a collective dream and a mission of all Yottaites, and is driven by our core values of Trust, Agility, Innovation at every Level, Transparent Partnerships, Customer Centricity and above all Happiness for all.

The following pages will help you with the details of your employment with the YOTTA

Designation	:	**Graduate Trainee - IT Operations**
Date of Joining	:	**01-Jul-2024**
Base Location	:	**Panvel – SEZ, NM1-NMDC,Raigad, Maharashtra, India**
Fixed CTC	:	**INR 400000 per annum**
Variable CTC	:	**INR 50000 per annum**
Total CTC	:	**INR 450000 per annum (Details are as per Annexure 1)**

a) Training & Probation:

You will on training for a period of 6 months from the date of your appointment and upon successful completion of training you will be on probation for a period of 6 months. You will be participating in YOTTA's 'ABC' – A Buddy Club, 'YOTTA Connect' Business Induction Program and 'LEAP' programs which will help you acclimate better in YOTTA. This probation may be extended by up to 6 (six) months based on your performance assessment during the first 6 months. You shall be informed a month prior of your probation completion date or about any such decision to extend your probation. On satisfactory completion of this period of probation you will be 'deemed confirmed' in YOTTA. During probation, either party may terminate the employment with a one month written notice on either side.

Post confirmation, except in cases related to "cause" (such as disciplinary procedure due to serious misconduct, repeated or multiple acts of misconduct, other disciplinary acts similar in nature to the foregoing, gross incompetence resulting in significant financial loss to YOTTA, damage to YOTTA's reputation, etc.), either party may terminate the employment by serving three months' notice from the date of resignation or payment in lieu thereof subject to satisfactory handover of responsibilities.

b) General:

During your employment with YOTTA, you are expected to devote your full time and attention to your duties towards YOTTA. You are expected not to have monetary interest in any other business and not to take up any direct or indirect employment or consultancy or advisory role with any other organization, unless the same has been declared to and approved in written by YOTTA.

YOTTA reserves the right to conduct adequate background or reference checks from third party agencies, as may be reasonable on all its potential employees. YOTTA reserves right to re-consider your candidature / employment before or post your on-boarding into YOTTA, in case we find any adverse findings during such

background / reference checks where the official records do not match with what you may have declared to us before accepting this Offer letter.

c) Variable CTC:

You shall be entitled to a performance-based variable CTC of maximum up to INR 50000 per annum payable to you on a quarterly basis. To qualify for the variable CTC, you must remain employed with YOTTA and not have been given notice of termination through the performance measurement period for which variable CTC is to be paid.

In the event of your resignation from the services of YOTTA, variable CTC for the period up to your last working day shall be payable by YOTTA. While deciding on the payable amount of variable CTC, YOTTA may take account of factors including (and not limited to), the strategic objectives of YOTTA, business and market conditions, profitability and performance of YOTTA and your department, your individual performance, your conduct (including compliance with Organization's principles, policies and procedures) and your future potential of growth in YOTTA. The Organization shall make continuous endeavors to make the process very transparent and measurable and to communicate the criteria and factors for determining the variable CTC for employees from time to time.

d) Plutus – Employee Growth Plan:

Plutus is crafted with a genuine intention of sharing Yotta's success and profitability with all Yottaites and providing all with an equal opportunity to grow with Yotta! Once you are onboarded with Yotta, you shall be entitled for Plutus Units which shall be allotted at the beginning of every financial year. We welcome you to contribute and share Yotta's growth and together we can create an incredible organization!

e) Benefits:

You shall be entitled to employment benefits such as Provident Fund Contribution, Gratuity, Group Mediclaim Insurance, Term Insurance and Accident Insurance (Details are as per Annexure 1) with applicable lawful requirements, and as may be amended from time to time. Nothing in this letter should be construed as a guarantee of any specific level of benefits or of your participation in any benefit plan. YOTTA reserves right to amend, modify or terminate, in its reasonable discretion, any or all benefits and compensation plans in effect from time to time.

f) Compliance to CoBC, Policies, Rules and Confidentiality:

In accordance with the provisions of YOTTA Code of Business Conduct (CoBC) and other policies related to your employment with YOTTA, you will maintain all information

/ documents / materials gathered by you during the course of your employment in strict confidence. You will not copy or make notes of such information / documents except in conjunction with your work for YOTTA. You will not divulge to anyone outside YOTTA or use any of the information / documents / materials gathered during the course of your employment and/or during the period starting from the day this offer is released to you to the date of your joining, for your own or anyone else's benefit, except that of YOTTA's either during or after the term of your employment with YOTTA. The aforesaid obligation shall also apply to proprietary / confidential information / documents of third parties received by you or YOTTA in the normal course of your employment with YOTTA.

You will have access to the Code of Business Conduct, Confidentiality and other policies relating to your employment with YOTTA and will be expected to execute an electronic acknowledgement of the same, confirming your acceptance of the same, before joining YOTTA.

g) Execution and Contract Formation:

This document contains a complete statement of all agreements between you and YOTTA, constitutes the entire understanding between you and YOTTA, and supersedes all prior or contemporaneous verbal or written agreements, understanding or communication (including, without limitation, any other summary writing or document relating to your employment). You acknowledge that you have not relied on any assurance or representation verbally or otherwise stated to you.

Your employment is governed by the laws of India and this employment agreement is subject to exclusive jurisdiction of Courts of Law situated at Mumbai.

We thank you for your consideration and time during the interview process. We are extremely happy at your decision to join us and we eagerly look forward to your coming on-board at YOTTA soon.

Please sign and upload the copy of this letter in the YOTTA HRMS portal as an acknowledgement and agreement to abide by the terms your employment listed in this offer letter.

Sincerely

For NMDC Data Centre Private Limited

Sunil Gupta
Managing Partner & CEO

I have read the conditions mentioned in this letter relating to my employment, which I accept without any reservation.

Signature :

Name : Gavin Dabre

YOTTA

Annexure 1

"Strictly Confidential"

Name : Gavin Dabre

Designation : Graduate Trainee- IT Operations

Date of Joining : 01-Jul-2024

Base Location : Panvel – SEZ, NM1-NMDC,Raigad, Maharashtra, India

SALARY COMPUTATION		
Components	**Per Annum**	**Per Month**
Basic	200000	16667
Hra	100000	8333
Statutory Bonus	18000	1500
Provident Fund	24000	2000
Gratuity	9620	802
Special Allowance	48380	4031
Fixed CTC	**400000**	**33333**
Variable Pay	50000	4167
Total CTC	**450000**	**37500**

YOTTA

Notes:

- You can flexibly allocate a part of your special allowance to "Choice Pay components" which are allowances / reimbursements, within certain defined limits as defined by YOTTA and can help you in saving taxes. The remaining amount shall continue to be held in Special Allowance and shall be fully taxable. Post your on-boarding formalities, you will be able to provide the Choice Pay allocation through an online HRMS system. Some of the choice pay components currently available to employees are: Food coupons, LTA, White Goods Allowance, NPS, Mobile / Broadband Allowance, Car Allowances, Driver Allowance, Gift voucher etc.
- Provident Fund amount mentioned in the above structure is Employer's Contribution.
- Variable CTC may be subject to applicable taxes.
- Reimbursement may be subject to applicable taxes.
- Salary will be paid less applicable withholding of taxes.
- PAN is a mandatory requirement for disbursement of salary. In case you do not have a PAN, please ensure you apply for one immediately.
- Gratuity is considered at 4.81% on Basic salary. However, actual payable will be as per YOTTA's policy/Payment of Gratuity Act.
- Group Mediclaim, Term and Accident Insurance coverage shall be as per YOTTA's benefit policy.

Offer: Computer Consultancy
Ref: TCSL/DT20234753896/Mumbai
Date: 13/07/2024

Mr. Aman Dinesh Tiwari
204, Pyramid Tower Near Surabhi GymkhanaShristi,
Mira Road(E),
Mumbai-401107,
Maharashtra.
Tel# 91-9323866131

Dear Aman Dinesh Tiwari,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL).You have successfully completed our initial selection process 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 role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be INR **7,00,022/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of INR **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. **Communication Allowance**
   You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

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5. **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 ₹**4,300/-**. This payout is subject to review basis your own ongoing individual performance.

Performance Bonus
Your Performance Bonus will be ₹**3,100/-** per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

This Performance Pay 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.

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.

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

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

i. Entitlement - You and your enrolled dependants will be entitled for 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.

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 towards Provident Fund as per the provisions of the said Act.

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You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity
You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

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

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

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

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. **Probation Period**
   You will be on probation for three months. If your services are found to be satisfactory

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during the period of probation, 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 Background 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 in extended working hours depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer / utilize your services to any of its offices, work sites, or associated or Affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

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.

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10. Overseas International Assignment Agreement

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

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.

11. 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.

12. TATA Code of Conduct

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

13. Notice Period

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.

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14. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

15. Pre-employment Medical Certificate

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

16. Employment of Non Indian Citizens

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

17. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in https://nextstep.tcs.com Your background check initiation is complete only when you initiate your BGC online at https://nextstep.tcs.com and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 18. Submission of documents.

18. Submission of Documents

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

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documents)

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  *There is no criminal offence registered/pending against you
  *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.
In addition to the above original documents, Please carry Xerox copies of the below documents

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

19. TCS Initial Learning Program (ILP)

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our

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offices, as identified, for such period as TCSL may decide.

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

20. Letter of Appointment

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

21. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

22. Compliance to all clauses

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

23. Data Privacy Clause:

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

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

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specific organizational initiatives in force during your tenure in TCS.

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

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

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

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

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Withdrawal of Offer

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

Yours Sincerely,

For TATA Consultancy Services Limited

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Aman Dinesh Tiwari**
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

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.

*** For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Communication Allowance	0	0
Personal Allowance	17,272	2,07,264
GROSS BOUQUET OF BENEFITS	26,522	3,18,264

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Annexure 2

AHMEDABAD TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	**BHUBANESWAR** TCS XP HR Lead Tata Consultancy Services, Kalinga Park | Talent Development Block | Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
BANGALORE TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	**CHENNAI** XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
DELHI XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	**HYDERABAD** XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
INDORE TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	**KOLKATA** TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	**NAGPUR** TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	**TRIVANDRUM** TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

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2. Associate's Obligations

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

3. Intellectual Property Rights

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

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

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

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

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

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

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9. Equitable Rights

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

10. General

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

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

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

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

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

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

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Offer: Computer Consultancy
Ref: TCSL/DT20245252129/Mumbai
Date: 13/07/2024

Mr. Samson Joel Kumarasamy Nadar
403/B-Wing, Makvin Heights, Chandansar Rd, Virar East - 401305Chandansar Rd, Virar East, Mumbai - 4
Tandool Bazar,
Mumbai-401305,
Maharashtra.
Tel# -

Dear Samson Joel Kumarasamy 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 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 role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be INR **7,00,022/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of INR **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. **Communication Allowance**
   You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

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5. **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 ₹**4,300/-**. This payout is subject to review basis your own ongoing individual performance.

Performance Bonus
Your Performance Bonus will be ₹**3,100/-** per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

This Performance Pay 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.

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.

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

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

i. Entitlement - You and your enrolled dependants will be entitled for 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.

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 towards Provident Fund as per the provisions of the said Act.

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You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity
You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

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

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

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

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. **Probation Period**
   You will be on probation for three months. If your services are found to be satisfactory

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during the period of probation, 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 Background 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 in extended working hours depending upon the business exigencies as permitted by law.

5. **Mobility**
   TCSL reserves the right to transfer / utilize your services to any of its offices, work sites, or associated or Affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

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.

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10. Overseas International Assignment Agreement

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

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.

11. 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.

12. TATA Code of Conduct

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

13. Notice Period

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.

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14. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

15. Pre-employment Medical Certificate

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

16. Employment of Non Indian Citizens

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

17. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in https://nextstep.tcs.com Your background check initiation is complete only when you initiate your BGC online at https://nextstep.tcs.com and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 18. Submission of documents.

18. Submission of Documents

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

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documents)

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  *There is no criminal offence registered/pending against you
  *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.
In addition to the above original documents, Please carry Xerox copies of the below documents

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

19. TCS Initial Learning Program (ILP)

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our

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offices, as identified, for such period as TCSL may decide.

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

20. Letter of Appointment

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

21. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

22. Compliance to all clauses

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

23. Data Privacy Clause:

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

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

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specific organizational initiatives in force during your tenure in TCS.

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

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

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

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

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

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

Yours Sincerely,

For TATA Consultancy Services Limited

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Samson Joel Kumarasamy Nadar**
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
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

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.

*** For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Communication Allowance	0	0
Personal Allowance	17,272	2,07,264
GROSS BOUQUET OF BENEFITS	26,522	3,18,264

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Annexure 2

AHMEDABAD TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	**BHUBANESWAR** TCS XP HR Lead Tata Consultancy Services, Kalinga Park | Talent Development Block | Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
BANGALORE TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	**CHENNAI** XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
DELHI XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	**HYDERABAD** XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
INDORE TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	**KOLKATA** TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	**NAGPUR** TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	**TRIVANDRUM** TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India

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Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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

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2. Associate's Obligations

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

3. Intellectual Property Rights

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

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

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

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

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

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

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9. Equitable Rights

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

10. General

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

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

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

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

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

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

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

Date: 13th March, 2024

Elbin Thomas Abraham
Malad Madh Beach, Mumbai.
Mob. No.: 9152275604
Email: elbinabraham2020@gmail.com

Subject: Appointment for post of Growth Hacker

Dear Elbin,

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 3rd June, 2024.

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, your salary will be Rs 3,50,000/- year (i.e. 29167/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.

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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 2 month's prior notice.

8.2 Once you join the Company it involves an enormous amount of time, energy and resources in training an employee. In any event if you leave the company before completing one year, you would be liable to pay to the Company, a maximum of , 2 months salary OR an amount equivalent to salary multiplied by the number of months pending to complete 1 year.

8.3 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.

8.4 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.

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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 Elbin Thomas Abraham

[sign & date]

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FeedSpot

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

Date: 13th February, 2024

Elvina Fernandes
Virar, Mumbai.
Mob. No.: 9326176075
Email: elvinafernandes04@gmail.com

Subject: Appointment for post of Growth hacker and Data Analyst

Dear Elvina,

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

1. Commencement of employment
Your employment will be effective from 3rd June, 2024.

2. Job title
Your job title will be **Growth hacker and Data 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 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.

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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 2 month's prior notice.

8.2 Once you join the Company it involves an enormous amount of time, energy and resources in training an employee. In any event if you leave the company before completing one year, you would be liable to pay to the Company, a maximum of, 2 months salary OR an amount equivalent to salary multiplied by the number of months pending to complete 1 year.

8.3 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.

8.4 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.

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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 Elvina Fernandes

23/02/2024
[sign & date]

BrowserStack

May 10, 2024

Letter of Appointment

Dear Parth Nitesh Barai,

We are delighted to offer you the role of **Automation Support Engineer**, with BrowserStack Software Pvt Ltd ("Company" or "We" or "Us").

You are requested to join on or before **June 3, 2024**. If there is any change in your expected date of joining, do let us know.

Please note that this Letter and the attached Annexures form part of the Letter of Appointment.

BrowserStack is a "Remote First" Company. "Remote First", in our context means that your primary place of work would be "remote". However, you will need to visit the "Base Location" or any other location, in accordance with the cadence that would be designed and informed in advance, by your respective functional head. The "Organizational Building Meet-ups" are being mandated to ensure that we continue to retain our competitive advantage through culture building and enhancing social capital. All essential travel related costs, when travel is mandated by BrowserStack, will be borne by BrowserStack. **For the avoidance of doubt, you can only work remotely from the state / country in which you are legally permitted to work.**

However, if your role requires frequent visits to the office premises or if your role requires regular presence in the office premises, you will be required to relocate / stay in the "Base Location". You are also liable to be transferred to another location / subsidiary in India or abroad - whether in current existence or coming into existence hereafter, either at the place of posting or any other place where the Company may establish / open its branch office(s) at a later point of time. You are also liable to be sent on deputation, for service at any place in India or abroad and in any company in which the Company may have an interest. Upon such transfer, the rules and regulations applicable to such a post or at the place of transfer will automatically become applicable to you in accordance with internal company's policies.

Remuneration:
Compensation: You will be paid **INR 809,518** per annum. Please refer to Annexure 1 for details.

Your compensation and any other amounts paid to you under this Letter of Appointment, shall be subject to all statutory deductions including taxes. Remuneration will be governed by the rules of the company on the subject, as applicable and / or amended hereafter.

The Company reserves the right to alter, amend, cancel or vary any of the benefits provided to you at any time after giving reasonable notice of such proposed alterations, cancellation or variation.

AK
AK

PB
PB

CyRAACS™
Your Trusted Security Partner

15 July 2024

Vrushika Sawant

Dear Vrushika,

Sub: Internship with CyRAACS

We are pleased to offer you Internship at CYRAAC SERVICES PRIVATE LIMITED so as to facilitate you to acquire requisite degree of proficiency, competency and work knowledge.

Joining Date: 22 July 2024

Duration: 6 months

Location: Mumbai

Business Line: Governance Risk Compliance Services

Stipend: INR 10,000 only per month

You will be reporting to **Mr. Murari Shanker** and will be briefed on your Project when you join.

Your current engagement is only in the capacity of an Intern and shall not be construed to be an employment. Moreover, the current training shall not entitle you to claim permanent employment with either CYRAAC SERVICES PRIVATE LIMITED or any of the customers you may be working with for a project. Based on your performance during this internship, you may be offered a position at CYRAAC Services Private Limited.

During your internship with Company, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer of internship, you acknowledge that you will keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your internship, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information.

By accepting this offer, you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment.

Looking forward to having you with us, and hope your association with the Company will be successful and rewarding. If you have any questions, please contact do not hesitate to contact me.

Please indicate your acceptance of this offer by signing below.

Yours faithfully,

For **CYRAAC SERVICES PRIVATE LIMITED**

Jyothi Mehta

Head – Human Resources

Jyothi Mehta
Signed by Jyothi Mehta
Date: 2024.07.15
18:30:50

CYRAAC SERVICES PRIVATE LIMITED
#22, Gopalan Innovation Mall, 3rd Floor, Bannerghatta Main Road, 3rd Phase JP Nagar, Bengaluru- 560076, Karnataka
CIN: U74999KA2017PTC104449 |Telephone Number: +918553004777| Email ID: mailus@cyraacs.com| Website Address: www.cyraacs.com|

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ACKNOWLEDGEMENT

I have read, understand and accept the internship on the terms and conditions herein and have signed without any undue influence, pressure or coercion from any side.

I am not relying on any representations made to me by anyone other than as set out above. I have submitted herewith the documents mentioned above.

Candidate: Vrushika Sawant

Signature: Signed by Vrushika Sawant Date: 2024.07.15 23:05:39 Reason: Signing Location: Thane

Date:

Annexure I - Documents for On-Boarding

Photocopy of the below documents along with the originals. The original copies are only for verification purposes.

Education documents

- SSC / Class X / Matriculation Mark sheet and Passing Certificate
- HSC / Class XII Mark sheet and Passing Certificate
- Degree / Diploma mark sheet (all Semesters) and Convocation Certificate (Graduation)
- Master's degree / Post-Graduation mark sheet (all Semesters) & Convocation Certificate

Personal Documents

- Photocopy of Passport
- Bank cheque leaf (Mandatory)
- Passport size colour photos - 4 No.
- Photocopy of Aadhar card and PAN Card / Photocopy of status document (if applied) (Mandatory)
- Soft Copy of Aadhar card and PAN Card (to be shared on email after joining)

Previous Employment Documents (Minimum Last 2 Companies if any)

- Appointment letter
- Relieving Letter & Service Certificate or Experience letter
- Last 3 months pay slips
- Latest 3 months bank statement of Salary credit
- Any promotion/increment letter

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Strictly Private & Confidential

Jessica Gonsalves

June 12, 2024

Dear Jessica,

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 26, 2024 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**

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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.

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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.

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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.

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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.

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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: 2024.06.13 17:36:05 IST
Authorized Signatory 1

Digitally signed by RUPESH RAMACHANDRAN
Date: 2024.06.13 12:45:44 IST
Authorized Signatory 2

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

Signed by Jessica Gonsalves
Date: 2024.06.19 14:34:45

.....
Jessica Gonsalves

Date: April 4, 2024

Job Offer Title: Associate Manager-Central Operations-Projects

SHRUTI DEVAYAT HUMBAL

Subject: Offer of Employment

Dear **Shruti**,

We are pleased to confirm our offer of employment to you as **Associate Manager-Central Operations-Projects,** based at **Thane-Quantum-Hiranandani Estate Office.** We extend this offer and the opportunity it represents, with great confidence in your abilities. You have made a favorable impression on us at the Bank, and we are excited about the prospect of you joining our Bank on or before **05/Jun/2024.**

At 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.**
Think **digital** and drive change with **cutting edge technology**.
Join a work force that is **high on ethics**.
Be where **growth** is not just a number.
Be a force for **social good** and make a difference to the society.
Be **dynamic**, agile, responsive, bold, disruptive.

Further, as part of your annual compensation, you shall receive an **Annual Total Remuneration (ATR)** of **INR 8,00,000/- (Rupees Eight Lakh Only),** details as annexed.

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Joining Bonus
In addition to Annual Total Remuneration, we are pleased to offer you a joining bonus of **INR 1,00,000/- (Rupees One Lakh only),** which shall be payable along with your second month's salary, subject to satisfactory completion of background verification. This payout of the joining Bonus (Pre-Tax) will be recovered in full in case of resignation/separation (whichever is earlier) from the Bank 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 Target Bonus up to **INR 1,20,000/- (Rupees 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.

We trust that all information provided by you is truthful, complete, and correct. Your employment is subject to clearing the personal and professional background verification as per the norms of the Bank and you being medically fit for the bank's employment. Please note that upon acceptance of this offer letter, you will receive a detailed Letter of Appointment within 24 hours. The Letter of Appointment will include the terms and conditions governing your employment at the bank.

We look forward to welcoming you onboard. Kindly confirm your acceptance of this offer within 3 days of receipt of this offer, post which the offer stands cancelled.

Join us in our journey to build a World Class Bank right here in India.

Sincerely,
For IDFC FIRST Bank Limited

Vishal Bhargava
Head-Talent Acquisition

IDFC FIRST Bank
ALWAYS YOU FIRST

Annexure I: Salary Structure

Name	**SHRUTI DEVAYAT HUMBAL**
Designation	**Associate Manager-Central Operations-Projects**
Grade	**Management Trainee-2**
Business Unit	**Operations - Retail Banking Operations**
Location	**Thane-Quantum-Hiranandani Estate Office**
Date of joining	**05/Jun/2024**

Compensation Details		
Components	**Per Annum (INR)**	**Per Month (INR)**
Basic	2,00,000	16,667
Work Allowance	2,00,000	16,667
Position Allowance	3,76,000	31,333
Annual Guaranteed Remuneration (AGR)	**7,76,000**	**64,667**
Employer's PF Contribution*	24,000	2,000
Annual Total Remuneration (ATR)	**8,00,000**	**66,667**
Benefits		
Gratuity**	9,620	-
Group Mediclaim, Term Life Insurance and Accident Insurance (Refer below in Annexure II, Insurance Benefits for details)	24,924	-

** As per the EPFO notification dated February 28, 2019 and basis the new PF rules, your PF will be as mentioned herein*
***Gratuity will be applicable as per the defined statute. No upper cap on gratuity at IDFC FIRST Bank*

Monthly Net take home (INR)	
Monthly Guaranteed Remuneration	64,667
Employee's contribution to Provident Fund	2,000
Professional Tax	200
Net take home before Tax (INR)	**62,467**

Notes:

a. *Position allowance can be used for allocation under various components of the Bank's Flexible Benefit Plan which includes HRA, Meal Card, Professional Development Expenses, Communication Expenses, LTA, Bank's Owned Car/ Reimbursement & National Pension Scheme. Tax benefits will be based on your investment declaration and as per Income tax regulations. The unallocated amount will be paid monthly as a taxable salary.*
b. *Statutory dues/taxes shall be deducted from the salary and/or any other components in form of salary, on month-on-month basis, as per applicable income tax laws.*
c. *In the event of your resignation or separation (whichever is earlier) within a year of the date of your joining the Bank, any notice pay reimbursement, joining bonus, guaranteed bonus, related relocation expenses provided by bank and / or any other amounts, if paid, at the time of joining will become payable by you to the Bank.*

RECOVERY CLAUSE - If the employee resigns within one year of joining IDFC FIRST Bank, he/she would have to pay back an amount of **INR 1,00,000/- (Rupees One Lakh only)** to the bank towards joining and training expenses incurred by IDFC FIRST Bank

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Annexure II: Summary of Key Benefits

Comprehensive Insurance cover with you at each step of the way		
Type of Insurance	**Insurance Cover**	**Benefit Description**
Group Mediclaim – Hospitalization Coverage Policy	**INR 3,50,000/-**	• Employee & maximum 5 dependents (Spouse, 2 children & 2 dependent parents/parent-in-laws) are covered under the floater cover. • Employees may top-up their insurance cover, over their eligibility base cover, up to INR 20,00,000, by paying an additional premium which are at corporate negotiated rates. • Employees can also opt for a voluntary parental co-pay waiver plan at an additional premium.
Group Term Life Insurance Policy	**INR 32,00,000/-**	Group Term Life Insurance Policy coverage is for the employee only. Sum Assured is Four times last drawn Annual Total Remuneration or INR 30,00,000 (whichever is higher)
Group Accident Insurance Policy	**INR 32,00,000/-**	Group Accident Insurance Policy coverage is only for the employee for temporary, partial, permanent disabilities in case of any unfortunate accidents. Sum Assured limits is 4 times of last drawn Annual Total Remuneration at the time of accident.

***Note**: The insurance benefits are guided by the Bank's policy on Employees' benefits.*

Staff Loans benefits exclusively for employees	
Type of Loan	**Rate of Interest**
Education Loan	2%
Home Loan	5% (Top-up @5.5%)
New Car Loan	7%
Pre-owned Car (Repurchase/Refinance)	8%
Loan against Property	8.25%
Personal Loan	9%
Pre-owned/New Two-Wheeler	9%
Salary Booster	9.99%
Pre-owned Car (Balance Transfer)	10%

Illustration of Home Loan Benefits for Staff			
Loan Amount	**Rate of Interest for Customers**	**Rate of Interest for Employees**	**Differential Yearly Gain**
25,00,000	8.45%	5%	**86,250**
50,00,000	8.45%	5%	**1,72,500**
75,00,000	8.45%	5%	**2,58,750**
1,00,00,000	8.45%	5%	**3,45,000**

Illustration of Education Loan Benefits for Staff			
Loan Amount	**Rate of Interest for Customers**	**Rate of Interest for Employees**	**Differential Yearly Gain**
15,00,000	9.50%	2%	**1,12,500**
30,00,000	9.50%	2%	**2,25,000**
40,00,000	9.50%	2%	**3,00,000**
50,00,000	9.50%	2%	**3,75,000**

***Notes**:*

a) *Above are only illustrative cases and there is no upper limit on the loan amount. All loans are decided based on credit eligibility.*
b) *The education loan can be availed by employees for Self and/or for their dependent children.*
c) *The rate of interest and other criteria, as mentioned above, are subjected to change as per the Bank's policies and norms.*

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Annexure II: Summary of Key Benefits...contd.

Credit Card Benefit (Exclusive Credit Card for employees)
Our employees receive a lifetime free IDFC FIRST Bank Family Credit Card. This card offers many Industry first features and exclusive benefits – one of the lowest and dynamic Interest rates starting from 9% p.a., uncapped and unlimited 10X reward points which can be redeemed anytime and anywhere for purchases and catalogue products, complimentary access to airport and train lounges, interest-free cash withdrawals for up to 48 days, Installment pay, roadside assistance and personal accident insurance and personalization features like Image Cards. It is important to note that the entitlement, usage, and benefits of the credit card(s) are subject to the credit card policy and other applicable policies of the Bank. These policies may be amended from time to time, and it is the responsibility of the cardholder to stay informed about any changes.

Additional 1% interest on Savings Account, Fixed Deposit and Recurring Deposit
Our Employees enjoy 1% additional interest on Savings Account, Fixed Deposit and Recurring Deposit.

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 Name

Employee IP Address

humbalshruti@gmail.com

Employee Email

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

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FeedSpot

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

Date: 23rd January, 2024

Joston Dsouza
Kandivali Charkop,
Mumbai.
Mob. No.: 9136223020
Email: jostonmovin@gmail.com

Subject: Appointment for post Growth Hacker and Data Analyst

Dear Joston,

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

1. Commencement of employment
Your employment will be effective from 3rd June, 2024.

2. Job title
Your job title will be **Growth Hacker and Data 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 3,50,000/- year (i.e. 29167/month). From the 7th month, your salary will be hike 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.

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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 2 month's prior notice.

8.2 Once you join the Company it involves an enormous amount of time, energy and resources in training an employee. In any event if you leave the company before completing one year, you would be liable to pay to the Company, a maximum of, 2 months salary OR an amount equivalent to salary multiplied by the number of months pending to complete 1 year.

8.3 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.

8.4 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 controlrelating 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.

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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
FB1B8DC0D5E842E...

Pallavi Amberkar
HR

Accepted by Joston Dsouza
Joston
24/01/2024
[sign & date]

Ref No: CORP/23-24/LOI No: 094

Date: 01- 01-2024

Name: Siddesh Mishra
Address: Chennai/ Mumbai / Pune / Hyderabad

Sub: Letter of Intent for Employment in Intellect

Dear Siddesh,

Thank you for the time you invested in exploring career opportunity with Intellect. Through the hiring process we have determined that your capabilities are aligned to the organization requirement and have hence chosen to invite you to be part of the Intellect family! Congratulations!!!

We believe that the prosperity of an organization is defined by the power of thought, of both individuals and teams and therein we put 'Design Thinking' at the core of everything we do. This maximizes our chances of getting to a state of mind that is 'Fulfillment'; as we create opportunities for ourselves to contribute to our fullest capacity with the freedom to think and act differently. This, in turn is possible with us having the feeling of belongingness. Hence, for us, all employees are associates and you are set to become one of our fellow associates.

Please note that it is a Letter of Intent to offer you Full Time Employment with us. A Detailed offer with terms & condition, will follow shortly.

This invitation to you is to join us as **Associate Consultant in T120.** Your joining location will be **Chennai.**

Your gross compensation shall be **INR 5,00,000/- (Rupees Five Lakhs only) per annum**. The organization is confident of its ability in hiring some of the best talent in the industry and you are one such talent.

We wish you all the very best and look forward to a long and mutually beneficial association.

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter.

Yours Sincerely,
for **Intellect Design Arena Ltd.,**

PADMINI SHARATHKUMAR
CHIEF TALENT OFFICER

Accepted by

Name:
Date:

intellect
live your dream

Ref No: CORP/23-24/LOI No: 091

Date: 01- 01-2024

Name: Adarsh Vishwakarma
Address: Chennai/ Mumbai / Pune / Hyderabad

Sub: Letter of Intent for Employment in Intellect

Dear **Adarsh,**

Thank you for the time you invested in exploring career opportunity with Intellect. Through the hiring process we have determined that your capabilities are aligned to the organization requirement and have hence chosen to invite you to be part of the Intellect family! Congratulations!!!

We believe that the prosperity of an organization is defined by the power of thought, of both individuals and teams and therein we put 'Design Thinking' at the core of everything we do. This maximizes our chances of getting to a state of mind that is 'Fulfillment'; as we create opportunities for ourselves to contribute to our fullest capacity with the freedom to think and act differently. This, in turn is possible with us having the feeling of belongingness. Hence, for us, all employees are associates and you are set to become one of our fellow associates.

Please note that it is a Letter of Intent to offer you Full Time Employment with us. A Detailed offer with terms & condition, will follow shortly.

This invitation to you is to join us as **Associate Consultant in T120.** Your joining location will be **Chennai.**

Your gross compensation shall be **INR 5,00,000/- (Rupees Five Lakhs only) per annum.** The organization is confident of its ability in hiring some of the best talent in the industry and you are one such talent.

We wish you all the very best and look forward to a long and mutually beneficial association.

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter.

Yours Sincerely,
for **Intellect Design Arena Ltd.,**

PADMINI SHARATHKUMAR
CHIEF TALENT OFFICER

Accepted by

Name: Adarshkumar Vishwakarma
Date: 11/01/2024

FOURTH SIGNAL

Offer Letter

May 13, 2024

To

Maitreyee Patil
30, Narayan Nagar
Near Ganesh Mandir
Bodwad Road, Muktainagar
Jalgaon 425 306

Dear Maitreyee,

We are pleased to offer you the position of an **Analyst – Finance and Treasury Technology** at Fourth Signal.

Your compensation will be **Rs. 500,100** 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,

C. Barrie

FOURTH SIGNAL (I) P. LTD.

Cassandra Barrie
Human Resources
Fourth Signal (India) Private Limited

FOURTH SIGNAL

Annexure

Compensation Details

	Month	Annual
Basic	20,000	240,000
HRA	10,000	120,000
Conveyance Allowance	1,500	18,000
Medical Allowance	1,000	12,000
City Compensatory Allowance	2,000	24,000
Company Contribution to PF	1,800	21,600
Total	**36,300**	**435,600**
Performance Based Compensation*		50,000
Gratuity		10,000
Insurance (Accident and Medical)		4,500
Gross Annual Salary		**500,100**

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.

FOURTH SIGNAL (I) P. LTD.

502, C Wing, Business Square, Solitaire Corporate Park, Andheri Kurla Road, Andheri (E), Mumbai 400 093
022 4005 0723 www.fourthsignal.com www.linkedin.com/company/fourthsignal

FeedSpot

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

Date: 18th January, 2024

Melvina Tulji
Bhayander, Mumbai.
Mob. No.: 9136897036
Email: melvinatulji1610@gmail.com

Subject: Appointment for post of Data Analyst and Growth Hacker

Dear Melvina,

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

1. Commencement of employment
Your employment will be effective from 3rd June, 2024.

2. Job title
Your job title will be Data Analyst and 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, your salary will be Rs 4,00,000/- year (i.e. 33333/month). From the 7th month, your salary will be hike Rs 4,50,000/- year (i.e. 37500/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 2 month's prior notice.

8.2 Once you join the Company it involves an enormous amount of time, energy and resources in training an employee. In any event if you leave the company before completing one year, you would be liable to pay to the Company, a maximum of, 2 months salary OR an amount equivalent to salary multiplied by the number of months pending to complete 1 year.

8.3 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.

8.4 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, includingany samples, literature, contracts, records, lists, drawings, blueprints, letters, notes,data and the like; and Confidential Information, in your possession or under your controlrelating 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 Melvina Tulji

19/01/2024
[sign & date]

MONTRAN

EMPLOYMENT OFFER LETTER

May 30, 2024

Dear Jess Lopes,

We are pleased to offer you a position as **L1 – Assistant Software Engineer** at Montran Corporation (India) Private Limited **("Company")**. Your work location will be **Mumbai** and such other locations that the Company may from time to time designate, including any Company's client location(s), situated in India or abroad. You will report to the manager as designated by the Company from time to time.

This offer is subject to confirmation by the Company of your eligibility to be employed, the successful verification of all references and appropriate clear background checks, and your providing of any information/documents as requested by the Company.

By accepting this letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided, which may occur at any time prior to or after the effective start date of your employment.

This offer is subject to your signing an Employment Agreement and the Proprietary Information, Intellectual Property, Confidentiality, Non-Compete and Non-Solicitation Agreement ("CPRA") as provided by the Company detailing the scope, terms and conditions of your employment. You are requested to accept and execute this Employment Offer Letter within a period of Seven (7) days from the date of this Letter. Employment Agreement and the Proprietary Information, Intellectual Property, Confidentiality, Non-Compete and Non-Solicitation Agreement ("CPRA") are required to be executed by you post signing the Employment Offer Letter and upon commencement of your employment with the Company.

The commencement date of your employment with the Company will be on or before **July 08, 2024 ("Commencement Date")** with bond period of **2 years** subject to your compliance with the terms of this Offer Letter the Employment Agreement, and the Proprietary Information, Intellectual Property, Confidentiality, Non-Compete and Non-Solicitation Agreement ("CPRA").

There will be bond which is applicable for 2 years from your joining date. In case you leave the organization before Bond period ends, you will require to pay Montran 3 months current salary as per the salary provided in Offer Letter and subsequent increment letter issued to you.

Your employment with the Company is subject to your being eligible to be employed by the Company as of the Commencement Date.

Montran Corporation India Pvt Ltd, NESCO Centre,
Unit No. 504, 5th Floor, Tower 3, Western Express Highway, Goregaon East, Mumbai - 400063
Tel. No: +91-22-4917 2600 eMail: corporate@montran.com
website: www.montran.com , www.montran.in
CIN Number: U72300MH2013PTC249208 GSTIN – 27AAICM9064F1Z6

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Upon commencement of your employment, the following shall apply.

1. SALARY:

Your compensation is divided into 4 parts:

a) You will receive a total salary and other benefits of **Rs. 3,80,000/- (Rupees Three Lakhs and Eighty Thousand Only)** per annum.

b) In addition to this, you will receive various benefits of **Rs. 46,600/-** (**Rupees Forty – Six Thousand and Six Hundred Only)**

c) **You will be eligible for a bonus upon confirmation of INR 20,000/-. You agree that in the event that prior to your first anniversary with the firm you resign or give notice of resignation for any reason whatsoever, you will repay the confirmation bonus in a single settlement on demand and in any event prior to your last day of employment.**

d) **You will be eligible for a Bonus of upto Rs. 60,000/- in December 2025 as per the below table rating.**

Performance Ratings	Bonus Amount (In Rupees)
A+	60,000
A	50,000
B+	45,000
B	25,000
C	No Bonus

Your compensation details including benefits are attached herewith in Annexure A and are subject to revision as per the Company policy. Payments from the Company are subject to Deduction of Tax at Source in accordance with the applicable law. Payments from the Company are made in accordance with the regular payroll practices of the Company.

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Terms and Conditions of employment:

Probation / Confirmation / Compensation

- You shall be confirmed in employment after six months of continuous service from your date of joining, if your performance is found satisfactory.

- There will be bond which is applicable for 2 years from your joining date. In case you leave the organization before Bond period ends, you will require to pay Montran 3 months current salary as per the salary provided in Offer Letter and subsequent increment letter issued to you.

OBLIGATIONS:

a. Your benefits will be as provided in this Offer Letter.
b. Any other benefits apart from a. above will be as per the policy of the Company, intimated to you from time to time.
c. You are not entitled to any benefits from any other party.
d. You are not and may not be directly or indirectly an employee/consultant of any other Organization or otherwise engaged by another Organization while you are an employee of the Company

2. WORKING HOURS:

The general working hours of the Company are from **9:00 a.m. to 6:00 p.m**. **Monday to Saturday. However as per the project requirements,** the same is subject to change or in accordance with the Company's then-current policies. It is expected that you will also be available at other times as deemed necessary and reasonable, due to company business requirements, including weekends. You will be paid additional compensation for such time worked, in accordance with the applicable law.

3. PROBATION PERIOD:

You will be on Probation for a period of six (6) months commencing from **your date of joining the Company** (which may be extended as required) in accordance with the Company policy. During your Probation period you will be entitled to leaves as mentioned in Annexure B or as shall be in force from time to time. Post successful completion of your probation period, you will be entitled to leaves as per the Company policies. The decision of the Management on your (Employee) performance during the period of probation is final and binding on you (the Employee). Such confirmation shall be communicated to you (the Employee) via e-mail or by a Letter.

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4. NOTICE PERIOD:

The Company may terminate your employment during the probation period, by providing a weeks prior written notice. Should either party seek to terminate employment after the confirmation of employment, a minimum of two (2) months prior written notice, or any other mutually agreed term will be considered at the sole discretion of the Company.

You will not be entitled to leave during your notice period, unless the same is duly approved by the Company and the Company reserves the right to alter the dates as may be required by the nature of your position and role.

5. HOLIDAYS & PAID TIME OFF:

National or Bank Holidays are observed by the Company as paid time off and you are not required to report to work on such days, except, as required by the Company in accordance with Section 2 above.

Additional paid time off, including sick leave, and privilege/casual leave shall be as per Schedule B attached herewith. Casual leave must be scheduled by you with the Company and the times for such are subject to approval by the Company.

6. TRANSFERABILITY:

Your initial place of work will be at the Company's offices as set out in Annexure B. However, you may be required by the Company to work at any other place of business of the Company or at the Company's client's office or to travel outside of India or within India from time to time. The rules, regulations, and policies of the Company with regard to the provisions as mentioned herein shall apply.

7. CONFIDENTIALITY INFORMATION:

You agree to maintain the Confidentiality of all the Information shared with you and will not disclose to any other Company or to any other Company Employee or third party the Confidential Information as duly shared with you. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment.

8. AGREEMENTS:

The Employment Agreement and the Proprietary Information, Intellectual Property, Confidentiality, Non-Compete, and Non-Solicitation Agreement, with the Company will express in greater detail the Company's exclusive right, title, and interest in all tangibles and intangibles arising from your employment with the Company and for the avoidance of doubt, you hereby confirm that all tangibles and intangibles arising from your

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employment with the Company whether rendered before, during or after your employment with the Company are exclusively owned by the Company and that you will execute such documents and instruments required by the Company to confirm the foregoing without delay and at no cost to the Company.

9. APPRAISAL:

There will be a performance-based appraisal at the end of the year, to evaluate your performance throughout the year. The appraisal cycle is from January to December every year. For each appraisal cycle, there may or may not be a compensation adjustment based on performance. **You will be eligible for an appraisal in 2025.**

10. TERMINATION OF EMPLOYMENT:

During the period of engagement, your services are liable to be discontinued by giving sixty **(60)** days prior written notice by the Company. However, if your services are discontinued for misconduct, you are liable to be dismissed without notice.

The Company may terminate this Employment Offer Letter immediately in the following circumstances:

a. If you are in material breach of your Employment Offer Letter or any other Terms and Conditions relating to your Employment with the Company, its policies or its Customer's.

b. If any serious misconduct is conducted by you (including but not limited to disclosure of any confidential information, criminal activities, damage to the Customer's properties or other activities which amount to a breach of applicable regulation, non -compliance with any of the Customer's internal policies, guidelines and/or staff handbooks) or the Customer is dissatisfied with the deliverables of your work or conduct.

c. Due to any; performance related matters, Company or Customer related matters, misconduct or any other reason in accordance to the Company's Policy and Procedures.

d. In case, it is found that you have misrepresented any information in your application for employment or have furnished any wrong information or have concealed or suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof.

e. The Retirement age for employees is 58 years. Once an employee reaches retirement age, they will be typically required to retire and release from their regular employment and settle the dues.

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11. RULES AND REGULATIONS

In addition to verbal and written instructions, and office orders, you will be governed by the rules, regulations and other standard practices, systems, policies and procedures of the Company including the employment Agreement, CPRA and procedures of the Company including terms and conditions of employment as set in Annexure – A and B hereto, unless otherwise specifically stated. In all service matters, including those not specifically covered here, you will be governed by the rules of the Company as shall be in force from time to time.

12. MISCELLANEOUS:

a. This Offer Letter supersedes all prior communications – written and oral, between you and Company or any of the Company's representatives. This Offer Letter has to be read in conjunction with the terms of the Employment Agreement and the Proprietary Information, Intellectual Property, Confidentiality, Non-Compete and Non-Solicitation Agreement, once executed.
b. The terms of this Offer Letter shall remain confidential and are not to be disclosed to any third-party.
c. You understand that the Company maintains policies that are linked to performance management, career growth and annual compensation review of an employee and these policies are applicable to you. Additionally, you will be governed by the rules and regulations, the ethics and code of conduct of the Company. The Company policies as well as the rules and regulations of the Company are subject to revision by the Company from time to time as communicated in writing by the Company.
d. At all times you will be subject to the security requirements of the Company and its counterparties. You may be required to execute documents and instruments required by the Company's clients from time to time as a condition to your employment with the Company.

e. We request you to carry a signed copy of the offer letter on the day of your joining and send a confirmation email to us as a token of your acceptance.

Montran Corporation India Pvt Ltd, NESCO Centre,
Unit No. 504, 5th Floor, Tower 3, Western Express Highway, Goregaon East, Mumbai - 400063
Tel. No: +91-22-4917 2600 eMail: corporate@montran.com
website: www.montran.com , www.montran.in
CIN Number: U72300MH2013PTC249208 GSTIN – 27AAICM9064F1Z6

MONTRAN

We look forward to your joining the Company. Kindly acknowledge and agree to the acceptance of this Offer Letter by signing below.

For, MONTRAN CORPORATION (INDIA) PRIVATE LIMITED

_____
Sarika Vaze
[**Head - Human Resources & Administration**]

This is to certify that I have gone through and understood all the terms and conditions mentioned in this Offer Letter and Annexures A & B and I hereby accept and agree to abide by them.

_____
Name in full and Signature
Date:

Encl:
1. Schedule A- Compensation (including, applicable benefits)
2. Schedule B – Holidays

Please indicate below and provide a copy to the Company:

1. **PAN card**
2. **Valid Passport**
3. **Aadhar**
4. **Driver License**
5. **Final Marksheet**
6. **Final Passing Certificate**
7. **Relieving Letter of Last Company.**

MONTRAN

SCHEDULE A

Montran Designation		L1 - Asst. Software Engineer	
Sr.No	**Compensation Component**	**Per Month (INR)**	**Per Annum (INR)**
1	**Salary & Allowances**		
1.1	Base Salary (40%)	15,000	1,80,000
1.2	House Rent Allowance (50% of Base Salary)	7,500	90,000
1.3	Leave Travel Assistance	2,638	31,654
1.4	Travel Allowance	2,000	24,000
1.5	Medical Reimbursement	1,250	15,000
1.6	Other Allowances	2,279	27,346
1.7	Telephone/Broadband	1,000	12,000
	Total Salary & Allowance (A)	**31,667**	**3,80,000**
2	**Other Benefits**		
2.1	Provident Fund (Employer Contribution)	1,800	21,600
2.2	Group Medical Insurance & Accidental Policy		16,000
2.3	Gratuity		9,000
	Total Other Benefits (B)	**1,800**	**46,600**
3	**Bonus & Performance**		
	Bonus Upon Confirmation (Upto)		20,000
	Bonus In December 2025(Upto)		60,000
	Total Bonus & Performance ('C)	**0**	**80,000**
	CTC (A+B+C)	**33,466.67**	**5,06,600**

Montran Corporation India Pvt Ltd, NESCO Centre,
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Tel. No: +91-22-4917 2600 eMail: corporate@montran.com
website: www.montran.com , www.montran.in
CIN Number: U72300MH2013PTC249208 GSTIN – 27AAICM9064F1Z6

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You are eligible for the Provident Fund ("PF") facility as per the PF rule of the EPF Dept. - Govt. of India. For this, the Company will pay the amount (Employer contribution) as per the PF Rate. The equal amount (as much paid by the Company) will be deducted from your Basic Salary (Employee contribution), and the Total Amount (Employer contribution + Employee contribution) will be deposited in your PF Account (per month) by the Company, on your behalf. The Employee Contribution(deducted from your Base Salary) would be presented in your monthly Pay Slip as apart of your deductions.

- Medical insurance and accident insurance are provided to you over and above the salary by the Company.
- Any travel for Company work will be borne by the Company as per the Travel Policy.
- You acknowledge and agree that you are not granted and are not entitled to any other benefits or compensation from the Company, except as expressly provided for hereinabove.

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SCHEDULE B

1. **Company Location: Mumbai**

2. **Annual Holidays:**

   The number of holidays based on the RBI-published RTGS holidays will be declared by the management at the start of the year.

3. **Probation Leaves:**
   - During your probation period, you will be eligible for the leaves in accordance with the Company's then-current leave policy.
   - On confirmation, you will be eligible for leave as per the leave policy of the Company.

   Except for medically certified sick days, all Privileged Leaves must be scheduled and approved by the Company

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MONTRAN

EMPLOYMENT OFFER LETTER

May 30, 2024

Dear Roshan Nadar,

We are pleased to offer you a position as **L1 – Assistant Software Engineer** at Montran Corporation (India) Private Limited **("Company")**. Your work location will be **Mumbai** and such other locations that the Company may from time to time designate, including any Company's client location(s), situated in India or abroad. You will report to the manager as designated by the Company from time to time.

This offer is subject to confirmation by the Company of your eligibility to be employed, the successful verification of all references and appropriate clear background checks, and your providing of any information/documents as requested by the Company.

By accepting this letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided, which may occur at any time prior to or after the effective start date of your employment.

This offer is subject to your signing an Employment Agreement and the Proprietary Information, Intellectual Property, Confidentiality, Non-Compete and Non-Solicitation Agreement ("CPRA") as provided by the Company detailing the scope, terms and conditions of your employment. You are requested to accept and execute this Employment Offer Letter within a period of Seven (7) days from the date of this Letter. Employment Agreement and the Proprietary Information, Intellectual Property, Confidentiality, Non-Compete and Non-Solicitation Agreement ("CPRA") are required to be executed by you post signing the Employment Offer Letter and upon commencement of your employment with the Company.

The commencement date of your employment with the Company will be on or before **July 08, 2024 ("Commencement Date")** with bond period of **2 years** subject to your compliance with the terms of this Offer Letter the Employment Agreement, and the Proprietary Information, Intellectual Property, Confidentiality, Non-Compete and Non-Solicitation Agreement ("CPRA").

There will be bond which is applicable for 2 years from your joining date. In case you leave the organization before Bond period ends, you will require to pay Montran 3 months current salary as per the salary provided in Offer Letter and subsequent increment letter issued to you.

Your employment with the Company is subject to your being eligible to be employed by the Company as of the Commencement Date.

MONTRAN

Upon commencement of your employment, the following shall apply.

1. SALARY:

Your compensation is divided into 4 parts:

a) You will receive a total salary and other benefits of **Rs. 3,80,000/- (Rupees Three Lakhs and Eighty Thousand Only)** per annum.

b) In addition to this, you will receive various benefits of **Rs. 46,600/-** (**Rupees Forty – Six Thousand and Six Hundred Only)**

c) **You will be eligible for a bonus upon confirmation of INR 20,000/-. You agree that in the event that prior to your first anniversary with the firm you resign or give notice of resignation for any reason whatsoever, you will repay the confirmation bonus in a single settlement on demand and in any event prior to your last day of employment.**

d) **You will be eligible for a Bonus of upto Rs. 60,000/- in December 2025 as per the below table rating.**

Performance Ratings	Bonus Amount (In Rupees)
A+	60,000
A	50,000
B+	45,000
B	25,000
C	No Bonus

Your compensation details including benefits are attached herewith in Annexure A and are subject to revision as per the Company policy. Payments from the Company are subject to Deduction of Tax at Source in accordance with the applicable law. Payments from the Company are made in accordance with the regular payroll practices of the Company.

MONTRAN

Terms and Conditions of employment:

Probation / Confirmation / Compensation

- You shall be confirmed in employment after six months of continuous service from your date of joining, if your performance is found satisfactory.

- There will be bond which is applicable for 2 years from your joining date. In case you leave the organization before Bond period ends, you will require to pay Montran 3 months current salary as per the salary provided in Offer Letter and subsequent increment letter issued to you.

OBLIGATIONS:

a. Your benefits will be as provided in this Offer Letter.
b. Any other benefits apart from a. above will be as per the policy of the Company, intimated to you from time to time.
c. You are not entitled to any benefits from any other party.
d. You are not and may not be directly or indirectly an employee/consultant of any other Organization or otherwise engaged by another Organization while you are an employee of the Company

2. WORKING HOURS:

The general working hours of the Company are from **9:00 a.m. to 6:00 p.m**. **Monday to Saturday. However as per the project requirements,** the same is subject to change or in accordance with the Company's then-current policies. It is expected that you will also be available at other times as deemed necessary and reasonable, due to company business requirements, including weekends. You will be paid additional compensation for such time worked, in accordance with the applicable law.

3. PROBATION PERIOD:

You will be on Probation for a period of six (6) months commencing from **your date of joining the Company** (which may be extended as required) in accordance with the Company policy. During your Probation period you will be entitled to leaves as mentioned in Annexure B or as shall be in force from time to time. Post successful completion of your probation period, you will be entitled to leaves as per the Company policies. The decision of the Management on your (Employee) performance during the period of probation is final and binding on you (the Employee). Such confirmation shall be communicated to you (the Employee) via e-mail or by a Letter.

MONTRAN

4. NOTICE PERIOD:

The Company may terminate your employment during the probation period, by providing a weeks prior written notice. Should either party seek to terminate employment after the confirmation of employment, a minimum of two (2) months prior written notice, or any other mutually agreed term will be considered at the sole discretion of the Company.

You will not be entitled to leave during your notice period, unless the same is duly approved by the Company and the Company reserves the right to alter the dates as may be required by the nature of your position and role.

5. HOLIDAYS & PAID TIME OFF:

National or Bank Holidays are observed by the Company as paid time off and you are not required to report to work on such days, except, as required by the Company in accordance with Section 2 above.

Additional paid time off, including sick leave, and privilege/casual leave shall be as per Schedule B attached herewith. Casual leave must be scheduled by you with the Company and the times for such are subject to approval by the Company.

6. TRANSFERABILITY:

Your initial place of work will be at the Company's offices as set out in Annexure B. However, you may be required by the Company to work at any other place of business of the Company or at the Company's client's office or to travel outside of India or within India from time to time. The rules, regulations, and policies of the Company with regard to the provisions as mentioned herein shall apply.

7. CONFIDENTIALITY INFORMATION:

You agree to maintain the Confidentiality of all the Information shared with you and will not disclose to any other Company or to any other Company Employee or third party the Confidential Information as duly shared with you. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment.

8. AGREEMENTS:

The Employment Agreement and the Proprietary Information, Intellectual Property, Confidentiality, Non-Compete, and Non-Solicitation Agreement, with the Company will express in greater detail the Company's exclusive right, title, and interest in all tangibles and intangibles arising from your employment with the Company and for the avoidance of doubt, you hereby confirm that all tangibles and intangibles arising from your

MONTRAN

employment with the Company whether rendered before, during or after your employment with the Company are exclusively owned by the Company and that you will execute such documents and instruments required by the Company to confirm the foregoing without delay and at no cost to the Company.

9. APPRAISAL:

There will be a performance-based appraisal at the end of the year, to evaluate your performance throughout the year. The appraisal cycle is from January to December every year. For each appraisal cycle, there may or may not be a compensation adjustment based on performance. **You will be eligible for an appraisal in 2025.**

10. TERMINATION OF EMPLOYMENT:

During the period of engagement, your services are liable to be discontinued by giving sixty **(60)** days prior written notice by the Company. However, if your services are discontinued for misconduct, you are liable to be dismissed without notice.

The Company may terminate this Employment Offer Letter immediately in the following circumstances:

a. If you are in material breach of your Employment Offer Letter or any other Terms and Conditions relating to your Employment with the Company, its policies or its Customer's.

b. If any serious misconduct is conducted by you (including but not limited to disclosure of any confidential information, criminal activities, damage to the Customer's properties or other activities which amount to a breach of applicable regulation, non -compliance with any of the Customer's internal policies, guidelines and/or staff handbooks) or the Customer is dissatisfied with the deliverables of your work or conduct.

c. Due to any; performance related matters, Company or Customer related matters, misconduct or any other reason in accordance to the Company's Policy and Procedures.

d. In case, it is found that you have misrepresented any information in your application for employment or have furnished any wrong information or have concealed or suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof.

e. The Retirement age for employees is 58 years. Once an employee reaches retirement age, they will be typically required to retire and release from their regular employment and settle the dues.

MONTRAN

11. RULES AND REGULATIONS

In addition to verbal and written instructions, and office orders, you will be governed by the rules, regulations and other standard practices, systems, policies and procedures of the Company including the employment Agreement, CPRA and procedures of the Company including terms and conditions of employment as set in Annexure – A and B hereto, unless otherwise specifically stated. In all service matters, including those not specifically covered here, you will be governed by the rules of the Company as shall be in force from time to time.

12. MISCELLANEOUS:

a. This Offer Letter supersedes all prior communications – written and oral, between you and Company or any of the Company's representatives. This Offer Letter has to be read in conjunction with the terms of the Employment Agreement and the Proprietary Information, Intellectual Property, Confidentiality, Non-Compete and Non-Solicitation Agreement, once executed.
b. The terms of this Offer Letter shall remain confidential and are not to be disclosed to any third-party.
c. You understand that the Company maintains policies that are linked to performance management, career growth and annual compensation review of an employee and these policies are applicable to you. Additionally, you will be governed by the rules and regulations, the ethics and code of conduct of the Company. The Company policies as well as the rules and regulations of the Company are subject to revision by the Company from time to time as communicated in writing by the Company.
d. At all times you will be subject to the security requirements of the Company and its counterparties. You may be required to execute documents and instruments required by the Company's clients from time to time as a condition to your employment with the Company.

e. We request you to carry a signed copy of the offer letter on the day of your joining and send a confirmation email to us as a token of your acceptance.

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website: www.montran.com , www.montran.in
CIN Number: U72300MH2013PTC249208 GSTIN – 27AAICM9064F1Z6

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We look forward to your joining the Company. Kindly acknowledge and agree to the acceptance of this Offer Letter by signing below.

For, MONTRAN CORPORATION (INDIA) PRIVATE LIMITED

_____
Sarika Vaze
[**Head - Human Resources & Administration**]

This is to certify that I have gone through and understood all the terms and conditions mentioned in this Offer Letter and Annexures A & B and I hereby accept and agree to abide by them.

_____
Name in full and Signature
Date:

Encl:
1. Schedule A- Compensation (including, applicable benefits)
2. Schedule B – Holidays

Please indicate below and provide a copy to the Company:

1. **PAN card**
2. **Valid Passport**
3. **Aadhar**
4. **Driver License**
5. **Final Marksheet**
6. **Final Passing Certificate**
7. **Relieving Letter of Last Company.**

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SCHEDULE A

Montran Designation		L1 - Asst. Software Engineer	
Sr.No	**Compensation Component**	**Per Month (INR)**	**Per Annum (INR)**
1	**Salary & Allowances**		
1.1	Base Salary (40%)	15,000	1,80,000
1.2	House Rent Allowance (50% of Base Salary)	7,500	90,000
1.3	Leave Travel Assistance	2,638	31,654
1.4	Travel Allowance	2,000	24,000
1.5	Medical Reimbursement	1,250	15,000
1.6	Other Allowances	2,279	27,346
1.7	Telephone/Broadband	1,000	12,000
	Total Salary & Allowance (A)	**31,667**	**3,80,000**
2	**Other Benefits**		
2.1	Provident Fund (Employer Contribution)	1,800	21,600
2.2	Group Medical Insurance & Accidental Policy		16,000
2.3	Gratuity		9,000
	Total Other Benefits (B)	**1,800**	**46,600**
3	**Bonus & Performance**		
	Bonus Upon Confirmation (Upto)		20,000
	Bonus In December 2025(Upto)		60,000
	Total Bonus & Performance ('C)	**0**	**80,000**
	CTC (A+B+C)	**33,466.67**	**5,06,600**

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You are eligible for the Provident Fund ("PF") facility as per the PF rule of the EPF Dept. - Govt. of India. For this, the Company will pay the amount (Employer contribution) as per the PF Rate. The equal amount (as much paid by the Company) will be deducted from your Basic Salary (Employee contribution), and the Total Amount (Employer contribution + Employee contribution) will be deposited in your PF Account (per month) by the Company, on your behalf. The Employee Contribution(deducted from your Base Salary) would be presented in your monthly Pay Slip as apart of your deductions.

- Medical insurance and accident insurance are provided to you over and above the salary by the Company.
- Any travel for Company work will be borne by the Company as per the Travel Policy.
- You acknowledge and agree that you are not granted and are not entitled to any other benefits or compensation from the Company, except as expressly provided for hereinabove.

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CIN Number: U72300MH2013PTC249208 GSTIN – 27AAICM9064F1Z6

MONTRAN

SCHEDULE B

1. **Company Location: Mumbai**

2. **Annual Holidays:**

   The number of holidays based on the RBI-published RTGS holidays will be declared by the management at the start of the year.

3. **Probation Leaves:**
   - During your probation period, you will be eligible for the leaves in accordance with the Company's then-current leave policy.
   - On confirmation, you will be eligible for leave as per the leave policy of the Company.

   Except for medically certified sick days, all Privileged Leaves must be scheduled and approved by the Company

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MONTRAN

EMPLOYMENT OFFER LETTER

July 3, 2024

Dear Simone Gracias,

We are pleased to offer you a position as **L1 – Assistant Software Engineer** at Montran Corporation (India) Private Limited **("Company")**. Your work location will be **Mumbai** and such other locations that the Company may from time to time designate, including any Company's client location(s), situated in India or abroad. You will report to the manager as designated by the Company from time to time.

This offer is subject to confirmation by the Company of your eligibility to be employed, the successful verification of all references and appropriate clear background checks, and your providing of any information/documents as requested by the Company.

By accepting this letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided, which may occur at any time prior to or after the effective start date of your employment.

This offer is subject to your signing an Employment Agreement and the Proprietary Information, Intellectual Property, Confidentiality, Non-Compete and Non-Solicitation Agreement ("CPRA") as provided by the Company detailing the scope, terms and conditions of your employment. You are requested to accept and execute this Employment Offer Letter within a period of Seven (7) days from the date of this Letter. Employment Agreement and the Proprietary Information, Intellectual Property, Confidentiality, Non-Compete and Non-Solicitation Agreement ("CPRA") are required to be executed by you post signing the Employment Offer Letter and upon commencement of your employment with the Company.

The commencement date of your employment with the Company will be on or before **July 08, 2024 ("Commencement Date")** with bond period of **2 years** subject to your compliance with the terms of this Offer Letter the Employment Agreement, and the Proprietary Information, Intellectual Property, Confidentiality, Non-Compete and Non-Solicitation Agreement ("CPRA").

There will be bond which is applicable for 2 years from your joining date. In case you leave the organization before Bond period ends, you will require to pay Montran 3 months current salary as per the salary provided in Offer Letter and subsequent increment letter issued to you.

Your employment with the Company is subject to your being eligible to be employed by the Company as of the Commencement Date.

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Upon commencement of your employment, the following shall apply.

1. SALARY:

Your compensation is divided into 4 parts:

a) You will receive a total salary and other benefits of **Rs. 3,80,000/- (Rupees Three Lakhs and Eighty Thousand Only)** per annum.

b) In addition to this, you will receive various benefits of **Rs. 46,600/-** (**Rupees Forty – Six Thousand and Six Hundred Only)**

c) **You will be eligible for a bonus upon confirmation of INR 20,000/-. You agree that in the event that prior to your first anniversary with the firm you resign or give notice of resignation for any reason whatsoever, you will repay the confirmation bonus in a single settlement on demand and in any event prior to your last day of employment.**

d) **You will be eligible for a Bonus of upto Rs. 60,000/- in December 2025 as per the below table rating.**

Performance Ratings	Bonus Amount (In Rupees)
A+	60,000
A	50,000
B+	45,000
B	25,000
C	No Bonus

Your compensation details including benefits are attached herewith in Annexure A and are subject to revision as per the Company policy. Payments from the Company are subject to Deduction of Tax at Source in accordance with the applicable law. Payments from the Company are made in accordance with the regular payroll practices of the Company.

MONTRAN

Terms and Conditions of employment:

Probation / Confirmation / Compensation

- You shall be confirmed in employment after six months of continuous service from your date of joining, if your performance is found satisfactory.

- There will be bond which is applicable for 2 years from your joining date. In case you leave the organization before Bond period ends, you will require to pay Montran 3 months current salary as per the salary provided in Offer Letter and subsequent increment letter issued to you.

OBLIGATIONS:

a. Your benefits will be as provided in this Offer Letter.
b. Any other benefits apart from a. above will be as per the policy of the Company, intimated to you from time to time.
c. You are not entitled to any benefits from any other party.
d. You are not and may not be directly or indirectly an employee/consultant of any other Organization or otherwise engaged by another Organization while you are an employee of the Company

2. WORKING HOURS:

The general working hours of the Company are from **9:00 a.m. to 6:00 p.m**. **Monday to Saturday. However as per the project requirements,** the same is subject to change or in accordance with the Company's then-current policies. It is expected that you will also be available at other times as deemed necessary and reasonable, due to company business requirements, including weekends. You will be paid additional compensation for such time worked, in accordance with the applicable law.

3. PROBATION PERIOD:

You will be on Probation for a period of six (6) months commencing from **your date of joining the Company** (which may be extended as required) in accordance with the Company policy. During your Probation period you will be entitled to leaves as mentioned in Annexure B or as shall be in force from time to time. Post successful completion of your probation period, you will be entitled to leaves as per the Company policies. The decision of the Management on your (Employee) performance during the period of probation is final and binding on you (the Employee). Such confirmation shall be communicated to you (the Employee) via e-mail or by a Letter.

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4. NOTICE PERIOD:

The Company may terminate your employment during the probation period, by providing a weeks prior written notice. Should either party seek to terminate employment after the confirmation of employment, a minimum of two (2) months prior written notice, or any other mutually agreed term will be considered at the sole discretion of the Company.

You will not be entitled to leave during your notice period, unless the same is duly approved by the Company and the Company reserves the right to alter the dates as may be required by the nature of your position and role.

5. HOLIDAYS & PAID TIME OFF:

National or Bank Holidays are observed by the Company as paid time off and you are not required to report to work on such days, except, as required by the Company in accordance with Section 2 above.

Additional paid time off, including sick leave, and privilege/casual leave shall be as per Schedule B attached herewith. Casual leave must be scheduled by you with the Company and the times for such are subject to approval by the Company.

6. TRANSFERABILITY:

Your initial place of work will be at the Company's offices as set out in Annexure B. However, you may be required by the Company to work at any other place of business of the Company or at the Company's client's office or to travel outside of India or within India from time to time. The rules, regulations, and policies of the Company with regard to the provisions as mentioned herein shall apply.

7. CONFIDENTIALITY INFORMATION:

You agree to maintain the Confidentiality of all the Information shared with you and will not disclose to any other Company or to any other Company Employee or third party the Confidential Information as duly shared with you. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment.

8. AGREEMENTS:

The Employment Agreement and the Proprietary Information, Intellectual Property, Confidentiality, Non-Compete, and Non-Solicitation Agreement, with the Company will express in greater detail the Company's exclusive right, title, and interest in all tangibles and intangibles arising from your employment with the Company and for the avoidance of doubt, you hereby confirm that all tangibles and intangibles arising from your

MONTRAN

employment with the Company whether rendered before, during or after your employment with the Company are exclusively owned by the Company and that you will execute such documents and instruments required by the Company to confirm the foregoing without delay and at no cost to the Company.

9. APPRAISAL:

There will be a performance-based appraisal at the end of the year, to evaluate your performance throughout the year. The appraisal cycle is from January to December every year. For each appraisal cycle, there may or may not be a compensation adjustment based on performance. **You will be eligible for an appraisal in 2025.**

10. TERMINATION OF EMPLOYMENT:

During the period of engagement, your services are liable to be discontinued by giving sixty **(60)** days prior written notice by the Company. However, if your services are discontinued for misconduct, you are liable to be dismissed without notice.

The Company may terminate this Employment Offer Letter immediately in the following circumstances:

a. If you are in material breach of your Employment Offer Letter or any other Terms and Conditions relating to your Employment with the Company, its policies or its Customer's.

b. If any serious misconduct is conducted by you (including but not limited to disclosure of any confidential information, criminal activities, damage to the Customer's properties or other activities which amount to a breach of applicable regulation, non -compliance with any of the Customer's internal policies, guidelines and/or staff handbooks) or the Customer is dissatisfied with the deliverables of your work or conduct.

c. Due to any; performance related matters, Company or Customer related matters, misconduct or any other reason in accordance to the Company's Policy and Procedures.

d. In case, it is found that you have misrepresented any information in your application for employment or have furnished any wrong information or have concealed or suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof.

e. The Retirement age for employees is 58 years. Once an employee reaches retirement age, they will be typically required to retire and release from their regular employment and settle the dues.

MONTRAN

11. RULES AND REGULATIONS

In addition to verbal and written instructions, and office orders, you will be governed by the rules, regulations and other standard practices, systems, policies and procedures of the Company including the employment Agreement, CPRA and procedures of the Company including terms and conditions of employment as set in Annexure – A and B hereto, unless otherwise specifically stated. In all service matters, including those not specifically covered here, you will be governed by the rules of the Company as shall be in force from time to time.

12. MISCELLANEOUS:

a. This Offer Letter supersedes all prior communications – written and oral, between you and Company or any of the Company's representatives. This Offer Letter has to be read in conjunction with the terms of the Employment Agreement and the Proprietary Information, Intellectual Property, Confidentiality, Non-Compete and Non-Solicitation Agreement, once executed.
b. The terms of this Offer Letter shall remain confidential and are not to be disclosed to any third-party.
c. You understand that the Company maintains policies that are linked to performance management, career growth and annual compensation review of an employee and these policies are applicable to you. Additionally, you will be governed by the rules and regulations, the ethics and code of conduct of the Company. The Company policies as well as the rules and regulations of the Company are subject to revision by the Company from time to time as communicated in writing by the Company.
d. At all times you will be subject to the security requirements of the Company and its counterparties. You may be required to execute documents and instruments required by the Company's clients from time to time as a condition to your employment with the Company.

e. We request you to carry a signed copy of the offer letter on the day of your joining and send a confirmation email to us as a token of your acceptance.

MONTRAN

We look forward to your joining the Company. Kindly acknowledge and agree to the acceptance of this Offer Letter by signing below.

For, MONTRAN CORPORATION (INDIA) PRIVATE LIMITED

_____
Sarika Vaze
[**Head - Human Resources & Administration**]

This is to certify that I have gone through and understood all the terms and conditions mentioned in this Offer Letter and Annexures A & B and I hereby accept and agree to abide by them.

SIMONE SAVIO GRACIAS
_____
Name in full and Signature
Date: 26/07/2024

Encl:
1. Schedule A- Compensation (including, applicable benefits)
2. Schedule B – Holidays

Please indicate below and provide a copy to the Company:

1. **PAN card**
2. **Valid Passport**
3. **Aadhar**
4. **Driver License**
5. **Final Marksheet**
6. **Final Passing Certificate**
7. **Relieving Letter of Last Company.**

MONTRAN

SCHEDULE A

Montran Designation		L1 - Asst. Software Engineer	
Sr.No	**Compensation Component**	**Per Month (INR)**	**Per Annum (INR)**
1	**Salary & Allowances**		
1.1	Base Salary (40%)	15,000	1,80,000
1.2	House Rent Allowance (50% of Base Salary)	7,500	90,000
1.3	Leave Travel Assistance	2,638	31,654
1.4	Travel Allowance	2,000	24,000
1.5	Medical Reimbursement	1,250	15,000
1.6	Other Allowances	2,279	27,346
1.7	Telephone/Broadband	1,000	12,000
	Total Salary & Allowance (A)	**31,667**	**3,80,000**
2	**Other Benefits**		
2.1	Provident Fund (Employer Contribution)	1,800	21,600
2.2	Group Medical Insurance & Accidental Policy		16,000
2.3	Gratuity		9,000
	Total Other Benefits (B)	**1,800**	**46,600**
3	**Bonus & Performance**		
	Bonus Upon Confirmation (Upto)		20,000
	Bonus In December 2025(Upto)		60,000
	Total Bonus & Performance ('C)	**0**	**80,000**
	CTC (A+B+C)	**33,466.67**	**5,06,600**

Montran Corporation India Pvt Ltd, NESCO Centre,
Unit No. 504, 5th Floor, Tower 3, Western Express Highway, Goregaon East, Mumbai - 400063
Tel. No: +91-22-4917 2600 eMail: corporate@montran.com
website: www.montran.com , www.montran.in
CIN Number: U72300MH2013PTC249208 GSTIN – 27AAICM9064F1Z6

MONTRAN

You are eligible for the Provident Fund ("PF") facility as per the PF rule of the EPF Dept. - Govt. of India. For this, the Company will pay the amount (Employer contribution) as per the PF Rate. The equal amount (as much paid by the Company) will be deducted from your Basic Salary (Employee contribution), and the Total Amount (Employer contribution + Employee contribution) will be deposited in your PF Account (per month) by the Company, on your behalf. The Employee Contribution(deducted from your Base Salary) would be presented in your monthly Pay Slip as apart of your deductions.

- Medical insurance and accident insurance are provided to you over and above the salary by the Company.
- Any travel for Company work will be borne by the Company as per the Travel Policy.
- You acknowledge and agree that you are not granted and are not entitled to any other benefits or compensation from the Company, except as expressly provided for hereinabove.

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MONTRAN

SCHEDULE B

1. **Company Location: Mumbai**

2. **Annual Holidays:**

   The number of holidays based on the RBI-published RTGS holidays will be declared by the management at the start of the year.

3. **Probation Leaves:**
   - During your probation period, you will be eligible for the leaves in accordance with the Company's then-current leave policy.
   - On confirmation, you will be eligible for leave as per the leave policy of the Company.

   Except for medically certified sick days, all Privileged Leaves must be scheduled and approved by the Company

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website: www.montran.com , www.montran.in
CIN Number: U72300MH2013PTC249208 GSTIN – 27AAICM9064F1Z6

MONTRAN

EMPLOYMENT OFFER LETTER

May 30, 2024

Dear Rohit Rathod,

We are pleased to offer you a position as **L1 – Assistant Software Engineer** at Montran Corporation (India) Private Limited **("Company")**. Your work location will be **Mumbai** and such other locations that the Company may from time to time designate, including any Company's client location(s), situated in India or abroad. You will report to the manager as designated by the Company from time to time.

This offer is subject to confirmation by the Company of your eligibility to be employed, the successful verification of all references and appropriate clear background checks, and your providing of any information/documents as requested by the Company.

By accepting this letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided, which may occur at any time prior to or after the effective start date of your employment.

This offer is subject to your signing an Employment Agreement and the Proprietary Information, Intellectual Property, Confidentiality, Non-Compete and Non-Solicitation Agreement ("CPRA") as provided by the Company detailing the scope, terms and conditions of your employment. You are requested to accept and execute this Employment Offer Letter within a period of Seven (7) days from the date of this Letter. Employment Agreement and the Proprietary Information, Intellectual Property, Confidentiality, Non-Compete and Non-Solicitation Agreement ("CPRA") are required to be executed by you post signing the Employment Offer Letter and upon commencement of your employment with the Company.

The commencement date of your employment with the Company will be on or before **July 08, 2024** **("Commencement Date")** with bond period of **2 years** subject to your compliance with the terms of this Offer Letter the Employment Agreement, and the Proprietary Information, Intellectual Property, Confidentiality, Non-Compete and Non-Solicitation Agreement ("CPRA").

There will be bond which is applicable for 2 years from your joining date. In case you leave the organization before Bond period ends, you will require to pay Montran 3 months current salary as per the salary provided in Offer Letter and subsequent increment letter issued to you.

Your employment with the Company is subject to your being eligible to be employed by the Company as of the Commencement Date.

Montran Corporation India Pvt Ltd, NESCO Centre,
Unit No. 504, 5th Floor, Tower 3, Western Express Highway, Goregaon East, Mumbai - 400063
Tel. No: +91-22-4917 2600 eMail: corporate@montran.com
website: www.montran.com , www.montran.in
CIN Number: U72300MH2013PTC249208 GSTIN – 27AAICM9064F1Z6

Rohit.R

MONTRAN

EMPLOYMENT OFFER LETTER

May 30, 2024

Dear Rohit Rathod,

We are pleased to offer you a position as **L1 – Assistant Software Engineer** at Montran Corporation (India) Private Limited **("Company")**. Your work location will be **Mumbai** and such other locations that the Company may from time to time designate, including any Company's client location(s), situated in India or abroad. You will report to the manager as designated by the Company from time to time.

This offer is subject to confirmation by the Company of your eligibility to be employed, the successful verification of all references and appropriate clear background checks, and your providing of any information/documents as requested by the Company.

By accepting this letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided, which may occur at any time prior to or after the effective start date of your employment.

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CIN Number: U72300MH2013PTC249208 GSTIN – 27AAICM9064F1Z6

Rohit.R

May 10, 2024

Letter of Appointment

Dear Varad Jayant Prabhu,

We are delighted to offer you the role of **Automation Support Engineer**, with BrowserStack Software Pvt Ltd ("Company" or "We" or "Us").

You are requested to join on or before **June 3, 2024**. If there is any change in your expected date of joining, do let us know.

Please note that this Letter and the attached Annexures form part of the Letter of Appointment.

BrowserStack is a "Remote First" Company. "Remote First", in our context means that your primary place of work would be "remote". However, you will need to visit the "Base Location" or any other location, in accordance with the cadence that would be designed and informed in advance, by your respective functional head. The "Organizational Building Meet-ups" are being mandated to ensure that we continue to retain our competitive advantage through culture building and enhancing social capital. All essential travel related costs, when travel is mandated by BrowserStack, will be borne by BrowserStack. **For the avoidance of doubt, you can only work remotely from the state / country in which you are legally permitted to work.**

However, if your role requires frequent visits to the office premises or if your role requires regular presence in the office premises, you will be required to relocate / stay in the "Base Location". You are also liable to be transferred to another location / subsidiary in India or abroad - whether in current existence or coming into existence hereafter, either at the place of posting or any other place where the Company may establish / open its branch office(s) at a later point of time. You are also liable to be sent on deputation, for service at any place in India or abroad and in any company in which the Company may have an interest. Upon such transfer, the rules and regulations applicable to such a post or at the place of transfer will automatically become applicable to you in accordance with internal company's policies.

Remuneration:
Compensation: You will be paid **INR 809,518** per annum. Please refer to Annexure 1 for details.

Your compensation and any other amounts paid to you under this Letter of Appointment, shall be subject to all statutory deductions including taxes. Remuneration will be governed by the rules of the company on the subject, as applicable and / or amended hereafter.

The Company reserves the right to alter, amend, cancel or vary any of the benefits provided to you at any time after giving reasonable notice of such proposed alterations, cancellation or variation.

Responsibilities:

You will be responsible for the assignments and tasks granted to you, from time to time. Your engagement will be subject to the rules and regulations, policies and processes of the Company as laid down in relation to conduct, discipline and other matters. You agree to always perform the responsibilities and duties attached to your office and conduct yourself according to such regulations, policies and processes of the Company

The Other terms and conditions of this letter of appointment are detailed in Annexure 2.

We wish you the very best as you start your journey with us and we are absolutely sure that we will be able to create a mutually beneficial experience for us. Please reach out to PeopleOps@BrowserStack.com, if you need any clarification. Please confirm your acceptance of the Letter of Appointment and the associated terms and conditions by signing and returning this letter for our records.

For **BrowserStack Software Pvt. Ltd.**

Amey Kulkarni
Amey Kulkarni (May 10, 2024 18:52 GMT+5.5)

Authorised Signatory

Approved by: NA
NA

Signature of the Individual
Accepting the Letter of Appointment

Name : Varad Prabhu

Date. : May 14, 2024

BrowserStack

Annexure 1

Name: Varad Jayant Prabhu
Designation: Automation Support Engineer

COMPENSATION STRUCTURE		Monthly Compensation	Annual Compensation
		INR	INR
Base Pay	Basic Salary	22,692	272,298
	House Rent Allowance	11,346	136,149
	Telephone Allowance	2,000	24,000
	Leave Travel Allowance	1,891	22,691
	Books & Periodicals	1,000	12,000
	Special Allowance	17,801	213,607
Total Base Pay		**56,729**	**680,745**
Variable Pay	Target Performance Pay		**68,075**
Benefits	Gratuity		13,098
	Medical Insurance		26,000
	Employer's PF Contribution		21,600
Total Benefits			**60,698**
Total Compensation			**809,518**
Launchpad Program	Launchpad Program total amount		**374,410**
	Launchpad program 1st payout (13th month salary)		187,205
	Launchpad program 2nd payout (25th month salary)		187,205

Note :

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- If you elect for Provident Fund contribution, the Company contribution will be a maximum 12% on INR 180,000/- of basic salary per annum
- Company provides Medical Insurance floating coverage of INR 5 lacs for you, your spouse, parents/parents in law and up to 2 children
- Target performance pay is subject to Company's performance management policy. It is paid annually (For Non-Sales employees) unless otherwise agreed in writing and the actual payout will be determined based on your performance during the year. For Sales employees, it will be as per their Variable Compensation Plan (VCP). In order to be eligible for payout of the same, you should be on the rolls of the Company when it is paid and not serving notice period on that day
- The Company provides for your Gratuity in compliance with the prevailing law
- The above compensation structure is subject to detailed rules and regulations of the Company, as may be applicable from time to time
- Any tax liability arising out of these allowances, stock grants, perquisites and reimbursements will be borne by you

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26th Floor, Oberoi Commerz II, International Business park, Oberoi Garden city, Goregaon East, Mumbai- 400 063 INDIA
Regd. Office : A2203, Oberoi Springs, New Link Road, Andheri West, Mumbai 400 053 INDIA
CIN : U74120MH2015PTC264476

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Annexure 2

Other Terms and Conditions

1. **Annual Review**
   The Company follows the April to March cycle for annual reviews. At the discretion of the Company, your total compensation may be reviewed annually. The review will be based on the performance management policy and process adopted by the Company.

2. **Leave**
   Leaves shall be applicable as per the Company's Leave Policy, which the Company has a right to amend from time to time. As per the current Policy, you are entitled to receive unlimited paid leaves. Further, all leaves mandated by the law will be over and above these leaves. Leaves shall be calculated starting 1st April of every year to 31st March of the subsequent year. Any unutilized leaves at the end of the year shall expire and there shall be no carry forward/accrual allowed. For more details, please refer to the Company Leave Policy.

3. **Work Timings**
   Normal business hours shall be 11.00 a.m. to 8.00 p.m. (with a lunch break of one hour), Monday to Friday in each week. However for Sales, Tech Support & Customer engineering the work timings will be defined by the team leadership.

4. **Background Verification**
   Your appointment will be subject to successful initiation and completion of your background verification and reference check. 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 cancelling your appointment with BrowserStack. The check with your current employer will be done post you joining BrowserStack. You acknowledge that in case of any discrepancy found in any of the checks, your offer will be revoked immediately or employment shall be deemed to be void from its commencement and you shall be terminated immediately without any compensation or notice thereof.

5. **Past Records & Documents**
   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 for termination of your services without any notice.

6. **Record Updation**
   You will keep the Company informed in writing of any change in your communication address or contact number or e-mail id, and on your failing to do so, all communications intended to be sent to you will be sent to your last communication address, and this will be deemed to be sufficient service towards you.

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7. **Confidentiality**
   You agree that ALL the terms and conditions of this employment letter are strictly confidential. Any disclosure of ANY these terms and conditions to third parties (including other employees of the Company or any other entity within BrowserStack group) constitutes a breach of your employment contract. You also acknowledge that the information you acquire about the Company and any of the group companies in the course of your employment is highly confidential. You agree that during the term of your employment hereunder and thereafter not to knowingly or unknowingly use such information, for any purpose other than for the sole benefit of the group companies (including the Company) without prior consent of the Company in writing. In the event of such disclosure, your services are liable for termination at the sole discretion of the Company.

8. **Intellectual Property**
   You acknowledge that all materials that you create or 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 always be, and always remain, the sole right/ property of the company. If you are considered author or inventor of the same, you hereby assign to the Company all rights, title and interest you may have in them.

9. **Non-Disparagement**
   You shall not, at any time during the term of your employment and thereafter, make statements or representations, or otherwise communicate, directly or indirectly, in writing, orally, or otherwise, or take any action which may, directly or indirectly, disparage the Company or any of its subsidiaries or affiliates or their respective officers, directors, employees, advisors, businesses or reputations. Notwithstanding the foregoing, nothing in this Agreement shall preclude you from making truthful statements that are required by applicable law, regulation or legal process.

10. **Notice of termination**
    The Services may be terminated by either party by giving one month (30 days) notice or base Pay (if any) in lieu of the shortfall in notice.
    However, in the event of you committing any criminal offense or indulging in any activities which amount to moral turpitude or acting against the interest or the regulations, policies and processes of the Company, you shall be liable to be dismissed forthright after getting an opportunity of being heard, without any further notice. Further, the Company may terminate your employment without prior notice or payment in lieu of notice for serious misconduct in accordance with relevant laws or any material breach of your employment agreement, in particular, any breach of para 11 & 12.

Upon termination of employment, 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. You will also return all company property, which may be in your possession. Any damage to or loss to any of the company

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properties or assets during / after the course of employment is sole responsibility of the employee and is liable to be charged for the damage and cost incurred in repair or replacement of the asset.

11. **Engagement in other business**
    You acknowledge that the Company wishes you to devote your whole time and attention to the Services of the Company during the term of your employment with it. While you render services to the company, you agree that you will not engage in any other employment, consulting or other business activity without the written consent of the Company.

12. **Non-Solicitation**
    You shall not, during your employment within the Company or for a period of twelve (12) months after the date of termination of your employment with the Company on your behalf or on behalf of any person, firm or company, directly or indirectly:
    a. Recruit, solicit, entice, assist or engage in any activity whatsoever that would result in any person then or thereafter employed by the Company or appointed as representative of the Company, to join you in providing Services to be employed by any business activity in which you shall be involved; or
    b. Approach, induce, solicit or persuade any client or customer of the Company to cease doing business with the Company or reduce the amount of business which that person or entity would normally do with the Company.

13. **Non-Competition**
    You acknowledge that during the course of your employment with the Company, you will become familiar with the Company's business and trade secrets and other confidential information that is unique and of extraordinary value to the Company. You agree that during your employment with the Company and for twelve months thereafter, you shall not directly or indirectly own, manage, control, participate in, consult with, render Services for, or engage in any business competing with the business of the Company or its associates.

14. **Conduct and Discipline**
    You shall perform such duties as may from time to time be assigned to you and you will be subject to all such applicable rules and regulations in accordance with the regulations, policies and processes of the Company policy as may be in force from time to time, including as laid out in the Company Policy documents.

    While in the employment of the Company, you shall (i) use your best endeavour to defend and promote the business interests of the Company; and (ii) devote your full time, attention and efforts to serve the Company.

    You confirm that as on the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements.

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15. **Company Regulations**
As an employee, the provisions of the following documents shall be binding on you and they shall form part of the terms and conditions of your employment:
- Confidentiality Agreement (Annexure 3)
- Code of Conduct and Ethics (Annexure 4)
During your employment with the Company, you shall observe and comply with all of the rules, regulations and directives of the Company as may from time to time be made or given. The Company shall have the right, upon giving reasonable notice, to alter and amend the rules and regulations of the Company as well as any of the terms of our employment, and such alteration or amendment shall become fully effective and a binding term of your employment.

16. **Amendment**
Any modification or amendment of this Agreement, or additional obligation assumed by either the Company or you in connection with this Agreement, shall be effective if placed in writing and signed by you and the Company or by the respective authorized representatives or shared by email by specific representatives.

17. **Severability**
If any of the terms of this Agreement is in conflict with any rule of law or statutory provision or is otherwise unenforceable or invalid under any applicable law or regulation, such invalidity or unenforceability shall not invalidate, impair or effect any of the remaining terms of this Agreement and this Agreement shall continue in full force and effect.

18. **Disputes & Grievances**
This Letter shall be governed by the Laws of India and all disputes arising out of this Letter will be subject to the jurisdiction of the courts in Mumbai, India.

19. **Entire Agreement**
This letter supersedes and replaces any prior understandings or agreements, whether oral, written or implied, between you and the company regarding the matters described in this letter.

Annexure 3

Confidentiality Agreement

This Confidentiality Agreement dated and signed, between Varad Jayant Prabhu ("Recipient") as at the end and BrowserStack, a Company Registered in Mumbai ("BrowserStack Software Pvt Ltd.").

1. **Background:** The Company intends to disclose information to the Employee to enable them to perform their duties in The Company. In the course of such disclosure of information, it is anticipated that The Company may disclose or deliver to the Employee certain of its trade secrets or confidential or proprietary information for the purpose of enabling the Employee to perform their duties smoothly. The parties have entered into this Agreement in order to assure the confidentiality of such trade secrets and confidential or proprietary information in accordance with the terms of this Agreement. As used in this Agreement, the party disclosing Proprietary Information (as defined below) is referred to as the "Disclosing Party"; the party receiving such Proprietary Information is referred to as the "Recipient". As used in this Agreement, "writing" or "written," or any other similar term, shall include information on magnetic or electronic media.

2. **Proprietary Information:** As used in this Agreement, the term "Proprietary Information" shall mean all trade secrets or confidential or proprietary information, including without limitation, information and software, Network Design, electronic exchange of data, applications and analyses, database design, programming code which is disclosed in writing, electronically or orally by the Disclosing Party to the Recipient. Notwithstanding the foregoing, information which is orally or visually disclosed to the Recipient by the Disclosing Party, or is disclosed in writing without an appropriate letter, proprietary stamp, legend or screen caption, shall constitute Proprietary Information till such time that the Employee is employed with The Company and even after the Employee has ceased to be in employment with The Company.

3. **Disclosure of Proprietary Information:** The Recipient shall hold in confidence, and shall not disclose to any person outside its organization, any Proprietary Information. The Recipient shall use such Proprietary Information only for the purpose for which it was disclosed and shall not use or exploit such Proprietary Information for its own benefit or the benefit of another without the prior written consent of the Disclosing Party. The Recipient shall disclose Proprietary Information received by it under this Agreement only to persons within its organization who have a need to know such Proprietary Information in the course of the performance of their duties and who are bound to protect the confidentiality of such Proprietary Information.

4. **Limitation on Obligations:** The obligations of the Recipient specified in Section 3 above shall not apply, and the Recipient shall have no further obligations, with respect to any Proprietary Information to the extent that such Proprietary Information:
   is generally known to the public at the time of disclosure or becomes generally known through no wrongful act on the part of the Recipient;
   a. is in the Recipient's possession at the time of disclosure otherwise than as a result of Recipient's breach of any legal obligation;
   b. becomes known to the Recipient through disclosure by sources other than the Disclosing Party having the legal right to disclose such Proprietary Information;
   c. is independently developed by the Recipient without reference to or reliance upon the Proprietary Information; or
   d. is required to be disclosed by the Recipient to comply with applicable laws or governmental regulations, provided that the Recipient provides prior written notice of such disclosure to the Disclosing Party and takes reasonable and lawful actions to avoid and / or minimize the extent of such disclosure.

5. **Ownership of Proprietary Information:** The Recipient agrees that the Disclosing Party is and shall remain the exclusive owner of Proprietary Information and all patent, copyright, trade secret, trademark and other intellectual property rights therein. No license or conveyance of any such rights to the Recipient is granted or implied under this Agreement

6. **Return of Documents:** The Recipient shall, upon the request and at the time of leaving The Company, return to the Disclosing Party all drawings, documents and other tangible manifestations of Proprietary Information received by the Recipient pursuant to this Agreement (and all copies and reproductions thereof).

7. **Miscellaneous.**
   a. This Agreement supersedes all prior agreements, written or oral, between the Disclosing Party and the Recipient relating to the subject matter of this Agreement. This Agreement may not be modified, changed or discharged, in whole or in part, except by an agreement in writing signed by both parties.
   b. This Agreement will be binding upon the Employee when in employment with The Company and even after the Employee ceases to be in employment with The Company.
   c. It is also agreed that the competent courts in Mumbai, India only will have jurisdiction to entertain, try and dispose of disputes, which may arise between the parties hereto.
   d. The provisions of this Agreement are necessary for the protection of the business and goodwill of The Company and are considered by the parties to be reasonable for such purpose. The Recipient agrees that any breach of this Agreement will cause the Disclosing Party substantial and irreparable damages and, therefore, in the event of any such breach, in addition to other remedies, which may be available, the Disclosing Party shall have the right to take disciplinary action against the Employee amounting to termination of employment and other injunctive and equitable relief.

BrowserStack

EXECUTED as a sealed instrument as of the day and year first set forth below.

Employee Signature:

Employee Name: Varad Prabhu
Date: May 14, 2024

For BrowserStack Pvt. Ltd.

Amey Kulkarni
Amey Kulkarni (May 10, 2024 18:52 GMT+5.5)

Authorised Signatory Name: Amey Kulkarni
Date: May 10, 2024

26th Floor, Oberoi Commerz II, International Business park, Oberoi Garden city, Goregaon East, Mumbai- 400 063 INDIA
Regd. Office : A2203, Oberoi Springs, New Link Road, Andheri West, Mumbai 400 053 INDIA
CIN : U74120MH2015PTC264476

BrowserStack

Annexure 4

Code of Conduct & Ethics

I acknowledge that I have read and understood BrowserStack's Code of Conduct & Ethics, and that I agree to act at all times in a manner which reflects the guiding principles.

I acknowledge that I will:

1. Act in the best interest of BrowserStack, and be a good representative of the organization to others
2. Undertake my work with dedication, honesty and due diligence
3. Treat others with respect and value diversity
4. Respect and maintain company property that I am the custodian of
5. Not make any unauthorized public statements
6. Notify my manager of any conflicts of interest I may have
7. Do not make or receive improper payments or use company time or property for personal gain
8. Comply with the Code, BrowserStack Policies, and the law
9. Respect and maintain privacy and confidentiality
10. Immediately report any breaches of this code

BrowserStack takes all breaches of the Code of Conduct & Ethics seriously, and will investigate each breach thoroughly. I understand that if I am found to have breached the Code of Conduct & Ethics it will result in disciplinary measures - including but not limited to the termination of my contract / employment with BrowserStack.

Employee Signature:

Employee Name: Varad Prabhu
Date: May 14, 2024

Witness Signature:

Amey Kulkarni
Amey Kulkarni (May 10, 2024 18:52 GMT+5.5)

Witness Name: Amey Kulkarni
Date: May 10, 2024

BrowserStack

Annexure 5

Launch Pad

Dear Varad Jayant Prabhu,

We are delighted to welcome you into the Launchpad at BrowserStack membership, a unique program for our new colleagues at the BrowserStack family!

As part of this program, you will receive an amount of **INR 374,410** ("Launch Pad Amount") payable in two equal parts; the 1st part **INR 187,205** to be paid along with the 13th month's salary and 2nd and final part **INR 187,205** to be paid along with the 25th month's salary ("Eligibility Month"). The Launch Pad Amount paid to you will be subject to applicable statutory deductions and will be governed by the following conditions:

1. You will be eligible to receive the Launch Pad Amount as described above only if you are actively employed by the Company upon the conclusion of the mentioned Eligibility Month and are not in your notice period at that time.
2. The Company reserves the right to continue, withdraw or modify this Program, or recover any Launch Pad Amounts for your violation of any condition of the Letter of Appointment.
3. This Letter is an integral part of your Letter of Appointment.

We are excited to have you on the team, and be part of our blitzscaling journey. We look forward to your continued success and contribution towards BrowserStack.

Employee Signature:

Employee Name: Varad Prabhu
Date: May 14, 2024

For BrowserStack Pvt. Ltd.

Amey Kulkarni
Amey Kulkarni (May 10, 2024 18:52 GMT+5.5)

Authorised Signatory Name: Amey Kulkarni
Date: May 10, 2024

Signature: Nikhil Agarwal
Nikhil Agarwal (May 13, 2024 09:37 GMT+5.5)
Email: nikhil.aga@browserstack.com

Reference Number: CCIN/HR/NGOFL/2024/002 Date: April 16, 2023

To,

Anushka Bhandary,
Mumbai

Dear Anushka,

Subject: Offer Letter

Congratulations!

We are pleased to inform you that you have been selected for the position of **Associate Consultant** in Cognitus 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 **10th Jun'24**, 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 training agreement withus for a period of **24 months** 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 training 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 2024** 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 **20th April'24. (3 days)**

We look forward to a mutually beneficial association.

Thanks & Regards,

For Cognitus Consulting IT Services Private Limited

Mohit Agrawal
Mohit Agrawal (Apr 18, 2024 12:01 GMT+5.5)

Mohit Agrawal
Chief Financial Officer - Asia Finance

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Strictly Private & Confidential

Cimmona Pereira

May 15, 2024

Dear Cimmona,

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 12, 2024 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 Application Production Support 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**

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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.

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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.

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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.

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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.

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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.

Signed by Imran Patel
Date: 2024.05.21 19:08:17

Authorized Signatory 1

Signed by Rupesh RAMACHANDRAN
Date: 2024.05.21 13:00:16

Authorized Signatory 2

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

.....

Cimmona Pereira

Offer: Computer Consultancy
Ref: TCSL/CT20244378513/Mumbai
Date: 13/07/2024

Mr. Gururaj Chandrakant Shetve
Borivali,
Gorai,
Mumbai-400092,
Maharashtra.
Tel# -

Dear Gururaj Chandrakant Shetve,

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** Grade **Y**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Reference Number: CCIN/HR/NGOFL/2024/015 Date: April 16, 2023

To,

Krishil Shah,
Mumbai

Dear Krishil,

Subject: Offer Letter

Congratulations!

We are pleased to inform you that you have been selected for the position of **Associate Consultant** in Cognitus 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 **10th Jun'24**, 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 training agreement withus for a period of **24 months** 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 training 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 2024** 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 **20th April'24. (3 days)**

We look forward to a mutually beneficial association.

Thanks & Regards,

For Cognitus Consulting IT Services Private Limited

Mohit Agrawal
Mohit Agrawal (Apr 18, 2024 12:01 GMT+5.5)

Mohit Agrawal
Chief Financial Officer - Asia Finance

Annexure A

Remuneration

Description	Annual (INR per annum)	Monthly (INR per month)
Basic Pay	292,500.00	24,375.00
House Rent Allowance	146,250.00	12,187.50
Special Allowance*	124,650.00	10,387.50
Total Gross Salary	**563,400.00**	**46,950.00**
PF - Employer	21,600.00	1,800.00
Annual Variable Pay	65,000.00	-
Total CTC	**650,000.00**	**48,750.00**

- It is acknowledged and agreed that any amounts designated for special allowances in your compensation package will be adjusted based on the flexible components you choose for tax-saving purposes. The total compensation package remains unchanged; however, the allocation of special allowances may be modified to accommodate your tax-saving preferences.
- **Conditions for Variable Pay Payout** - Variable Pay, contingent upon both individual performance and company performance, will be paid out pro-rated subject to the employee's continued employment at the time of payout and in accordance with predetermined criteria outlined by the company. The specific amount of Variable Pay will be determined annually based on performance evaluations and company targets, with any adjustments or withholdings subject to the discretion of the company's management.
- **Variable Pay Eligibility** - Those joining between 1st January and 30th September in a calendar year will be eligible for pro-rated Variable Pay payout for the respective year, while those joining on or after 1st October will not be eligible for Variable Pay payout for that calendar year. Their eligibility for Variable Pay will commence from the subsequent calendar year. At your level, the variable pay could range from 0-10 % of your salary.
- You will receive pro-rated salary for the first month which will be paid to you in the same month payroll.
- 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

Mohit Agrawal
Mohit Agrawal (Apr 18, 2024 12:01 GMT+5.5)

Mohit Agrawal
Chief Financial Officer - Asia Finance

NOVENTIQ
Global expertise, local outcomes

Ref No: OL/2024/1001
April 24th, 2024

Mr. Krunal Deepak Patel
D/305, Bhairav Shrushti Complex,
Near Flyover bridge, 150 ft road,
Thane, Maharashtra 401101

Offer for Employment with Noventiq Services India Pvt. Ltd.

Dear Krunal,

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 **Project Manager.** Your date of joining will be on or before **June 13th, 2024.**

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 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. Noventiq provides a Flexi-pay structure, which enables you to structure your Fixed CTC based on the components provided by Noventiq, 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 Noventiq Group policy, you have to sign an NDA with Noventiq 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. Ruchi Saraf** 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*
- *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 **April 25th, 2024** 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,
President – Noventiq India

KrunalPatel

I confirm and accept the same
Krunal Deepak Patel

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Global expertise, local outcomes

Annexure I: Salary Breakup Sheet (All figures are in INR)

Fixed Salary Breakup (A)	Monthly	Annually
Basic Salary	15,385	184,620
House Rent Allowance (HRA)	7,693	92,310
Conveyance Allowance	1,600	19,200
Medical Allowance	1,250	15,000
Other Allowance	1,504	18,462
Education Allowance	-	-
Car Allowance (Optional)	-	-
Sodexo (Optional)	-	-
LTA*	1,539	18,462
Total Fixed Salary (A)	**28,970**	**347,640**

Statutory Benefits & Bonus Components (B)	Monthly	Annually
PF Contribution Employer	1,800	21,600
Annual Bonus (KPI Based Performance Linked Component)	-	30,770

Total Cost To Company (A)+(B)	30,770	400,010

Please note the following*

1. **Tax Deductions:** Compensation is subject to tax deductions as required by law and reminds employees to submit necessary proofs for tax benefits in a timely manner.
2. **Statutory and Employer Deductions:** Statutory and employer deductions will apply as per legal requirements.
3. **Gratuity Benefit:** will be provided in accordance with the Payment of Gratuity Act and is separate from the Cost to Company (CTC).
4. **Mediclaim Benefits:** It will be provided in addition to CTC, with no deductions, except for parental insurance, which is 50% subsidized.
5. **Annual Bonus:** Annual Bonus if applicable is based on your KPI achievement for the Annual KPI's set for the year (is fixed or is contingent on performance and other dynamics and conditions) and is paid in pro-rata basis as per Annual Bonus Policy. Employees who have a start date after December 31st will not be eligible for the Annual Bonus of that FY and will be eligible from next FY. Also, to be eligible for bonus payout, you must be an employee of the company at the time of payment of the bonus.

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6. **Appraisal Period:** The appraisal period is from April to March. The KPI's are set for this period and performance is appraised. Employee Joined on or before 31st December are eligible for Appraisal.
7. **Probation Period:** Your probation period will be 6 months, company may waive, reduce or extend the probation period at its discretion.
8. **Notice Period:** During probation period your notice period will be 1 month, post successful completion of probation period notice period will be revised to 60/90 Days.
9. **Shift Allowance:** Indicates that shift allowances, if applicable, are based on shifts and the company's Shift Allowance policy.
10. **Right to Amend:** Reserves the company's right to amend, withdraw, or reduce allowances/payments at any time and for any reason.

I confirm and accept the above.

Krunal Patel

Krunal Deepak Patel

BrowserStack

June 3, 2024

Letter of Appointment

Dear Lisban Robert Gonsalves,

We are delighted to offer you the role of **Automation Support Engineer**, with BrowserStack Software Pvt Ltd ("Company" or "We" or "Us").

You are requested to join on or before **June 10, 2024**. If there is any change in your expected date of joining, do let us know.

Please note that this Letter and the attached Annexures form part of the Letter of Appointment.

BrowserStack is a "Remote First" Company. "Remote First", in our context means that your primary place of work would be "remote". However, you will need to visit the "Base Location" or any other location, in accordance with the cadence that would be designed and informed in advance, by your respective functional head. The "Organizational Building Meet-ups" are being mandated to ensure that we continue to retain our competitive advantage through culture building and enhancing social capital. All essential travel related costs, when travel is mandated by BrowserStack, will be borne by BrowserStack. **For the avoidance of doubt, you can only work remotely from the state / country in which you are legally permitted to work.**

However, if your role requires frequent visits to the office premises or if your role requires regular presence in the office premises, you will be required to relocate / stay in the "Base Location". You are also liable to be transferred to another location / subsidiary in India or abroad - whether in current existence or coming into existence hereafter, either at the place of posting or any other place where the Company may establish / open its branch office(s) at a later point of time. You are also liable to be sent on deputation, for service at any place in India or abroad and in any company in which the Company may have an interest. Upon such transfer, the rules and regulations applicable to such a post or at the place of transfer will automatically become applicable to you in accordance with internal company's policies.

Remuneration:
Compensation: You will be paid **INR 809,518** per annum. Please refer to Annexure 1 for details.

Your compensation and any other amounts paid to you under this Letter of Appointment, shall be subject to all statutory deductions including taxes. Remuneration will be governed by the rules of the company on the subject, as applicable and / or amended hereafter.

The Company reserves the right to alter, amend, cancel or vary any of the benefits provided to you at any time after giving reasonable notice of such proposed alterations, cancellation or variation.

AK
AK

LG
LG

Responsibilities:

You will be responsible for the assignments and tasks granted to you, from time to time. Your engagement will be subject to the rules and regulations, policies and processes of the Company as laid down in relation to conduct, discipline and other matters. You agree to always perform the responsibilities and duties attached to your office and conduct yourself according to such regulations, policies and processes of the Company

The Other terms and conditions of this letter of appointment are detailed in Annexure 2.

We wish you the very best as you start your journey with us and we are absolutely sure that we will be able to create a mutually beneficial experience for us. Please reach out to PeopleOps@BrowserStack.com, if you need any clarification. Please confirm your acceptance of the Letter of Appointment and the associated terms and conditions by signing and returning this letter for our records.

For **BrowserStack Software Pvt. Ltd.**

Amey Kulkarni
Amey Kulkarni (Jun 4, 2024 12:54 GMT+5.5)

Authorised Signatory

Approved by: NA
NA

LISBAN GONSALVES (Jun 4, 2024 14:06 GMT+5.5)

Signature of the Individual
Accepting the Letter of Appointment

Name : LISBAN GONSALVES

Date. : Jun 4, 2024

BrowserStack

May 10, 2024

Letter of Appointment

Dear Nathan Joseph,

We are delighted to offer you the role of **Automation Support Engineer**, with BrowserStack Software Pvt Ltd ("Company" or "We" or "Us").

You are requested to join on or before **June 3, 2024**. If there is any change in your expected date of joining, do let us know.

Please note that this Letter and the attached Annexures form part of the Letter of Appointment.

BrowserStack is a "Remote First" Company. "Remote First", in our context means that your primary place of work would be "remote". However, you will need to visit the "Base Location" or any other location, in accordance with the cadence that would be designed and informed in advance, by your respective functional head. The "Organizational Building Meet-ups" are being mandated to ensure that we continue to retain our competitive advantage through culture building and enhancing social capital. All essential travel related costs, when travel is mandated by BrowserStack, will be borne by BrowserStack. **For the avoidance of doubt, you can only work remotely from the state / country in which you are legally permitted to work.**

However, if your role requires frequent visits to the office premises or if your role requires regular presence in the office premises, you will be required to relocate / stay in the "Base Location". You are also liable to be transferred to another location / subsidiary in India or abroad - whether in current existence or coming into existence hereafter, either at the place of posting or any other place where the Company may establish / open its branch office(s) at a later point of time. You are also liable to be sent on deputation, for service at any place in India or abroad and in any company in which the Company may have an interest. Upon such transfer, the rules and regulations applicable to such a post or at the place of transfer will automatically become applicable to you in accordance with internal company's policies.

Remuneration:
Compensation: You will be paid **INR 809,518** per annum. Please refer to Annexure 1 for details.

Your compensation and any other amounts paid to you under this Letter of Appointment, shall be subject to all statutory deductions including taxes. Remuneration will be governed by the rules of the company on the subject, as applicable and / or amended hereafter.

The Company reserves the right to alter, amend, cancel or vary any of the benefits provided to you at any time after giving reasonable notice of such proposed alterations, cancellation or variation.

Fable

Date: 29th April 2024

Offer Letter

To,
Tejas Bedre
Address:
Hanuman road, Udgir, Latur
Maharashtra - 413517

Dear Tejas,
With reference to your application and the subsequent interview with us, we are pleased to offer you the position of **Product Analyst** on the following terms & conditions:

Posting: You will be posted at **Andheri**

CTC: Your CTC would be **Rs. 4,00,000 per annum** + Performance Bonus of **Rs. 25,000 per annum** (Refer Annexure - 1)

Joining Date: Your date of joining will be **3rd June 2024**.You are required to report to the **HR Department** for joining formalities.

General Provisions: You are required to signify your acceptance of the offer by signing and returning a duplicate copy of this letter.

We look forward to you joining us at the earliest and wish you all the best for your new assignment. We are confident that you will find new challenges, opportunities, and satisfaction in your association with Fable Fintech Pvt. Ltd.

For Fable Fintech Pvt. Ltd.

Naushad Contractor
CEO

Tejas Bedre
Product Analyst

CONFIDENTIAL

NEC

July 10, 2024

To:

Rayson Dsa

Sub: Letter of Offer for Employment

Dear Rayson,

We are pleased to offer you the position of **Associate** at NEC Software Solutions (India) Private Limited. Our Parent Organization, NEC Corporation, is a 25 billion Company with offices spread across the globe.

We would like you to join not later than **July 15th, 2024** unless the date is extended to a mutually agreed date and communicated to you in writing.

Your Annual Total Employment Cost to the Company will be Rs.4,00,000/- (Rupees Four lakh only). A formal Appointment letter detailing the compensation and other terms & conditions will be issued on joining.

You will be under training for 6 – 8 weeks. After your training you will be assigned to a project wherein based on the project's requirements your role will be decided and communicated to you. Your performance will be reviewed after six months from training.

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 and will attract financial implication.

Your employment as per this offer is subject to you being medically fit. In this regard a medical declaration form is attached, which needs to be filled and certified by a medical practitioner. This needs to be submitted while joining NEC Software Solutions (India) Private Limited.

Please sign and return the duplicate copy of this letter as your acceptance to NEC Software Solutions (India) Private Limited.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders.

Thanking You,
Yours sincerely,

Shradha Sule
Head -Talent Acquisition

ACCEPTANCE OF OFFER FOR EMPLOYMENT
I accept this offer and will join.

On : 15/06/2024

Signed : Rayson

NEC Software Solutions (India) Private Limited
(Formerly known as Rave Technologies (India) Private Limited)
Registered & Corporate Office Mumbai: 3rd Floor, Madhu Corporate Park Ltd., Pandurang Budhkar Marg, Worli, Mumbai-400013. India
CIN: U31900MH1998PTC117068 Tel: +91 22 66606600 / 67405100 Fax: +91 22 24968803 Website: necsws.com/india

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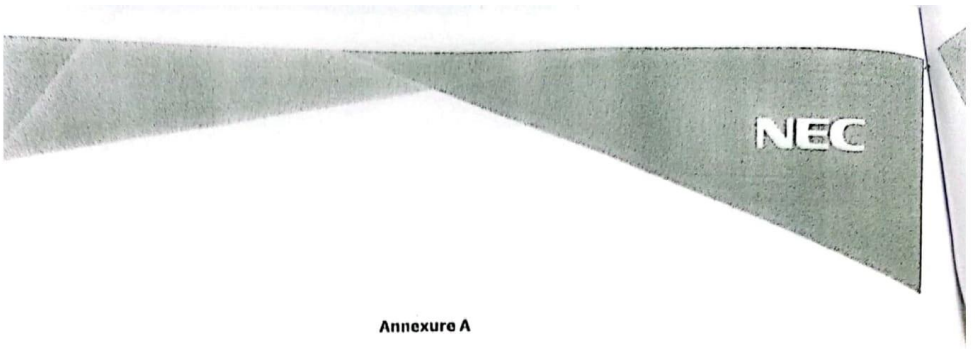

Annexure A

You are requested to bring with you the following documents at the time of joining your duties:

1. Four passport size photographs.
2. Two photocopies of Ration card.
3. Two photocopies of PAN card or Driving License.
4. Two photocopies of the Passport with minimum validity of two year from the date of joining NEC Software Solutions (India) Private Limited.
5. SSC / Xth (Mark sheet and certificate) – Original and 1 photocopy.
6. HSC / XIIth (Mark sheet and certificate) - Original and 1 photocopy.
7. All engineering mark sheets and passing Certificate. - Original and 1 photocopy.
8. Service Agreement (Signed by your parents).
9. Medical declaration form.

Other Terms and conditions:-

- Location and Technology: Your services are liable to be transferred to any of NEC Software Solutions (India) Private Limited existing technologies and locations.
- Financial liability will be borne by you if you do not serve the period of Two years mentioned in the Employee Agreement.
- Your original education certificates and mark sheets will be returned to you after completion of Two years with NEC Software Solutions (India) Private Limited.

NEC Software Solutions (India) Private Limited
(Formerly known as Rave Technologies (India) Private Limited)
Registered & Corporate Office Mumbai: 3rd Floor, Madhu Corporate Park, Pandurang Budhkar Marg, Worli, Mumbai 400013, India
CIN: U31900MH1998PTC117068 Tel: +91 22 66606600 / 67405100 Fax: +91 22 24968801 Website: necsws.com/india

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NEC

Our Parent Organization, NEC Corporation, is a 25 billion Company with offices spread across the globe.

ANNEXURE –1

	Name	**Rayson Dsa**		
	Designation	**Associate**		
	Salary Components	**Characteristic**	**Annual Amount**	**Monthly Amount**
1	Stipend	Fully taxable	3,41,710	28,476
2	Statutory Bonus		21,000	1,750
	Total Salary Components/compensation	**(A)**	**3,62,710**	**30,226**
3	**Other Benefits**			
3.1	Hospitalization (Self)	This amount will be directly paid to the Insurance company	8,000	
3.2	Accident Insurance		1,250	
3.3	Term Life Insurance		3,040	
	Total Benefits	**(B)**	12,290	
4	Retention Bonus	This will be paid only after completion of one year from day of joining	25,000	
5	**Final CTC**	**(A+B)**	**4,00,000**	

This payment is made to you as dictated by the Indian Act Authorities and is subject to change if the Indian Tax law changes.

Shradha Sule
Head - Talent Acquisition

Accepted:
Date: 11/07/2024

NEC Software Solutions (India) Private Limited
(Formerly known as Rave Technologies (India) Private Limited)
Registered & Corporate Office Mumbai: 3rd Floor, Madhu Corporate Park Ltd., Pandurang Budhkar Marg, Worli, Mumbai-400013. India
CIN: U31900MH1998PTC117068 Tel: +91 22 66606600 / 67405100 Fax: +91 22 24968803 Website: necsws.com/india

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29-Jul-2024
Deepak Singh Mahesh Parihar
A 301, New Rishabh CHSL, Moti Nagar Road,
Shanti Park, Bhayander West, Thane 401101.

Subject: Offer for the Post of Associate Engineer - QA

Dear Deepak Singh Mahesh Parihar

Welcome to Zensoft!

In reference to your application and our subsequent discussions, we are pleased to offer you the position of **Associate Engineer - QA – Grade I1** with **Zensoft Services Private Limited** ("**Company**"/ "**us**"/ "**we**"/ "**our**"). Your employment with us shall be subject to the terms and conditions as mentioned below:

1. **Offer Acceptance:** This Offer is valid for a period of five (5) days after you receive this Offer Letter. You are requested to communicate the acceptance of this Offer prior to the due date, failing which the offer stands revoked. To confirm your acceptance of the Offer, you are required to respond via email and also confirm your joining date.

2. **Joining Date:** Your joining date will be **Monday, 05-Aug-2024** unless otherwise decided mutually between you and the Company. Please report to the client's location at 10:00am or you may be required to join us virtually the mode of joining will be communicated to you by HR team before your joining date.

   Should you fail to report to the Company on the Joining Date either physically or virtually, this offer shall automatically stand withdrawn, unless the Joining Date is extended with the prior approval of the Company and communicated to you in writing. Company has the right to revoke this offer, at any time, without stating any reason, until the mutual signing of the appointment letter by you and the company.

3. **Location:** Your base location will be **Mumbai**. However, depending upon the Company's requirements, you may also be transferred temporarily or permanently to any of divisions, subsidiary or associate companies or client owned premises within or outside India (Whether now existing or still to be formed). In such case, you will be governed by the terms and conditions of service as applicable to the new assignment.

   You may also be expected to travel to other locations and at times outside of your official working hours. You may at any time be called upon to perform other than your normal duties which in the opinion of the Company are within your capacity to discharge and you will forthwith undertake these duties with due care and diligence.

   Expenses for any work related / official national and international trips shall be reimbursed by the Company in accordance with the Company's policy from time to time.

4. **Annual Salary:** Subject to applicable taxes and deductions, your annual gross salary will be INR **4,50,000/-** per annum. Please refer **Annexure A** for detailed break up of your salary. In case of any change in the existing statute or introduction of new statute, the Company reserves a right to adjust the salary components within the then existing Annual Cost to the Company to ensure that the payments are made

in compliance with such statutes. You are expected to treat this information and any changes made therein from time to time as personal and confidential and you are required to not divulge it to any third party unless agreed by the Company and informed to you in writing.

5. **Onboarding Documents:** On the Joining Date, you are required to get all your documents as well as copies thereof as listed in the email communication shared by the human resource team**,** same may be used for the purpose of background verification.

6. **Probation**: You will be on probation for 6 (six) months from your Joining Date. Based on your performance during the probation period you will: (i) be confirmed as a regular employee of the Company; (ii) your probation period may be extended by the Company for such period as the Company may deem fit; or (iii) In case of unsatisfactory performance your services may be discontinued without notice or without any salary in lieu thereof. (iv)Unless otherwise informed to you by the Company, your appointment will be deemed confirmed on completion of the probation period.

   In case of resignation during probation your notice period (i) Will be mutually agreed upon between you and the company (ii) You may be required to serve two (2) months' notice period or serve notice period until the end of the probation period whichever is earlier.

7. **Leave:** You will be entitled to avail leave as per the Company policy, as amended and made applicable from time to time.

8. **Working Hours:** The normal working days will be six (6) days a week from Monday to Saturday, 10:00 AM to 6:00 PM. You may be required to work in excess of the or outside normal working days as necessary to perform your duties and responsibilities. The salary payable to you hereunder is an adequate compensation in case you are required to work for any additional hours, and you shall not be entitled to any additional payment in this regard. You agree to work at timings that overlap with the Company's client office timings in India or overseas.

9. **Medical Fitness:** The Company holds the discretionary authority to ask you to undergo a complete medical fitness examination at any time during your employment with the Company. After joining the Company, your retention will be subject to you maintaining yourself in a state of medical fitness, to be certified by the Company's medical authority as per medical fitness standards prescribed from time to time. If you are found to be medically unfit either mentally or physically the company reserves the right to alter or discontinue your employment and take a decision on the remuneration and notice period.

10. **Condition for Valid Appointment on acceptance of the offer:** On accepting the offer your Appointment is valid/ effective subject to fulfilling of following conditions:

a) Your being free from any obligation owed to a third party which might prevent you from joining the Company.
b) Information provided by you in relation to your employment/work by the Company regarding your background and/or previous employment being complete, accurate and not misleading in all respects; and all information obtained by the Company in your respect being fully satisfactory to the Company.
c) Your compliance with all the statutory as well as Company's rules and regulations applicable to your employment.

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d) You're joining the Company after seeking relieving letter/ acceptance of resignation from your present employer. However, in case you are unable to present the relieving letter at the time of joining, the Company will not be liable for any consequences arising out of your previous employment. You shall indemnify and hold the Company harmless against any costs, losses, and expenses that the Company may be required to pay because of not producing a valid letter unconditionally relieving you from the previous job.

11. **Deputation:** a) During the period of services, your service could be deputed at the sole discretion of the company to any of company's client/customer to do work pertaining to or incidental to such clients/customer's business for temporary or permanent. During the tenure of the deputation, you will continue to be an employee of the company and your compensation and applicable allowances shall be payable only as per the company's policy.
    b) In the day-to-day functioning or carrying out your responsibilities and duties, you will receive instructions from the company/client or will undertake to abide by any suggestions etc; given by any assigned person(s).
    c) You may have to obey and comply rules, regulations, policies and practices which are applicable to the place of deputation.

12. **Confidentiality:** The contents of this Offer Letter are strictly confidential to the Company and the Company treats the contents of this Offer Letter as its confidential information. Irrespective of whether or not you accept this offer, you shall at all times maintain absolute confidentiality of the content of this offer as well as any information which was disclosed to you pursuant to your discussions with the Company. Any disclosure of the contents of this offer to any third-party will be construed as a serious breach and the Company may initiate appropriate legal action against you.

13. **Other Terms and Conditions:** All other detailed terms and conditions of your employment will be specified in the Appointment Letter, Invention Assignment, and Confidentiality Agreement and Company Policies which will be provided to you separately. This Offer Letter along with the Appointment Letter, Invention Assignment and Confidentiality Agreement, and Company Policies collectively form a part of your employment conditions.

14. **Conditional Offer:** This Offer Letter is conditional upon: (i) you executing the Appointment Letter and/or any other agreement as may be requested by the Company at the time of joining; (ii) background verification is to the satisfaction of the Company, including criminal, educational, identification, bank credit and reference checks; and (iii) submission of relevant documents, as may be requested by the Company, on or before the Joining Date, failing which the Company shall have the right to withdraw the offer at any time without any notice.

15. **Background Verification**: As part of our process, we will conduct a reference check and antecedent verification of your medical records, and all the data or information produced by you before and during the interview process. If it is found at any time that any information furnished by you to the Company is incorrect or false or if you are found to have wilfully suppressed or concealed any material information, the Company will have the right to withdraw the offer and you will be liable to removal from the services without any notice and compensation in lieu thereof.

    Your appointment is contingent upon a clearance of such a background investigation and / or reference check, if any. The Company may also directly or through a third party, carry out a detailed background

verification upon your joining, to validate the information and credentials submitted by you. The Company reserves the right to terminate your employment without notice, at any point during the course of employment, if the Background Verification Report is found incongruent with the information and credentials provided by you. Additionally, in such an eventuality, the Company shall require you to refund the salary /remuneration paid including employee benefits availed amongst any other benefits, till such date.

16. **Termination of Employment:**

Termination by Employee: Subject to any other agreement that may have executed between you and the Company, you may terminate your employment with the Company, by either giving a written notice of at least two (2) months (the "**Notice Period**") or payment of salary in lieu thereof, subject to the Company's sole discretion. During the Notice Period, you are eligible for two (2) leaves per month and any extra leave availed during such period due to emergency reasons or other reasons will be treated as loss of pay.
Upon receipt of your resignation, the Company reserves the right to:

i. accept your resignation and relieve you as per the notice period.
ii. relieve you prior to the completion of the Notice Period.
iii. extend your Notice Period.
iv. decide whether the Notice Period shall run concurrently with the period of any leave which may be granted to you.
v. decide whether your notice shall stand extended to the extent of the leave availed of by you during the Notice Period.
vi. Not provide a relieving and experience letter if resigned within a year from the date of joining.

Termination by Company: The Company may terminate your employment for convenience, by giving a written notice and reserves the right to take a decision on the notice period and remuneration in such an incident.

a) You acknowledge that unless specified otherwise you are required to serve a 2 month notice period as per the company exit policy and abide by all terms and conditions mentioned in the exit policy.

b) You acknowledge that you may be relieved prior to the completion of the Notice Period only if your Senior Manager/HR department so agree to the early release.

c) If the Company or you have given notice of termination of your employment, the Company may direct you not to perform any of your duties and to remain away from the Company premises and/or not to contact clients or other employees of the Company for all or part of the Notice Period.

d) Notwithstanding anything contained anywhere else, your employment with the Company may be terminated without notice or without any salary in lieu thereof if, in the opinion of the Company, you, at any time:

i. Your assessment score post the training program conducted by the company is below 50%

ii. are unable to perform your duties satisfactorily and you have shown no improvement even after feedbacks and warnings given to you either verbally or in writing.

iii. commit any serious or persistent breach of any of the terms and conditions of this Appointment letter or any of the provisions of the Employee Handbook or other documents incorporated by reference in this document; do or cause to be done any act, deed, matter or thing adverse to the Company's interests.

iv. are guilty of any misconduct or neglect in the discharge of your duties or exercise of your powers hereunder or otherwise vested in you from time to time.

v. fail to or neglect in observing and complying fully with all resolutions, regulations, instructions and directions from time to time made or given to you by the Company.

vi. if any information furnished by you or representation made by you is found to be incorrect or if any material information is detected by the Company to have been suppressed by you or any action on your part is found to be in contravention to the terms and conditions herein.

vii. become of unsound mind.

viii. are convicted of any criminal offense.

ix. absconding for more than ten (10) days.

17. **Effect of Termination**

a) On separation, (by retirement, resignation or otherwise), you are required to immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, or records, etc., belonging to the Company or relating to its business and shall not make or retain any copies of these items. You will also return to the Company all the assets given to you for official and / or personal use as per the various policies / schemes applicable to you including those that are part of your Compensation & Benefits. This would not apply to those assets or items, which you may need to buy under any of the schemes introduced by the Company and availed by you.

b) 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 which the Company may have against you either under the terms of your employment or otherwise.

c) Service and Experience Certificate will be issued by the Company at its discretion, subject to you following all rules and regulations.

d) Remuneration, incentives, and any other dues shall not be paid if you are not serving the defined Notice Period.

18. **Retirement:** You will retire in the normal course from the services of the Company on attaining the age of superannuation, which is at the end of the month following your 58th birthday. Your date of birth as per our records and based on documents submitted by you will be taken into consideration to calculate the retirement date.

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19. **Employment Conditions:** Your services will be governed by general service conditions as given below:

a) ***Working Hours*:** You will be required to work in suitable shifts and on days as may be expedient, and your working hours will be 40 hours per week. Further, depending on project/ work contingencies, workload and business requirements, at any given time you may be required to work outside these stated hours, including weekends. The timing will be communicated to you based on the project requirement. Subject to the right of the management to change the same as per the legal provisions; you may be required to work in different timing considering the nature of business and its global requirements.

b) ***Full Time work*:** Your position is a full-time employment, and you shall devote yourself exclusively to the business of the Company. You will not take up any other work part-time or otherwise or work on advisory capacity or be interested directly or indirectly in any other trade or business without the prior consent in writing from the Company during your employment with the Company. The Company reserves the right to alter or allocate different responsibilities to you from time to time depending on the business needs of the Company.

20. **No Violation of Rights of Third Parties:** Your performance of all the terms of this Agreement does not and will not breach any agreement to keep in confidence, proprietary information, knowledge, or data acquired by you prior to your employment with the Company, and you will not disclose to the Company, or induce the Company to use, any confidential or proprietary information or material belonging to any previous employer or others. Further, you are not a party to any other agreement, which will interfere with your full compliance with this Agreement. You agree not to enter into any agreement, whether written or oral, in conflict with the provisions of this Agreement.

21. **Policies and Procedures:** Your employment with the Company shall be governed by manuals, policies, procedures, rules and regulations as may be issued by the Company from time to time in force. Such manuals, policies, procedures, rules and regulations will be considered to be a part of the revised terms and conditions of your appointment. Management has the right to change these policies at any given point of time and the same will be communicated to all the employees.

22. **Revocation of Offer:** Either party may have the right to withdraw this offer at any time subsequent to its acceptance and such withdrawal must be communicated in writing to the other party.

We look forward to you joining us! Please endorse your acceptance by duly signing the duplicate copy of this letter on all the sheets at the bottom right corner.

Regards,
For Zensoft Services Private Limited.

Abhijeet Avate
Chief Operating Officer

Deepak Singh Mahesh Parihar

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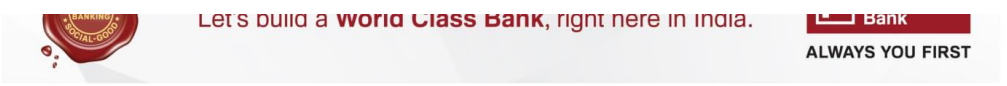
Annexure A
Salary Breakup of Deepak Singh Mahesh Parihar

Particulars	Annual	Monthly
Basic	₹ 1,35,011	₹ 11,251
HRA	₹ 67,505	₹ 5,625
LTA	₹ 50,000	₹ 4,167
Statutory Bonus	₹ 6,996	₹ 583
Other Allowances	₹ 1,62,397	₹ 13,533
Total Gross	**₹ 4,21,909**	**₹ 35,159**
Benefits		
Employer Provident Fund	₹ 21,600	₹ 1,800
Gratuity	₹ 6,491	₹ 541
CTC	**₹ 4,50,000**	**₹ 37,500**
Standard Deduction		
Employee PF	₹ 21,600	₹ 1,800
Professional Tax	₹ 2,400	₹ 200
Net Take Home salary per month before TDS deduction		**₹ 33,159**

- The company shall provide Group Mediclaim insurance policy of Rs.5,00,000/- covering employee, spouse, either parents or parents-in-law and two children; and a personal accident insurance of Rs.10,00,000/- covering only employee.".
- All above components are subject to Income Tax deduction as per prevailing rules, laws, and regulations.

Zensoft Services Private Limited
Unit No. 601, 6th Floor, Sai Radhe IT Park, Behind Hotel Sheraton Grand, 100+101 Kennedy Road,
Pune – 411 001 India. **Tel.:** +91 20 6647 9400 **CIN**: U72200PN2000PTC015522



Date: April 4, 2024

Job Offer Title: Associate Manager-Central Operations-Projects

KYLE CRASTO

Subject: Offer of Employment

Dear **Kyle**,

We are pleased to confirm our offer of employment to you as **Associate Manager-Central Operations-Projects,** based at **Thane-Quantum-Hiranandani Estate Office.** We extend this offer and the opportunity it represents, with great confidence in your abilities. You have made a favorable impression on us at the Bank, and we are excited about the prospect of you joining our Bank on or before **05/Jun/2024.**

At 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.**
Think **digital** and drive change with **cutting edge technology**.
Join a work force that is **high on ethics**.
Be where **growth** is not just a number.
Be a force for **social good** and make a difference to the society.
Be **dynamic**, agile, responsive, bold, disruptive.

Further, as part of your annual compensation, you shall receive an **Annual Total Remuneration (ATR)** of **INR 8,00,000/- (Rupees Eight Lakh Only),** details as annexed.

Joining Bonus

In addition to Annual Total Remuneration, we are pleased to offer you a joining bonus of **INR 1,00,000/- (Rupees One Lakh only),** which shall be payable along with your second month's salary, subject to satisfactory completion of background verification. This payout of the joining Bonus (Pre-Tax) will be recovered in full in case of resignation/separation (whichever is earlier) from the Bank 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 Target Bonus up to **INR 1,20,000/- (Rupees 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.

We trust that all information provided by you is truthful, complete, and correct. Your employment is subject to clearing the personal and professional background verification as per the norms of the Bank and you being medically fit for the bank's employment. Please note that upon acceptance of this offer letter, you will receive a detailed Letter of Appointment within 24 hours. The Letter of Appointment will include the terms and conditions governing your employment at the bank.

We look forward to welcoming you onboard. Kindly confirm your acceptance of this offer within 3 days of receipt of this offer, post which the offer stands cancelled.

Join us in our journey to build a World Class Bank right here in India.

Sincerely,
For IDFC FIRST Bank Limited

Vishal Bhargava
Head-Talent Acquisition

Annexure I: Salary Structure

Name	**KYLE CRASTO**
Designation	**Associate Manager-Central Operations-Projects**
Grade	**Management Trainee-2**
Business Unit	**Operations - Retail Banking Operations**
Location	**Thane-Quantum-Hiranandani Estate Office**
Date of joining	**05/Jun/2024**

Compensation Details		
Components	**Per Annum (INR)**	**Per Month (INR)**
Basic	2,00,000	16,667
Work Allowance	2,00,000	16,667
Position Allowance	3,76,000	31,333
Annual Guaranteed Remuneration (AGR)	**7,76,000**	**64,667**
Employer's PF Contribution*	24,000	2,000
Annual Total Remuneration (ATR)	**8,00,000**	**66,667**
Benefits		
Gratuity**	9,620	-
Group Mediclaim, Term Life Insurance and Accident Insurance (Refer below in Annexure II, Insurance Benefits for details)	24,924	-

** As per the EPFO notification dated February 28, 2019 and basis the new PF rules, your PF will be as mentioned herein*
***Gratuity will be applicable as per the defined statute. No upper cap on gratuity at IDFC FIRST Bank*

Monthly Net take home (INR)	
Monthly Guaranteed Remuneration	64,667
Employee's contribution to Provident Fund	2,000
Professional Tax	200
Net take home before Tax (INR)	**62,467**

Notes:

a. *Position allowance can be used for allocation under various components of the Bank's Flexible Benefit Plan which includes HRA, Meal Card, Professional Development Expenses, Communication Expenses, LTA, Bank's Owned Car/ Reimbursement & National Pension Scheme. Tax benefits will be based on your investment declaration and as per Income tax regulations. The unallocated amount will be paid monthly as a taxable salary.*
b. *Statutory dues/taxes shall be deducted from the salary and/or any other components in form of salary, on month-on-month basis, as per applicable income tax laws.*
c. *In the event of your resignation or separation (whichever is earlier) within a year of the date of your joining the Bank, any notice pay reimbursement, joining bonus, guaranteed bonus, related relocation expenses provided by bank and / or any other amounts, if paid, at the time of joining will become payable by you to the Bank.*

RECOVERY CLAUSE - If the employee resigns within one year of joining IDFC FIRST Bank, he/she would have to pay back an amount of **INR 1,00,000/- (Rupees One Lakh only)** to the bank towards joining and training expenses incurred by IDFC FIRST Bank

Annexure II: Summary of Key Benefits

Comprehensive Insurance cover with you at each step of the way		
Type of Insurance	**Insurance Cover**	**Benefit Description**
Group Mediclaim – Hospitalization Coverage Policy	**INR 3,50,000/-**	• Employee & maximum 5 dependents (Spouse, 2 children & 2 dependent parents/parent-in-laws) are covered under the floater cover. • Employees may top-up their insurance cover, over their eligibility base cover, up to INR 20,00,000, by paying an additional premium which are at corporate negotiated rates. • Employees can also opt for a voluntary parental co-pay waiver plan at an additional premium.
Group Term Life Insurance Policy	**INR 32,00,000/-**	Group Term Life Insurance Policy coverage is for the employee only. Sum Assured is Four times last drawn Annual Total Remuneration or INR 30,00,000 (whichever is higher)
Group Accident Insurance Policy	**INR 32,00,000/-**	Group Accident Insurance Policy coverage is only for the employee for temporary, partial, permanent disabilities in case of any unfortunate accidents. Sum Assured limits is 4 times of last drawn Annual Total Remuneration at the time of accident.

***Note**: The insurance benefits are guided by the Bank's policy on Employees' benefits.*

Staff Loans benefits exclusively for employees	
Type of Loan	**Rate of Interest**
Education Loan	2%
Home Loan	5% (Top-up @5.5%)
New Car Loan	7%
Pre-owned Car (Repurchase/Refinance)	8%
Loan against Property	8.25%
Personal Loan	9%
Pre-owned/New Two-Wheeler	9%
Salary Booster	9.99%
Pre-owned Car (Balance Transfer)	10%

Illustration of Home Loan Benefits for Staff			
Loan Amount	**Rate of Interest for Customers**	**Rate of Interest for Employees**	**Differential Yearly Gain**
25,00,000	8.45%	5%	**86,250**
50,00,000	8.45%	5%	**1,72,500**
75,00,000	8.45%	5%	**2,58,750**
1,00,00,000	8.45%	5%	**3,45,000**

Illustration of Education Loan Benefits for Staff			
Loan Amount	**Rate of Interest for Customers**	**Rate of Interest for Employees**	**Differential Yearly Gain**
15,00,000	9.50%	2%	**1,12,500**
30,00,000	9.50%	2%	**2,25,000**
40,00,000	9.50%	2%	**3,00,000**
50,00,000	9.50%	2%	**3,75,000**

***Notes**:*

a) Above are only illustrative cases and there is no upper limit on the loan amount. All loans are decided based on credit eligibility.

b) The education loan can be availed by employees for Self and/or for their dependent children.

c) The rate of interest and other criteria, as mentioned above, are subjected to change as per the Bank's policies and norms.

Annexure II: Summary of Key Benefits...contd.

Credit Card Benefit (Exclusive Credit Card for employees)
Our employees receive a lifetime free IDFC FIRST Bank Family Credit Card. This card offers many Industry first features and exclusive benefits – one of the lowest and dynamic Interest rates starting from 9% p.a., uncapped and unlimited 10X reward points which can be redeemed anytime and anywhere for purchases and catalogue products, complimentary access to airport and train lounges, interest-free cash withdrawals for up to 48 days, Installment pay, roadside assistance and personal accident insurance and personalization features like Image Cards. It is important to note that the entitlement, usage, and benefits of the credit card(s) are subject to the credit card policy and other applicable policies of the Bank. These policies may be amended from time to time, and it is the responsibility of the cardholder to stay informed about any changes.

Additional 1% interest on Savings Account, Fixed Deposit and Recurring Deposit
Our Employees enjoy 1% additional interest on Savings Account, Fixed Deposit and Recurring Deposit.

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 Name

Employee IP Address

kylekcrasto@gmail.com

Employee Email

DocuSign Envelope ID: 6C77E938-6420-47BE-9A5E-4FB537D76B64

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

Date: 18th January, 2024
Onil Dsouza
Malad, Mumbai.
Mob. No.: 9004023717
Email: onildsouza17@gmail.com

Subject: Appointment for post of Data Analyst

Dear Onil,

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

1. Commencement of employment
Your employment will be effective from 3rd June, 2024.

2. Job title
Your job title will be **Data 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 3,50,000/- year (i.e. 29167/month). From the 7th month, your salary will be hike Rs 3,75,000/- year (i.e. 31250/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.

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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 2 month's prior notice.

8.2 Once you join the Company it involves an enormous amount of time, energy and resources in training an employee. In any event if you leave the company before completing one year, you would be liable to pay to the Company, a maximum of, 2 months salary OR an amount equivalent to salary multiplied by the number of months pending to complete 1 year.

8.3 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.

8.4 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.

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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 Onil Dsouza

[sign & date]

PNT Robotics & Automation Solutions LLP (AAW-6384)
GRH 64 R.No. 3, RBI Employees Co-Op HSG Soc. MIDC Road, Dombivli East,
Kalyan, Thane, Maharashtra 421201

Date- 07/08/2024

Mr. Joel Devasia
Mumbai, Maharashtra.

Subject: Appointment Letter

Dear Joel,

This has reference to your interview and subsequent discussion held with you, we are pleased to offer you the position of **Programming (ROS Developer) Engineer** with PNT Robotics & Automation Solutions w.e.f **10/06/2024** on following terms and conditions:

1. You will be paid a salary of **₹4,00,000.00** Per Annum CTC. Your salary structure will be as set out in Schedule 1, hereto. You will be on probation for Three months from the date of joining. On completion of Three months, your services will be confirmed based on your performance.

2. Place of posting

You will be posted at Dombivli, Maharashtra. You may however be required to work at any place of business which the Company has, or may later acquire.

3. Hours of Work

You will be required to work for such hours as necessary for the proper discharge of your duties to the Company and if necessary, for additional hours depending on your responsibilities.

PNT Robotics & Automation Solutions LLP (AAW-6384)

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Kalyan, Thane, Maharashtra 421201

4. Leave/Holidays

You will be entitled for leave & holidays as per Rules and regulations and company policies.

5. 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.

6. 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.

7. Borrowing/accepting gifts

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

8. Termination

8.1 Your appointment can be terminated by the Company, without any reason, by giving you prior notice in writing or salary in lieu thereof.

8.2 You may terminate your employment with the Company, by giving no less than 3 months' prior notice or salary for an unsaved period. The duration of the notice period can be subject to negotiation based on project dependencies, and any changes must be agreed upon through mutual discussion between the employee and the employer.

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Kalyan, Thane, Maharashtra 421201

8.3 The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable grounds to believe that you are guilty of misconduct, misbehavior, disrespect other employees or negligence, or have committed any fundamental breach of contract or caused any loss to the Company.

8.4 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 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,

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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 At no time, will you remove any Confidential Information from the office without permission.

9.4 Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.

9.5 Breach of the conditions of this clause will render you liable to be dismissed under clause above in addition to any other remedy as per Law by the Company against you.

10. All the communication will be made with you on the address given by you as per the record maintained by the company.

11. Applicability of Company Policy

The Company shall be entitled to make various policies 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.

PNT Robotics & Automation Solutions LLP (AAW-6384)

GRH 64 R.No. 3, RBI Employees Co-Op HSG Soc. MIDC Road, Dombivli East,
Kalyan, Thane, Maharashtra 421201

13. Acceptance of our offer

Please sign the second copy of this appointment letter and confirm your acceptance of this Contract of Employment and return the duplicate copy in token of your acceptance.

We welcome you, and look forward to your association with us.

Joel Devasia

(Employee Name & Signature)

FOR **PNT Robotics & Automation Solutions LLP**

PNT Robotics & Automation Solutions LLP Dombivli (E)

DIRECTOR
Pratik Tirodkar.

PNT Robotics & Automation Solutions LLP (AAW-6384)

GRH 64 R.No. 3, RBI Employees Co-Op HSG Soc. MIDC Road, Dombivli East,
Kalyan, Thane, Maharashtra 421201

Schedule I - Compensation Details

Salary Structure

Basic Salary	Rs. 13,333 per month
House rent allowance	Rs.6,666 per month
Conveyance Allowance	Rs. 5,000 per month
Medical Allowance	Rs. 6,000 per month
Lunch Allowance	Rs. 2,332 per month
TOTAL	Rs. 33,333 per month

Note: You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law.

FOR **PNT Robotics & Automation Solutions LLP**

DIRECTOR

Mr. Pratik Tirodkar

Offer of Employment

Prem Tatkari

12 March 2024

Offer letter\2324\270

Remiges Technologies Pvt. Ltd. **(Remiges)** is happy to offer you a position of Trainee Engineer in our organization. Your work location will be ***Mumbai***. If you choose to accept our offer, you must reply in writing within three days from the date of receiving the offer, indicating your acceptance and the date on which you will be able to join us. This offer is valid only if you join onor before 01 July 2024.

We are offering you a position in **Remiges**. Your CTC will be Rs. 4,00,000 per annum (Four lakh only). Detailed break-up of salary is given at the end of this letter in Annexure 1. You will be reimbursed various expenses at actuals, provided they conform to the guidelines laid down by the Company from time to time.

Terms of employment

Probation Period

You will be on a probation period of six months from the date of your joining. Your performance will be reviewed at the end of probation period. Depending on the review, a probation period may be extended, or a confirmed position will be offered.

The management reserves right to extend or reduce the probation period based on yourindividual performance and/or the performance of the Company.

Working hours

Remiges maintains working days each week from Monday to Friday, both inclusive. Working hours will be from 10:00 AM to 7:00 PM and Lunch from 1:00 PM to 2:00 PM, A list of company holidays is drawn up at the beginning of each calendar year.

Written log of activities

You will be expected to maintain a written log of all your professional activities, with durations for each activity. This log is fundamental for the operations of the company and its resource consumption tracking. Each day's log is expected to be at least 150 words in length. This log will be verified a few times every month, and all days for which no log has been submitted will be treated as days of leave.

Termination of services

During probation: During probation period, Remiges reserves the right to terminate your employment in 30 days written notice or 30 days salary in lieu of notice.

During probation, if you choose to resign, you shall be required to give 30 days notice which will have to be accepted in writing by management. The management has right to waive or recover salary in lieu of notice period at its discretion.

On confirmation: After confirmation, the Company reserves the right to terminate your employment in sixty days written notice or 60 days salary in lieu of notice or part thereof.

You may terminate employment upon sixty days' written notice to the Company which will have tobe accepted by the management in writing. Any early release will be adjusted against your salary.

Non-compete clause

Non-solicitation

During your employment with the Company and for a period of 12 months after you cease to be the employee of the company you shall not without the company's prior written consent, directly or indirectly engage or contact with any clients, or agents of Remiges. You shall not without prior written consent engage directly or indirectly solicit or engage any employees or agents of the company or induce or persuade to any such person to cease working for Remiges.

Obligations, if approached by a competitor

If at any time you are invited or approached to take up employment or to enter into business relations with a competitor of the company, you must provide copy of the Non-solicitation clause of this contract (but no other part of this contract).

Scope of restrictions

You agree that the restrictions contained in this contract are reasonable and necessary for protracting the legitimate interest of the company.

Travel outside home station

You will make yourself available for travel away from Mumbai as and when required by your assignments.

Intellectual property ownership

All intellectual property created by you, e.g. documents, software source code, etc., in the courseof business during your tenure with **Remiges**, are the intellectual property of **Remiges**, and you will have no rights over or ownership of such property.

Confidentiality of information

All information made available to you related to Remiges, its employees, business associates, collaborators, or clients, is confidential unless otherwise specified explicitly in writing. This includes information about our clients or information which becomes available to you when posted at client site.

Personal information on official systems

You will be provided data storage space, email boxes, and home directory areas on our computing systems. **Remiges** has the right to authorize a person or persons to examine and audit all information that you store in the office or on the computing systems and electronic storage media provided for your use by **Remiges** or its clients. **Remiges** may do so at any time, without prior notice, for any purpose.

This includes email messages that you have exchanged or data that you may have accessedfrom public information sites on the Internet.

Actions appropriate for business use

Your use of computing systems, information repositories, and electronic communication media must be appropriate for business use. In particular, you will not view, manipulate, transmit, store,or access pornographic material or any other type of material which may be found to be objectionable, repugnant or in bad taste in the opinion of any section of the staff of **Remiges** or theirclients. This restriction also extends to other types of information or services that are not appropriate for business use, e.g. online cricket scores, even if your colleagues do not find it objectionable.

remiges

Unauthorised access to resources

You will be expected to access only those resources that you have been authorized to access. In particular, any attempt to deliberately gain access to systems, information, or computer accounts and passwords which have not been made available to you in the normal course of business will be treated as a violation of this rule. If you attempt this on systems under the administrative control of clients, it will be viewed with extreme seriousness.

If you inadvertently discover vulnerability in any access protection system in **Remiges**, you are expected to make this information known immediately, in writing, by email to a predesignated email address specified below. If you discover such security vulnerability on a system under the administrative control of a client organization, you are expected to make the details known to a senior member of the client organization, the pre-designated email address and to your reporting officer in **Remiges**, in writing, immediately.

The email address security-holes@Remiges.co is designated to receive security vulnerability reports.

Leave

You will be entitled to privilege leave on completing every month of service.

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Documents to be submitted

At the time of joining, you will be expected to submit one non-returnable photocopy of each of the following documents for our official records:

- Your secondary school leaving certificate or mark-sheet, containing, among other details, your date of birth
- Your graduation degree certificate or provisional certificate
- All post-graduate degree certificates, if you have completed any post-graduation courses, including diploma courses
- One copy of your passport sized photograph
- A recent salary slip from your last place of employment if you were employed earlier
- Relieving letter from your immediate previous employer and previous to last company
- Adhaar Card
- Pan Card
- One Cancelled cheque and Bank pass-book front page photo-copy.

In addition, you will need to submit a statement giving full details of all income earned, income tax paid, and TDS deducted by you in the financial year of your joining us, prior to joining us. In your case, we will need a statement giving details of your income from the beginning of the current financial year to the date of your joining. This information will be used by our Accounts Department for calculation of TDS for you for the first year of your service with us.

Yours sincerely,

For Remiges Technologies Pvt Ltd

Komal Shinde
HR Head

Rimpa Adhikary
Senior Recruiter

remiges

A warm welcome

We are certain that you will find **Remiges** an attractive work environment, with strong demands on your creativity and intellect, and ample opportunity to let you grow as a professional. We are extremely selective about the people we invite to join us. We are confident that you will meet our expectations. We look forward to receiving you as a member of the **Remiges** team.

* * * * * *

I understand and accept the terms of employment outlined above, and intend to join **Remiges** on the agreed date.

Tatkari.
Signature

Full Name: Prem Tatkari

Date 12/02/2024

remiges

Annexure 1

Salary Details

Prem Tatkari	**Amount in rupees**		
CTC Annual	Rs. 4,00,000	CTC Monthly	Rs. 30,000
Salary Structure	**CTC Breakup (annual)**	**CTC Breakup (monthly)**	**Annual Component**
Basic Salary	160,000	13,333	
HRA	80,000	6,667	
Conveyance	19,200	1,600	
Medical Reimbursement	15,000	1,250	
Cell Phone Reimbursement	6,000	500	
Provident Funds	21,600	1,800	
Special Allowance	58,200	4,850	
Annual Year-End Bonus	10,000		10,000
Annual Performance Bonus	30,000		30,000
TOTAL CTC	4,00,000	30,000	40,000
Less: Provident Fund		3,600	
Less: Prof Tax		200	
NET SALARY		26,200	

Additional Benefit

1. **Insurance coverage**
   - Health insurance for self, Rs. 100,000 (this includes Covid19 treatment)
   - Personal accident insurance for self for Rs. 500,000

2. **Gratuity** is paid as per the Gratuity Act 1972 which is not included as part of your CTC.

Terms & Conditions

1. Annual Year-End Bonus is annual component and payable only if you are on payroll of the company as of 31 March of the financial year. The amount will be paid on pro-rata basis.

2. Annual Performance Bonus will be paid based on your individual performance and performance of the company. This will be applicable only if you are on payroll as on 31 March of the financial year.

3. You are eligible for gratuity as per the provisions of the payment of Gratuity Act.

4. Any incidence of tax on your compensation shall be to your account only.

For Remiges Technologies Pvt Ltd

Komal Shinde
HR Head

Rimpa Adhikary
Senior Recruiter

Gmail Roosewelt Antony <roosewelt47@gmail.com>

Offer Confirmation Mail- Qseap Infotech Pvt Ltd

2 messages

[redacted] Tue, Aug 13, 2024 at 5:44 PM
To: Roosewelt Antony <roosewelt47@gmail.com>
Cc: [redacted]

Dear Roosewelt,

We are thrilled to extend our warmest congratulations to you on being selected for the position of **"Associate Information Security Consultant"** with Qseap Infotech Pvt Ltd. Your skills and experience make you an excellent fit for our team, and we are excited to have you on board.

As part of our standard procedure for background verification, we kindly request that you submit all necessary documents by the end of day on 14th August 2024 by filling the form. link On Boarding Documentation Form - Google Forms

Documentation Date : 16th August 2024

Documentation Report Timing to office: 11 am

Your Joining Date, Place of Joining, and Salary details are as follows:

Joining Date: August 2024

Salary : INR - 11,700 CTC, P.M

Probation Period : 3 -6 months

Place of Joining: Navi Mumbai

Please note the following:

- Your job confirmation will be based on your performance during the probation period of 3 - 6 months and a hike will be given of 21667/- CTC PM, based on your performance during the probation period.

- 2yr of service agreement will be applicable to you.

- Additionally, we kindly request that you bring photocopies of all qualifications, identity proof documents, passport size photos and Last employer documents as mentioned below for documentation on your joining date.

· Educational Marksheet & Passing certificates (10th, 12th, UG & PG)
· Professional Certificates
· Pan Card and Aadhar Card
. Passport
· Any other address proof (Voters ID/DL)
· 4 Passport Size Photo
. Last Employer offer letter / Appointment letter (If any)
· Resignation Mail & Resignation Acceptance mail (If any)

Kindly acknowledge and revert as a token of acceptance of the offer on or before 14th August 2024.

Please make a note of the following details:

Joining Report Time : 9:30am

Office Address: First Floor, Building No: 04, Sector - 03, Millenium Business Park, MIDC Industrial Area, Mahape, Navi Mumbai, Maharashtra 400710

We eagerly anticipate your positive response and look forward to welcoming you to our team.

Please find the CTC break below :-

CTC Structure		
CTC Components	**Monthly**	**Annual**

Fixed Allowances	**₹10,032**	**₹1,20,380**
Basic	₹8,500	₹1,02,000
House Rent Allowance	₹638	₹7,650
Statutory Bonus	₹708	₹8,496
Special Allowance	₹186	₹2,234
Flexi Benefit Allowances	**₹300**	**₹3,600**
Mediclaim	₹300	₹3,600
Employer Fixed Contributions	**₹1,368**	**₹21,326**
Employer PF Contribution	₹1,042	₹12,508
Employer ESIC Contribution	₹326	₹3,912
Gratuity	NA	₹4,906
Employee Fixed Deductions	**₹1,318**	**₹15,920**
Employee PF Deduction	₹1,042	₹12,508
Employee ESIC Deduction	₹76	₹912
Employee PT Deduction	₹200	₹2,500
Total Net pay	**₹8,714**	**₹1,04,460**
Total CTC	**₹11,700**	**₹1,45,306**
NOTES: -		
(1) BASIC IS CALCULATED ON GROSS		
(2) INCOME TAX EXEMPTIONS ON SALARY COMPONENTS ARE SUBJECT TO IT RULES.		
(3) TAKE HOME SALARY MAY VARY BASED ON STATUTORY DEDUCTIONS AND SUBMITTED DECLARATIONS.		
(4) STATUTORY BONUS WILL BE PAID ON MONTHLY BASIS AND HAS BEEN ADDED IN FIXED ALLOWANCES		
(5) MEDICLAIM AS A PART OF BENEFIT IS APPLICABLE FOR EMPLOYEE ONLY, DEPENDENTS EXCLUDED		
(6) GRATUITY WILL BE GIVEN AFTER COMPLETING 5 YEARS IN COMPANY AND WILL PAID AS PER GRATUITY ACT		

Thanks & Regards,

[redacted] ***/ HR Manager***
qSEAp Infotech Pvt Ltd
Email: [redacted]
Web: www.qseap.com
Contact: [redacted]

Disclaimer: It is strictly prohibited to misuse or steal client data. Any unauthorized access, disclosure, or misuse of client information is a punishable offense. Please handle all client data with care, ensuring its confidentiality and integrity at all times. Respect your work and the working environment by maintaining the highest standards of ethics and professionalism.

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Strictly Private & Confidential

Rhea Pinto

May 7, 2024

Dear Rhea,

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 12, 2024 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 **ITG 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**

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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.

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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.

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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.

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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.

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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: 2024.05.09 17:12:57 IST
Authorized Signatory 1

Digitally signed by RUPESH RAMACHANDRAN
Date: 2024.05.09 09:30:03 IST
Authorized Signatory 2

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

Signed by Rhea Pinto
Date: 2024.05.13 22:13:46

.....
Rhea Pinto

FOURTH SIGNAL

Offer Letter

May 13, 2024

To

Sahil Patel
301 Mamta, Opp Gokhale School,
Shimpoli Road, Borivali West,
Mumbai 400 092

Dear Sahil,

We are pleased to offer you the position of an **Analyst – Finance and Treasury Technology** at Fourth Signal.

Your compensation will be **Rs. 500,100** 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,

C. Barrie

FOURTH SIGNAL (I) P. LTD.

Cassandra Barrie
Human Resources
Fourth Signal (India) Private Limited

FOURTH SIGNAL

Annexure

Compensation Details

	Month	Annual
Basic	20,000	240,000
HRA	10,000	120,000
Conveyance Allowance	1,500	18,000
Medical Allowance	1,000	12,000
City Compensatory Allowance	2,000	24,000
Company Contribution to PF	1,800	21,600
Total	**36,300**	**435,600**
Performance Based Compensation*		50,000
Gratuity		10,000
Insurance (Accident and Medical)		4,500
Gross Annual Salary		**500,100**

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.

FOURTH SIGNAL (I) P. LTD.

502, C Wing, Business Square, Solitaire Corporate Park, Andheri Kurla Road, Andheri (E), Mumbai 400 093
022 4005 0723 www.fourthsignal.com www.linkedin.com/company/fourthsignal

Private & Confidential

Ref No: CORP-17393

Date: 10-Jun-24

Saloni Suryakant Mhadgut
No. 607 A, A/P- Marutiwadi, Taluka-kankavli, phondaghat,Sindhudurg, Maharashtra - 416601

Sub: Your Offer of Employment in Intellect

Dear **Saloni Suryakant Mhadgut,**

Thank you for the time you invested in exploring career opportunity with Intellect. Our leaders have found the dialogue with you meaningful and your capabilities aligned to the organization requirement and have hence chosen to invite you to be part of the Intellect family! Congratulations!!!

We believe that the prosperity of an organization is defined by the power of thought, of both individuals and teams and therein we put 'Design Thinking' at the core of everything we do. This maximizes our chances of getting to a state of mind that is 'Fulfillment'; as we create opportunities for ourselves to contribute to our fullest capacity with the freedom to think and act differently. This, in turn is possible with us having the feeling of belongingness. Hence, for us, all employees are associates and you are set to become one of our fellow associates.

This invitation to you is to join us as **Associate Consultant in Grade T120.** Your base location shall be **Nxt Level. Vinay Raj Menon** and team are looking forward to welcoming you on your date of joining. We would love for you to join the team on or before **17-Jun-24** and you may let us know of your consent and preferred date of joining on or before **17-Jun-24 .**

Your gross compensation shall be **INR 500000.00 per annum**. The details of the same are as in Annexure-A of this Offer of Employment. The organization is confident of its ability in hiring some of the best talent in the industry and you are one such talent.

When all of us come together as associates of this organization placing the interests of us humans above everything else, it is important that we have the ecosystem of policies and practices that enable us to exercise our rights freely. This is possible with everyone in the organization respecting each other as individuals, playing their part in protecting and nourishing the collective work culture. Towards this, we have set some boundaries / norms / rules for ourselves as associates of the organization and shall abide by the same in all circumstances. As we evolve, we do make changes to the rules governing ourselves to be aligned to the demands of the environment and associate needs. We will continue to abide by the changes as and when they are made. Given below are a brief on some of the key terms that govern us when we are in employment with the organization.

1. **Employment Terms:**

A. **Service Rules**: Your services in Intellect will be governed by the service rules and regulations, which are in force or which would be brought into force from time to time, as applicable to all Associates of the Company. Some of the service rules are enumerated below in this document. In addition to these, all Company policies and Associate related guidelines are made available on the intranet of the Company. Changes/amendments to these policies and guidelines are made taking into consideration Company's and associates' best interests from time to time. You are advised to go through these policies and adhere to them during your employment with the Company.

B. **Full Time Work**: Your position is a full time employment and you shall devote yourself exclusively to the business of the Company. You will not take up any other work – part time or otherwise – or work in advisory capacity or be interested directly or indirectly in any other trade or business without the prior written consent from the Company during your tenure of association with the company. The Company reserves the right to alter or allocate different responsibility to you from time to time depending on the business needs of the Company.

C. **Code of Conduct**: You are expected to operate with the highest degree of initiative, economy, efficiency and responsibility. You will at all times act bearing in mind the best interest of the Company and will at no time do or say anything which compromises the Company's goal or reputation. If there is any breach of the same, or the terms and conditions laid down in code of conduct, your service could be terminated without any notice notwithstanding any other terms and conditions stipulated herein.

D. **Past Record**: If any declaration given or information furnished by you to the Company proves to be false/forged or if you are found to have willfully suppressed any material information, you will be liable to be removed from services without any notice or compensation whatsoever.

E. **Responsibilities:** You are expected to perform effectively to ensure achievement of required results and you will be required to work under the supervision of such officers as directed by the Company from time to time. Your performance in the assigned role will be periodically reviewed and the feedback will be shared with you. In the event of your performance not measuring up to the expectations of your supervisor, the Company reserves the right to take suitable recourse up to and including termination of your services.

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F. **Confidentiality:** You are expected to maintain utmost secrecy in regard to affairs of Intellect and shall keep any information of Intellect, whether written or oral, confidential. Please note that the terms and conditions of your services with Intellect shall be treated as strictly confidential and you are expected not to divulge its contents to any associate of the Company or any person connected with the Company. With respect to the confidentiality obligations undertaken, you shall sign a Non-Disclosure Agreement on joining of Intellect. If required by Intellect or its Clients, you will sign further confidentiality agreements or the like to further protect the interest of Intellect and/or its Clients. The confidentiality obligation will be perpetual in nature. Your service shall be terminated with immediate effect without any prior notice in the event of breach of confidentiality provision.

2. **Leave Eligibility**

You are entitled to Leave benefits during your employment with the Company. Annual eligibility of Earned leave will depend on the length of service of the Associate. For the first three years, the eligibility is 15 days of earned leave and 6 days of sick leave. Detailed terms and conditions relating to leave eligibility are provided under leave policy on the intranet and any changes made in the same shall be binding.

3. **Working Hours**

Intellect observes a 5-day work week with Saturdays and Sundays as weekly holidays. The office hours are from 08:30 am to 05:30 pm, with staggered lunch break of 30 minutes between 12:00 PM and 02:30 PM. Associates are expected to follow the client's working hours and holidays while on deputation to client's site in India/other countries. In the event an Associate fails to register attendance consecutively for 3 working days, without any prior notice to their immediate manager or concerned HR partner, the organization shall initiate appropriate disciplinary action against the Associate as per policy.

4. **Transfer**

Please note that Intellect has the right to transfer you to other locations of Intellect or to transfer you to work for its Group companies or for its Clients, at their respective locations, whether in India or abroad as per the business requirements.

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5. **Medical Fitness**

You are required to continuously maintain yourself in a state of good medical fitness, both physical and mental so as to perform well and to discharge your assigned responsibilities adequately while in employment. If at any point in time, during your employment with the Company, you are found to be medically unfit for the job or the role assigned to you, then your services can be terminated as per the Company rules notwithstanding anything mentioned in this document or otherwise. You agree to submit yourself for any medical check-up at any time if called upon by Intellect or its clients when assigned to work at their premises.

6. **Associate Representation**

i. Your continued employment with the Company is solely based upon the representations and information furnished by you to the Company, including (but not limited to) your educational and professional qualifications, being true and accurate at all times.

ii. You shall submit any documents requested by the Company but pending your submission [on the day/within seven days] of joining. You further acknowledge and represent that the submitted documents shall be consistent with the information provided to the Company during the release of this Offer Letter.

iii. If, at any point in time, your representation regarding your qualifications and/or experience is found to be incorrect and/or false and/or fraudulent and/or forged, the Company shall, WITHOUT PREJUDICE TO ITS ANY OTHER RIGHTS terminate your Services with immediate effect and without notice; without incurring any liability whatsoever thereof for the Company. Notwithstanding anything contained herein, you shall indemnify and hold the Company harmless from all cost, losses, damages and liabilities that may have been caused to the Company due to such incorrect and/or false and/or fraudulent and/or forged representation and the company shall be entitled to seek specific performance or other injunctive or equitable relief as a remedy apart from claiming indemnity from you, without limitation. Company shall also claim liquidated damages amounting to Rs.500,000/- (Rupees Five Lakhs only).

iv. A negative outcome of any candidate reference and background verification undertaken by the Company may result in the termination of your employment with the Company. In such a case, you will not be entitled to the period of notice, or pay in lieu of notice, set forth in Section [7] of this Offer Letter.

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7. **Notice Period & Termination**

Your employment may be terminated by either party upon giving 90 days notice or 90 days salary in lieu of notice period (Whereas salary in lieu of notice period as an option can be exercised by the employee only upon approval from the Management). "Salary" for the purpose of notice period will mean "Annualised Monthly Components" as given in the compensation break up sheet in this 'offer of employment' or subsequent revision letters. Notwithstanding anything contained herein, the Company shall have the right of immediate termination of your services without giving you 90 days notice period or 90 days salary in lieu of notice period, if it is found, at any time, that you have been, or are convicted by a Court of Law or penal proceedings are initiated or pending against you before any Court of Law i) for offence(s) involving moral turpitude and/or ii) offence(s) of non-cognizable nature and/or iii) for an offence(s) which the Company considers that the same may be prejudicial to the interests of it and its reputation thereof and iv) any proven misconduct.

You are required to sign a training agreement with the Company to remain employed with the Company for a minimum period of two (2) years from the date of joining, which agreement will include you paying a sum of Rs.150,000/- (Rupees One Lakh Fifty Thousand) in lieu of any breach of obligations set forth therein.

8. **Intellectual Property Rights**

You acknowledge and represent that the Intellectual Property Rights (IPR) in all the work(s) done by you during the time of your employment or contract or assignment in any manner with Intellect or its Clients will be deemed as work done for hire and it belongs to Intellect perpetually and without any claim from you. IPR would mean rights in software, systems, documentations, designs, tools, inventions, patents, utility models, trademarks, knowhow, designs, drawings, specifications, reports, copyrights, source code, flowcharts, algorithms, moral rights, database rights, semiconductor topography rights, etc. (whether or not, in each case, the right is registered and including applications for, and any right to apply for, such registrations) and all rights or forms of protection of a similar nature or having similar or equivalent effect to any of these which may subsist anywhere in the world, together with all renewals and extensions to such rights. As and when requested by Intellect, you shall sign all such documents and instruments including any actions that is required to effect the purpose of assignment of IPR to Intellect during your tenure with Intellect or otherwise.

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9. **Non-solicitation of Customer(s)**

You shall not during the term of your employment with the Company and a period of 1 year thereafter, without the Company's express written consent, either on your behalf or on behalf of another, directly or indirectly:

i. Assist, aid, induce, facilitate or cause any customer or client of the Company who is an existing client or customer of the Company or who had been a customer or client or who becomes customer or client of the Company during your term of employment with the Company, to cease, terminate, discontinue either any part or whole of its business with the Company;

ii. Solicit the business of any current or future client, customer or licensee of the Company either for yourself or for any other organization.

10. **Restriction on Joining a Customer**

You agree that for a period of one (1) year following the termination of your employment with Intellect for any reason, you will not: (a) accept any offer of employment from any customer of Intellect, where you had worked in a professional capacity with that customer in the one (1) year immediately preceding the termination of your employment with Intellect; (b) undertake a project or provide services to any such customer, either directly as an employee of the customer or as independent contractor or through any other company or agency, where you had worked in a professional capacity in the one (1) year immediately preceding the termination of your employment from Intellect. You further agree to undertake that you will disclose information on the existence of conditions mentioned in this clause to the company or agency where you would seek employment or get employed within the period of one (1) year following your termination of your employment with Intellect for any reason.

11. **Non-Solicitation**

You shall not during the term of your employment with the Company and any time thereafter, without the Company's express written consent, either on your behalf or on behalf of another, directly or indirectly abet, induce, facilitate, contact or deal with the employee(s) of the Company or its associated entities for the purpose of making such employee(s) leave the Company and/or hiring them either for yourself or for any other organization, entities, etc.

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12. **ISMS**

You shall read and understand the information security training material(s) of Intellect and complete the ISMS Certification within one month of your joining Intellect, failing which appropriate disciplinary action as per Intellect policies may be initiated against you, including withholding of your salary till such period you complete the ISMS Certification.

13. **Superannuation (Retirement)**

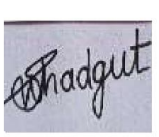
You will retire in the normal course from the services of the company on attaining the age of superannuation, which would be the end of the month following your 60th birthday. We wish you all the very best and look forward to a long and mutually beneficial association.

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter.

Yours sincerely,
for **Intellect Design Arena Ltd.,**

PADMINI SHARATHKUMAR
CHIEF TALENT OFFICER

I have carefully read and understood the above offer terms including the terms contained in Annexure I and agree that the provisions of this letter and the Annexure I are reasonable and necessary, and accept the same irrevocably and unconditionally. I agree to update myself of all company policies and associate related guidelines available on the Company intranet and adhere to them during my tenure of employment with the Company.

Signature 

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Name :

Date :

Annexure -A - Compensation Structure Break Up

Components	Per Annum Amount in INR
A. Annualised Monthly Components	
Basic	1,80,000
House Rent Allowance	90,000
Advance against Statutory Bonus	16,800
Special Allowance *	1,42,942
Total (A)	4,29,742
B. Retiral Benefits	
Provident Fund	21,600
Gratuity	8,658
Superannuation	
National Pension Scheme	
Total(B)	30,258
Fixed Component (A+B)	4,60,000
C. Variable Pay	
Individual Performance Based Pay	27,600
Team & Orgn Performance Based Pay	6,900
Annual Performance Driven Pay (C)*	34,500
D. Other Benefits	
Medical & Accident Insurance	5,500
Benefits (D)	**5,500**
Total A + B + C + D	**5,00,000**

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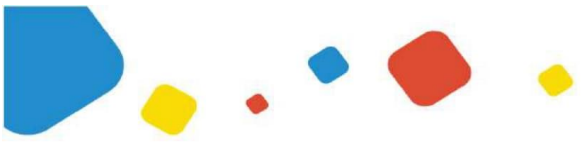

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Basket of Allowances: *You may opt for the below allowances as reimbursable component of your salary. The amount so opted to be taken as reimbursement shall be reduced from Special Allowance component mentioned above and paid upon claims made by you on submission of necessary bills. The bills may be submitted any time during the financial year at your convenience. If any part of such reimbursable component is not claimed by you during the year, the amount shall be paid as taxable salary in the month of April of the subsequent financial year.*

Meal Voucher	35,640/-
Telephone Reimbursement	12,000/-
Leave Travel Allowance	35,000/-
Fuel & Maintenance Reimbursement (Self owned cars)	28,800/-
Education Allowance upto 2 children	Per Child 1,200/-
Hostel Allowance upto 2 children	Per Child 3,600/-

Provident Fund: Employer contribution as per provisions of the Provident Fund Act

Gratuity: The eligibility and payout shall be as per the Provisions of the Payment of Gratuity Act

Superannuation is an optional Retirement Benefit. Associate may choose to contribute 5% of Basic Salary. Please refer to Superannuation policy for more specific details in the associate induction handbook for more specific details.

National Pension Scheme is an optional retirement benefit. Associates can contribute upto 10% of Basic Salary. Please refer to NPS scheme mentioned in the associate induction handbook for more specific details.

Variable Pay / Annual Performance Driven Pay (APDP) is linked to performance against targets that are set and agreed with your supervisor and payout is as per the tenets of the Variable Pay Program. The earning potential can extend up to 130% of the eligible amount. Associates on the rolls of the organization on the day of disbursement will be eligible for the same.

Medical Insurance Premium amount shown in the above table is nominal only. The organization is currently investing close to INR 10,000/- per annum for your medical insurance. The amount insured for you and your family is INR 3 lakhs per annum.

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LIST OF DOCUMENTS TO BE SUBMITTED ON DATE OF JOINING

At the time of joining, you are requested to bring the below mentioned documents in **original,** with a copy of each.

1. **Experience/Service letter from all your previous employers in the past 5 years**
2. **Soft Copy of Passport size photograph**
3. **Copy of Educational certificate - Highest Education**
4. **Copy of Aadhar / Pan Card / Passport**
5. **Duly filled online Pre-joining application**

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15th December 2023

Ms. Shreya Pandey
B-203, Poonam Akanksha,
Y.K. Nagar, Nr Viva College,
Virar – 401305.

Dear Shreya,
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 2024** 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.
- A performance-based bonus which is payable by the month of July 2025 (this date will be one year from the DOJ). The bonus is applicable subject to you not serving a termination notice on the company duringthis 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 six (6) 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' writtennotice.
- This offer letter is provisional subject to your joining date, successful completion of background verificationand 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 periodicreviews as per business requirements.
- It is clearly understood **Ms. Shreya Pandey**, that failure to report to work on or before the scheduled date i.e., **01st July 2024** 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: 15th December 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
+91 67714415 / 47714413 hr@sportzinteractive.net www.sportzinteractive.com

15th December 2023

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B-203, Poonam Akanksha,
Y.K. Nagar, Nr Viva College,
Virar – 401305.

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For **N. A. SPORTZ INTERACTIVE PVT. LTD.**

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Senior Manager - Human Resources

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Strictly Private & Confidential

Suryaprakash Singh

March 29, 2024

Dear Suryaprakash,

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 12, 2024 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 **ITG 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**

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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.

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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.

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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.

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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.

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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: 2024.04.08 16:44:01 IST
Authorized Signatory 1

Digitally signed by RUPESH RAMACHANDRAN
Date: 2024.04.05 12:00:16 IST
Authorized Signatory 2

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

Signed by Suryaprakash Singh
Date: 2024.04.14 15:03:25

.....
Suryaprakash Singh

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

Date: 17th January, 2024

Suzanne Corda
Vasai, Mumbai.
Mob. No.: 9527790574
Email: suzannecorda4@gmail.com

Subject: Appointment for post of SEO Analyst

Dear Suzanne,

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 3rd June, 2024.

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 3,00,000/- year (i.e. 25000/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.

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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 2 month's prior notice.

8.2 Once you join the Company it involves an enormous amount of time, energy and resources in training an employee. In any event if you leave the company before completing one year, you would be liable to pay to the Company, a maximum of, 2 months salary OR an amount equivalent to salary multiplied by the number of months pending to complete 1 year.

8.3 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.

8.4 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 controlrelating 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.

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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 Suzanne Corda

[sign & date]

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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.

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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.

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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 Suzanne Corda

[sign & date]

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August 8, 2024 **Zensoft/HR/1101**

Swain Pereira
434, Sonarbhat Chanebori Naka, Papdy,
Vasai West, Palghar, Mumbai - 401207

Subject: Appointment Letter for the position of Associate Engineer - QA

Dear Swain,

Welcome to Zensoft!

Pursuant to your application for employment with us, and the subsequent selection process, we are pleased to appoint you as **Associate Engineer - QA, I1** with **Zensoft Services Private Limited** (the "**Company**"). Your appointment is effective from **5th August 2024** based at **Mumbai**.

1. All terms and conditions stated in the offer letter continue to be binding and in force on appointment.
2. The compensation and other terms and conditions of employment that you would be entitled to are the same as stated in your offer letter.
3. In case of any change in the existing statute or introduction of new statute, the Company reserves a right to adjust the salary components within the then existing Annual Cost to the Company to ensure that the payments are made in compliance with such statutes.
4. You are expected to treat this information and any changes made therein from time to time as personal and confidential.
5. This employment is offered to you based on you having furnished the correct information regarding your past service and other records. If at any time it is revealed that false information is provided, or pertinent information was withheld, the Company reserves the right to terminate this employment any time without notice and without assigning any compensation thereof.
6. You shall perform any such duties diligently and faithfully as are incidental or implied and consistent with your relevant experience, training and qualifications or may be reasonably delegated as being in the best interest of the Company.
7. At all times, except in case of any disability or other authorized leave of absence, you shall diligently, faithfully, and in a manner consistent with sound business practices of the Company devote shall devote all of your working time, knowledge, skill and attention in performance of your duties with the Company and attend at the premises/place(s) where you shall from time to time be employed on such days including, if the exigencies of our business so require, on any Company holiday and public holidays and at such hours as shall be required.
8. No Dual Employment: You shall not undertake any other employment, consulting, business or other assignment whether honorary or remunerative or accept any reward, directly or indirectly, without prior written permission from the Company.
9. You agree to use all tools provided by the Company for professional purposes only. Internet and email access are provided to you as business communication tools for appropriate internal and external business uses. Generation, transmission, or storage of potentially offensive information is not allowed. You also agree to always act in the interest of the Company. Should you not respect this requirement of professional use, the

Company will have a right to take disciplinary action which may lead up to and including termination of employment.

10. During the period of your employment, you shall be governed by the relevant laws, all the applicable Company rules, regulations, policies, procedures, and notices that are in force currently and that may come into force from time to time and they shall form basis of your employment and shall govern all matters whether specified herein or not, including on matters such as designation, working hours, emoluments, and the structure thereof, etc. Company's decisions on all such matters will be final and binding on you. Any subsequent variations by the Company to any terms, conditions, rules, or regulations generally governing the members of the Company's staff will prevail and be applicable to you. Violation of such policies could lead to disciplinary actions up to and including termination of employment.

11. You shall always adhere to Company's and its client safety and environmental policies and regulations and implement all relevant quality initiatives.

12. You shall be required to comply with the information security policies and procedures of the Company and its clients notified from time to time.

13. You are expected to operate with the highest degree of initiative, economy, efficiency, and responsibility. You will always act bearing in mind the best interests of the Company and will at no time, do or say anything which compromises the Company's goals or reputation. The Company's standards of conduct and value system should be always complied with. If at any time you are found violating these standards of conduct or value systems, termination of services may be given without notice.

14. You are expected to perform all the responsibilities mentioned in the Job Description and your KRAs effectively to ensure achievement of required results and you will be required to work under the supervision of such officers as directed by the Company from time to time.

15. Consent Regarding Personal Data:

    a) This clause relates to the Personal Data that you may be requested to provide in connection with your employment. Personal Data includes any information related to a natural person that is, in combination of other information or otherwise, is capable of identifying such person notably including financial information such as bank account or credit card or debit card or other payment instrument details, physical, physiological and mental health condition, sexual orientation, medical records and history, biometric information, any information or detail relating to previous employment details, previous salary slip, relieving letter, educational qualifications, copies of the AADHAAR card, copies of the passport and criminal record.
    You hereby understand and consent to Company, without any reservations, to (i) collect any of your Personal Data or other data from your last employer or through any internal or external agencies appointed for this purpose, (ii) use or process such data in connection with your employment with the Company or any matters arising from such employment, and (iii) sharing such data with any outside agencies or third parties including Company's client for verification and validation of this information, processing in relation to employment or matters arising from such employment, or in compliance with the Company's contractual or statutory obligations.

    b) You understand that you may withdraw the consent by informing in writing to Company's designated representative for this purpose. You also consent and accept that if such withdrawal of consent affects the purpose for which your Personal Data was sought, the Company reserves the right to take steps as it deems appropriate. You understand that this consent is obtained by the Company to ensure compliance of The

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Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules, 2011 and any successor laws regarding the subject.

c) Any change in your residential address, telephone numbers, marital status, and academic qualifications should be notified in writing to the Company. All communication will be addressed to you on the last address notified by you and it will be presumed that you have received such communication addressed to you.

16. Invention Assignment and Confidentiality Agreement: The Employee is subject to the provisions of the attached Confidentiality, Assignment and Non-Disclosure Agreements set out in Exhibit A hereto which the Employee shall execute simultaneous to the execution of this Agreement. The terms and conditions of the Confidentiality, Assignment and Non-Disclosure Agreement will be a part of the Employee's employment terms.

17. Indemnification:

a) You shall, always, indemnify and keep indemnified the Company against all sums whether by way of claims, demands, damages, costs, charges, or expenses paid or incurred by the Company in or in connection with any action, claim proceeding, or demand instituted or made against the Company caused or occasioned by your breach, failure, default or neglect, in the opinion of the Company.

b) You agree that no representations or promises concerning the terms of employment have been made except as set forth in this letter, and that your employment with the Company does not violate any conditions of any other agreements you may have made prior to accepting this Appointment Letter.

18. Governing Law and Dispute Resolution:

a) This Appointment Letter shall be governed under the laws of India and subject to the exclusive jurisdiction of courts in Pune.

b) Any dispute between you and the Company shall be settled by a sole arbitrator to be appointed by the Company, the place of arbitration shall be Pune and the language of arbitration shall be English.

In the event of any dispute or differences arising out of this Appointment Letter or breach of any of the terms of this Appointment Letter between the parties hereto for interpretation, exercise, use or execution of any of the clauses of this Appointment Letter, the same shall be referred to the Chief Executive Officer of the Company or his duly nominated official whose decision shall be final and binding.

19. Other terms and conditions:

a) You shall be guided by the Company's policies as amended from time to time and shall be required to demonstrate an appropriate behavior towards its adherence and cherish the values propagated by the Company.

b) This Appointment Letter contains the entire understanding between you and the Company concerning the subject matter hereof and is in addition to any and all prior and contemporaneous negotiations, correspondence, understandings and agreements, whether oral or written, respecting that subject matter.

Please return the duplicate copy of this Appointment Letter duly signed by you as a token of your acceptance of the Appointment Letter and terms and conditions mentioned above, failing which this Appointment Letter stands cancelled.

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We are excited to work with you and look forward to a mutually rewarding relationship.

For **Zensoft Services Pvt. Ltd**

HHDaswani

Himanshu Daswani
Senior Associate Human Resources

I agree & accept

Swain Pereira

ACCEPTANCE

I have read and understood all the terms and conditions contained in this Appointment Letter. It accurately reflects my understanding of the terms and conditions of my employment with the Company.
I acknowledge and agree that the Appointment Letter contains the entire understanding between the Company and me in relation to my employment with the Company. I understand and agree that any changes in the terms of employment described in this Appointment Letter must be set forth in a written document signed by a duly authorized officer of the Company.

Name:

Signature:

Place:

Date:

Zensoft Services Private Limited
Unit No. 601, 6th Floor, Sai Radhe IT Park, Behind Hotel Sheraton Grand, 100+101 Kennedy Road, Pune – 411 001 India.
Tel.: +91 20 6647 9400 **CIN**: U72200PN2000PTC015522

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Exhibit A

CONFIDENTIALITY, ASSIGNMENT AND NON-DISCLOSURE AGREEMENT

This (the "**Agreement**") is made and entered into on **5th August 2024** (the "**Agreement Date**") between:

Zensoft Services Pvt. Ltd., a private limited company incorporated in India under the provisions of the Companies Act, 1956 and having a place of business at 6th Floor, Sai Radhe Complex Sangamvadi, Kennedy Road, Behind Sheraton Grand (Old LE Meridian), Pune, India, Maharashtra 411001, Maharashtra, India, hereinafter referred to as the "**Employer**" or the "**Company**" of the First Part (which expression shall, unless repugnant to the context or meaning thereof, mean and include its affiliates, successors and assigns);

And

Swain Pereira, 434, Sonarbhat Chanebori Naka, Papdy, Vasai West, Palghar, Mumbai - 401207, India hereinafter referred to as the "**Employee**" or "**I**", "**me**", of the Second Part (which expression shall, unless repugnant to the context or meaning thereof, mean and include his respective heirs, successors, administrators and permitted assigns).

Each of the Employer and Employee shall be individually referred to as a "**Party**" and collectively referred to as the "**Parties**".

WHEREAS

In consideration for the Employee's employment with the Company in accordance with the Appointment Letter dated 5th August 2024, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Employee hereby agree with the Company as follows:

1. **Recognition of Company's Rights; Non-disclosure:** I understand that the Company possesses Confidential Information (defined below), which the Company agrees to disclose to me in exchange for my covenants under this Agreement. During the term of my employment and always thereafter, I will hold in strictest confidence and will not in any manner, disclose, use, lecture upon, or publish any of the Company's Confidential Information (defined below), except as such disclosure, use, or publication may be required in connection with my work for the Company or unless authorized expressly in writing by the Board of Directors of the Company. I hereby recognize that all Confidential Information shall be the sole property of the Company and its assigns.

2. The term "**Confidential Information**" shall mean trade secrets, data, or any other proprietary information of the Company and each of its subsidiaries or affiliated companies. By way of illustration but not limitation, "Confidential Information" includes (a) inventions, trade secrets, ideas, processes, formulae, data, technical data, programs, specifications, standards, manuals, reports, source, executable and object code, computer programs, computer software, computer databases, other works of authorship, know-how, improvements, discoveries, developments, designs, techniques relating to the business or proposed business of the Company and all information which I will learn in connection with my employment with the Company regardless of the manner in which it has been furnished; (b) information regarding plans for research, development, new products and services, marketing and selling, business plans and strategies, budgets, unpublished financial information and statements, material non-public information about publicly traded securities, if any, licenses, prices and costs, suppliers, sales figures, operating procedures and customers that were learnt or discovered by me during the term of my employment with the Company; (c) information regarding the skills and compensation of other employees of the Company and internal Company procedures; and (d) such other information, in tangible or intangible form, which might, fairly be considered to be of a confidential nature and which may be furnished by the Company to me during the term of this Agreement, or otherwise disclosed by the Company, whether directly or indirectly, to me in connection with this Agreement, regardless of whether marked as "confidential," "restricted" or other similar designation and whether or not such information is oral, written, printed, contained on computer disc or otherwise represented.

I will disclose Confidential Information only to those personnel of the Company who have a need to know it and who have permission from the Company to receive it. I will take special care in public places (e.g., restaurants, airplanes, elevators) to ensure that even casual conversation or inadvertent displays of written material do not lead to the disclosure of any Confidential Information. I will not remove materials containing any Confidential Information from the Company's premises without appropriate permission from the Company. After my employment with the Company, I will forthwith return all Confidential Information to the Company.

3. **Third Party Information.** I understand, in addition, that the Company may from time to time receive from third parties, confidential or proprietary information ("**Third Party Information**") subject to a duty on the Company's part to maintain the confidentiality of such information and to use it only for certain limited purposes. During the term of my employment and at all times thereafter, I will hold Third Party Information in the strictest confidence and will not disclose (to anyone other than Company personnel who need to know such information in connection with their work for the Company) or use, except in connection with my work for the Company, Third Party Information unless expressly authorized by the Board of Directors of the Company in writing. I am aware that as per Third Party requirements, I may have to sign a separate non-disclosure agreement and I agree to do the same unconditionally.

4. **Assignment of Work Product.**

a) I hereby grant, assign, and transfer to the Company, all my right, title, and interest in and to any and all Work Product (defined below) (and all proprietary rights with respect thereto), whether or not patentable or registerable under copyright or similar statutes, that is made or conceived or reduced to practice or learnt by me, either alone or jointly with others, during the period of my employment with the Company.

b) I will execute documents and always perform other acts at the Company's request from time to time during my employment with the Company and thereafter to establish or preserve the Company's ownership of the Work Product. "Work Product" means all materials, inventions and forms of work made, conceived or reduced to practice or learnt by me, either alone or jointly with others, during the period of my employment with the Company, along with the intellectual property therein including, (a) patents, patent applications, patent disclosures and inventions (whether patentable or not); (b) trademarks, service marks, trade dress, trade names, logos, corporate names, internet domain names, and registrations and applications for the registration thereof together with all of the goodwill associated therewith; (c) copyrights and copyrightable works (including mask works) and registrations and applications thereof; (d) computer software programs (including source code and object code), data, databases and documentation thereof; (e) trade secrets and other confidential information (including ideas, formulae, improvements, know-how, techniques, R&D, specifications, drawings, flowcharts, programmer notes, designs, design rights, developments, plans, business plans, proposals, technical data, financial and marketing plans and customer and supplier lists and information); (f) waivable or assignable rights of publicity, waivable or assignable moral rights and all other forms of intellectual property; and (g) copies and tangible embodiments thereof (in whatever form or medium).I agree to assign all my rights, title and interest in and to any particular Work Product or invention to a third party, including, without limitation, any governmental entity, as may be directed by the Company.

c) I acknowledge and agree that the Company is not obligated to commercialize any Work Product, and that I will not independently commercialize any Work Product.

d) I hereby waive and agree to waive in the future any moral rights that I possess or may possess in any Work Product or proprietary rights therein. Through the complete and permanent waiver contained herein neither

do my legal heirs retain any paternity, integrity, moral, special or similar rights in and to any Inventions and Works created by Employee.

e) I understand and acknowledge that the Company shall be the exclusive owner of all rights pertaining to the Work Product created or developed by me, along with the modified/creative derivative works/Inventions made by me, if any. I understand and acknowledge that all Inventions and Work

f) Product shall be the property of the Company and, to the greatest extent permitted by law, shall be "works made for hire."

g) No license is granted to me in and to the Inventions and Work Product, nor is any right implied to be granted by this Agreement.

h) I acknowledge and agree that the assignment set forth herein is worldwide and perpetual, and that he/she will have no rights to reversion of the Invention and Work, even if the Company does not exploit them.

i) I represent that there are no other contracts to assign Inventions or Work Product that are now in existence between him/her and any other person or entity. I further represent that I have no other employment(s), consultancies or undertakings which would restrict and impair his/her performance of this Agreement.

5. **Enforcement of Proprietary Rights.** I will assist the Company in every proper way to obtain and from time to time enforce the proprietary rights relating to the Work Product in any and all countries. To that end I will execute, verify, and deliver such documents and perform such other acts (including appearances as a witness) as the Company may reasonably request for use in applying for, obtaining, perfecting, evidencing, sustaining, and enforcing such proprietary rights and the assignment thereof. In addition, I will execute, verify, and deliver assignments of such proprietary rights to the Company or its designee. My obligation to assist the Company with respect to proprietary rights relating to such Work Product in any and all countries shall continue beyond the termination of my employment, but the Company shall compensate me at a reasonable rate after my termination, for the time actually spent by me at the Company's request on such assistance.

   In the event the Company is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraph, I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact and in law, to act for and in my behalf to execute, verify, and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraph thereon with the same legal force and effect as if executed by me. I hereby waive and quitclaim to the Company any and all claims, of any nature whatsoever, that I now or may hereafter have for infringement of any proprietary rights assigned hereunder to the Company.

6. **Obligation to keep Company informed.** I will promptly disclose to the Company fully and in writing all Work Product (and the intellectual property rights created in the Work Product) authored, conceived or reduced to practice by me, alone or jointly with others, during the period of my employment with the Company and for six (6) months thereafter. In addition, I will disclose all applications such as patent, copyright and design applications, filed by me for the ownership of the intellectual property rights in the Work Product, during one (1) year after termination of my employment with the Company.

7. **Inventions** means any new or useful research, experiment, discovery, new contribution, finding, or improvement, creativity (including without limitation any designs, drawings, plans, technology, computer programs, software, test, concept, idea, mechanism, equipment, machinery, process, method, formula, or technique, algorithm), whether or not granted protection under intellectual property laws, conceived (1) in the course Employment (2) relating to the actual or anticipated business of the Company, or, (3) with the use of the Company's time, material, proprietary information or facilities

8. **Prior Inventions.** Inventions, if any, patented or unpatented, that I made prior to the commencement of my employment with the Company (collectively, the "**Prior Inventions**") are excluded from the scope of this Agreement unless, such Prior Inventions are assigned to the Company by my prior employer or where my prior employer has expressly permitted me or the Company to use such inventions. To preclude any possible uncertainty, I have set forth on Exhibit I attached hereto, a complete list of all Prior Inventions that I have, alone or jointly with others, conceived, developed, or reduced to practice or caused to be conceived, developed, or reduced to practice prior to commencement of my employment with the Company, that I consider to be my property or the property of third parties and that I wish to have excluded from the scope of this Agreement. If disclosure of any such Prior Inventions in Exhibit I would cause me to violate any prior confidentiality agreement, I understand that I am not to list those Prior Inventions in Exhibit I but am to inform the Company of only the cursory name of the Prior Invention, a list of party(ies) to whom it belongs and the fact that the full disclosure as to the Prior Invention has not been made for that reason. If no such disclosure is attached, I represent that there are no Prior Inventions. If, in the course of the term of my employment with the Company, I incorporate a Prior Invention into the Company's product, process or machine, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license (with rights to sublicense through multiple tiers of sublicenses) to make, have made, modify, use and sell such Prior Invention. I hereby agree, that, in the event that I incorporate a Prior Invention into the Company's product, process or machine, such incorporation shall not result in a breach or violation of any confidentiality agreement by which I am bound and such incorporation shall not infringe the right(s) of any third party. I hereby agree to indemnify the Company against all losses, damages or costs arising from any claim made by a third party with respect to any Prior Invention in breach of the covenants contained herein. Notwithstanding the foregoing, I agree that I will not incorporate, or permit to be incorporated, Prior Inventions in any of the Company's product, process or inventions without the Company's prior written consent.

9. **Non-Sollicitation and Non-Disparagement.** In consideration for the Company's promises to disclose its Confidential Information to me I agree to the following.

a) During the term of my employment with the Company, and for a period of two (2) year immediately following the expiration or earlier termination of employment, I agree not to interfere with the business of the Employer in any manner. By way of example and not of limitation, I agree not to, directly or indirectly, individually or on behalf of any other person, firm, partnership, corporation or other business entity, solicit, induce, hire or encourage or cause others to solicit, induce, hire or encourage any employee or independent contractor of the Employer to terminate or breach an employment, contractual or other relationship with the Employer nor shall I solicit the employment services of any former employee of the Company or any subsidiary of the Company whose employment has been terminated for less than one (1) year.

b) For a period of two (2) year after my employment with the Company is terminated for any reason, I will not, directly or indirectly, individually or on behalf of any other person, firm, partnership, corporation, or business entity of any type, solicit, contact, call upon, communicate with, or attempt to communicate with, any Customer of the Company. For purposes of this clause 7(b), "Customer" shall mean any company or business entity that I had contact with or performed services for, during the last twelve (12) months of my employment with the Company or for whom the Company sold products or rendered services during the term of my employment with the Company.

c) I agree that following the termination of my employment with the Company, I will not access the Company's computer systems, download files or any information from the Company's computer systems or in any way interfere, disrupt, modify or change any computer program used by the Company or any data stored on the Company's computer systems.

d) I agree that during and following the term of my employment with the Company, I will not disparage the Company, any of its products or practices, or defame any of its directors, officers, agents, representatives, or

equity holders, either orally or in writing, at any time; provided that I may confer in confidence with my legal representatives and make truthful statements as required by law.

e) I agree and accept that having regard to all circumstances, the restrictions and covenants contained in this clause are reasonable and necessary for the protection of the Company and that they do not bear upon me.

10. **Third-Party Agreements and Rights.** I represent that I am not bound by the terms of any agreement with any previous employer or other party which restricts in any way my use or disclosure of information belonging to a previous employer or another party or which will restrict in any way my performance of any job duties, except as I have disclosed in Exhibit II to this Agreement prior to its acceptance by the Company. I have delivered to the Company true and complete copies of any agreements listed in Exhibit II. I represent to the Company that my execution of this Agreement, my employment with the Company and the performance of my duties for the Company will not violate any obligations I may have to any previous employer or other party. In my work for the Company, I will not disclose or make use of any information in violation of any agreements with or rights of any previous employer or other party, and I will not bring to the premises of the Company any copies or other tangible embodiments of non-public information belonging to or obtained from any such previous employment or other party, unless expressly permitted in writing by the Company and by my previous employer.

11. **Return of Company Documents**. When I leave the employment of the Company, I will promptly deliver to the Company all drawings, notes, memoranda, specifications, devices, formulae, and documents, together with all copies thereof, and any other material containing or disclosing any of the Company's Work Product, Third Party Information, or all proprietary information and Confidential Information of the Company. I shall destroy or delete permanently all intangible materials that disclose or relate to any Confidential Information. I shall subsequently notify the Company in writing that the identified Confidential Information was all that was in my possession, and that all such information was either returned or destroyed permanently, as the case may be. 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. Prior to leaving, I shall cooperate with the Company in completing and signing the Company's termination statement for technical and management personnel.

12. **Legal and Equitable Remedies.**

As my services are personal and unique and because I may have access to and become acquainted with the Confidential Information of the Company, and because any breach of the covenants made under this Agreement would likely result in irreparable damage to the Company for which remedies at law would likely be inadequate, the Company shall have the right to enforce this Agreement and any of its provisions by injunction, specific performance, or other equitable relief, without bond and without prejudice to any other rights and remedies that the Company may have for a breach of this Agreement.

13. **Warranty**
I understand and acknowledge that the Company is not obligated to supply any Confidential Information under this Agreement. Further, no representation or warranty is made or given about the accuracy or completeness of any Confidential Information, or any other information supplied pursuant to this Agreement.

14. **Indemnification**

I further agree to indemnify and hold harmless the Company against any claims faced, losses or any damages, and penalties suffered by the Company in the event of any breach by me of any of the confidentiality or any other obligations under this Agreement.

15. Authorization to Notify New Employer.

I hereby authorize the Company to notify my new employer about my rights and obligations under this Agreement following the termination of my employment with the Company.

16. Notices.

Any notices required or permitted hereunder shall be given to the appropriate party at the address specified below. Such notice shall be deemed given upon personal delivery to the appropriate address or if sent by certified or registered mail, seven (7) days after the date of mailing.

If to myself:

Name: Swain Pereira
Address: 434, Sonarbhat Chanebori Naka, Papdy, Vasai West, Palghar, Mumbai – 401207, India

If to the Company:

Attention: Mr. Himanshu Daswani
Address: 6th Floor, Sai Radhe Complex Sangamvadi,
Kennedy Road, Behind Sheraton Grand (Old LE Meridian), Pune, India, Maharashtra 411001

17. General Provisions.

a) **Governing Law.** This Agreement will be governed by and construed according to the laws of the Republic of India. Any dispute resolution or legal actions with respect to any matters arising under this Agreement the parties agree to submit to the sole jurisdiction of courts in Pune.

b) **Entire Agreement.** This Agreement, along with the exhibits and the Appointment Letter, sets forth the entire agreement and understanding between the Company and myself relating to the subject matter hereof and supersedes and merges all prior discussions between us. No modification of or amendment to this Agreement, nor any waiver of any rights under this Agreement, will be effective unless in writing signed by both Parties. Any subsequent change or changes in my duties, salary, or compensation will not affect the validity or scope of this Agreement.

c) **Severability.**

i) I acknowledge and agree that each agreement and covenant set forth herein constitutes a separate agreement independently supported by good and adequate consideration and that each such agreement shall be severable from the other provisions of this Agreement and shall survive this Agreement.

ii) I understand and agree that this Agreement shall be enforced to the fullest extent permitted by law. Accordingly, if a court of competent jurisdiction determines that the scope and/or operation of the Agreement or any clauses thereof are too broad to be enforced as written, the Company and I intend that the court should reform such provision(s) to such narrower scope and/or operation as it determines to be enforceable, provided, however, that such reformation applies only with respect to the operation of such provision(s) in the particular jurisdiction with respect to which such determination was made. If, however, any provisions of this Agreement are held to be illegal, invalid, or unenforceable under present or future law, and not subject to reformation, then (i) such provision(s) shall be fully severable, (ii) this Agreement shall be construed and enforced as if such provision(s) was never a part of this Agreement, and (iii) the

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remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision or by its severance.

d) **Successors and Assigns**. 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 assigns.

e) **Survival**. The provisions of this Agreement shall survive the termination of my employment and the assignment of this Agreement by the Company to any successor in interest or other assignee.

f) **Waiver**. No waiver by the Company of any breach of this Agreement shall be a waiver of any preceding or succeeding breach. No waiver by the Company of any right under this Agreement shall be construed a waiver of any other right. The Company shall not be required to give notice to enforce strict adherence to all terms of this Agreement.

g) **Headings**. The headings to each clause or paragraph of this Agreement are provided for convenience of reference only and shall have no legal effect in the interpretation of the terms hereof.

h) Effective Date. This Agreement shall be in effect from **5th August 2024**

I UNDERSTAND THAT THIS AGREEMENT AFFECTS MY RIGHTS TO THE WORK PRODUCT AND INVENTIONS I MAKE DURING MY EMPLOYMENT, RESTRICTS MY RIGHT TO DISCLOSE OR USE THE COMPANY'S CONFIDENTIAL INFORMATION DURING OR SUBSEQUENT TO MY EMPLOYMENT. I HAVE READ THIS AGREEMENT CAREFULLY AND UNDERSTAND ITS TERMS.

Date: 5th August 2024

HHDaswani

SIGNED AND DELIVERED
For and on behalf of the within named
Employer,
By the hand of Mr. Himanshu Daswani
Duly authorized

Date: 5th August 2024

SIGNED AND DELIVERED
By the within named Employee,
Swain Pereira

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12-Jul-2024
Joshua Ashok Torlikonda
TL3775
Mumbai

Subject: Offer cum Appointment Letter

Dear Joshua,

We at **TeamLease Edtech Limited** (**"Company"**), would like to create an environment and culture committed to cooperation, quality and responsiveness that permeates every activity. We treat business ethics no different from personal ethics leading to an atmosphere that is exciting, transparent, rewarding and challenging. Above all, we need employees who strongly believe in nurturing a culture of ideas, questions, challenges, feedback and prudent risk taking. It also places a demand upon the employees to be active and innovative with the ability to create, gather and use knowledge.

On the basis of your application and our discussions, we are pleased to appoint you as **Engineering Trainee (Grade L2)** in the department of **Technology** at **Mumbai** at **TeamLease.**

Your total compensation will be INR 300000 per annum consisting of INR 300000 per annum 'fixed pay'.

You will be under fixed term contract from 15 Jul 2024 to 30 Jun 2025.

As an acceptance of the terms and conditions set out in this letter, read with the annexures (together the "**Offer cum Appointment Letter**"), you are required to sign and return a scanned copy of the Offer cum Appointment Letter to us on email (hr@teamlease.com).

This letter is to be read in conjunction with the terms and conditions of employment in **Annexure 1**. Additional elements of your remuneration are detailed in **Annexure 2**.

We would like to take this opportunity to welcome you to our Company and hope you find your tenure with the Company both enjoyable and rewarding.

Yours sincerely,
for **TeamLease Edtech Limited.,**

B. Anukhya

Anukhya B
Assistant Vice President – HR

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OFFER CUM APPOINTMENT LETTER – TERMS & CONDITIONS
ANNEXURE 1

1. DOCUMENTATION:

1.1 At the time of joining we request you to furnish copies of certain documents as may be requested of you, such as in relation to your educational qualifications, previous employment (such as relieving letter), Aadhar, PAN, bank account details etc. This is also conditional upon your being free from any contractual restrictions preventing you from accepting this offer or starting work on the date of joining.

1.2 In case you do not submit the aforesaid documents within 30 days from your date of joining, we shall be constrained to hold back your salary till such time as the documents are furnished. If the aforesaid documents are not submitted within 60 days from your date of joining, the Company reserves the right to terminate your employment.

1.3 You agree and consent to the Company undertaking relevant background checks on you, including in relation to your identity, address, any criminal record, your educational qualifications and previous employment, either by itself or through third party agencies, as the Company deems fit. The Company may accordingly require you to submit such documents or information as necessary in connection with your appointment to and continued employment with the Company. Your appointment and continued employment with the Company is contingent upon the completion of the aforementioned background checks/verification, to the Company's satisfaction, which checks/verification may be undertaken by the Company either prior to the commencement of your employment or at any time during your employment. The Company hereby reserves the right to initiate suitable action including and up to the termination of employment in the event you fail the background verification process, or if the Company otherwise becomes aware of any adverse information related to you, at any time during your employment. Your continued employment with the Company is also subject to you being found to be medically fit for employment, which will be determined at the sole discretion of the Company.

2. PROBATION:

Probation is not applicable for you as you are on Fixed Term Contract

3. REMUNERATION:

3.1 Your monthly salary will be paid to you in arrears. The remuneration payable to you under this Offer cum Appointment Letter is inclusive of any additional work that you may be required to undertake beyond the designated work timings to complete your regular duties and responsibilities, or to satisfy any business exigencies. The detailed salary break up is provided in **Annexure A**.

3.2 Your performance and salary may be reviewed on an annual basis, however, any increase in salary shall not be a matter of right and will only be provided at the Company's sole discretion.

4. PERFORMANCE PAY:

You will also be eligible to participate in the Company's Performance Pay plan / Incentive Plan as applicable to your role and if the same forms part of your remuneration structure, as set out under Annexure A of this Offer cum Appointment Letter. You will be entitled to receive any performance pay / incentives only if you are an active employee of the Company at the time of when such a payment is

made. It is clarified that you will not be entitled to receive any performance pay / incentives if you are on your Notice Period (defined below) at the time when the performance pay / incentive is made. Your "on target earnings" will be governed by the performance pay policy of the Company.

5. TERMINATION:

5.1 This Offer cum Appointment Letter ("**Offer cum Appointment Letter**") is terminable by either party for any reason by giving 30 Days written notice to the other ("**Notice Period**").

5.2 It is clarified that the Company reserves the right, at its sole discretion, to require you to not serve the whole or part of the Notice Period and accordingly, provide you with notice pay in lieu of all or part of the Notice Period. If the Company waives the Notice Period or a part thereof pursuant to a request from you, the Company reserves the right to accept payment from you in lieu of such unserved Notice Period.

5.3 Notwithstanding anything contained in this Offer cum Appointment Letter, in the following circumstances, the Company shall have the right to immediately terminate your employment without notice or payment in lieu thereof:

(a) You commit any material breach of this Offer cum Appointment Letter of any Company policies.

(b) For non-performance of any duty assigned to you pursuant to this Offer cum Appointment Letter or for being grossly negligent in the conduct of your duties.

(c) If you wilfully disobey a lawful or reasonable order from the Company or violate the policies of the Company.

(d) If you are found to have committed any dishonest act or by your actions and/or omissions, bring the Company, its officials or any other person connected with the Company to disrepute.

(e) If you commit any fraud or are found to have assisted in the conduct of a fraud, or have otherwise not been ethical and diligent.

(f) If you have made or given a false statement or document testifying to your ability or competence or relating to your state of health knowing that it is false.

(g) If you are found to be under the undue influence of drugs or alcohol during office hours or business events.

(h) On any other acts of misconduct including without limitation conviction for criminal offences, disloyalty, moral turpitude etc.

(i) On violation of your confidentiality obligations towards the Company, as identified in this Offer cum Appointment Letter.

(j) If you have misrepresented or omitted from disclosing any relevant information in relation to your appointment / employment, as may be sought by the Company, including in relation to the background verification process.

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(k) engaging in personal activities during work hours.

(l) being unavailable on the phone and/or on email during work hours.

(m) dressing inappropriately or misbehaving during video/audio calls.

(n) Any particulars mentioned in your application are found false at any point of time or you have been found to have wilfully suppressed any material information.

(o) You become insolvent or bankrupt or are charged with any criminal offence, which is prejudicial to the interest of the Company.

(p) If during any ongoing investigation in any disciplinary matter, or at any time thereafter, you are found to be retaliating against the complainant, coaching witnesses or tampering with evidence.

(referred to as "**Termination for Cause**")

5.4 The abovementioned instances do not constitute an exhaustive list of events that can result in Termination for Cause but are merely indicative. If at any time in our opinion, which is final in this matter, you are found guilty of dishonesty, disorderly behaviour, negligence, indiscipline, absence of duty without permission or any other conduct considered by us as detrimental to the interests of the Company.

5.5 In the event of termination of your employment, the Company would make all payments due to you up to your last working day, less any amounts due from you to the Company, including all applicable statutory payments, and such payments shall be deemed to be in discharge of all liabilities and obligations of the Company towards you and you shall not be entitled to claim any further amounts from the Company.

5.6 **Return of Company Property** Upon the initiation of the cessation of your employment with the Company, for any reason whatsoever, or at any other time as requested by the Company, you will immediately return to the Company (or its authorised representative) any property of the Company which may be in your possession, custody or control including without limitation, all documents, correspondence, records, notes, reports, equipment, business cards, keys, company vehicle, security and computer passes, credit or charge cards, laptops, mobile telephones, vehicles (including its keys and documentation), any IP Materials (as defined below) and any copies thereof, which belongs to the Company or contains Confidential Information (as defined below) about the Company, its employees, staff, representatives, directors and/ or affiliates. In the event you are working from home at the time of termination of employment, you may be required to return official property in the manner prescribed by the Company at the time.

5.7 **Non-Disparagement:** During the course of your employment with the Company and upon cessation thereof, you shall refrain from making any adverse written or oral statement in or through any medium (including but not limited to social media) or taking any action, directly or indirectly, which you know or reasonably should know to be disparaging, negative or capable of causing harm to the reputation of the Company or its group companies, publicly or otherwise. You shall also refrain from suggesting to anyone that any written or oral statements concerning the Company or its group companies, be made which you know or reasonably should know to be disparaging or negative, or from urging or influencing any person to make any such statement.

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6. TIMINGS:

Your work timings will be as per the Company's rules pertaining to the office to which you are currently attached. However, if you are required to work on shifts, your work timings will be communicated to you by your reporting manager, in advance.

7. LOCATION AND TRANSFER:

7.1 While you will generally be based out of the Company's office at **Mumbai**, the Company reserves the right to require you to work from home, either temporarily or permanently. You will be liable to transfer in such capacity as the Company may from time to time determine to any other location, department, establishment or any other associate or group company to meet the Company's business needs, whether for a temporary or permanent basis, for which there will be no additional remuneration. In such case you will be governed by the terms and conditions of service applicable to the new assignment.

7.2 In the event that you are asked to work from home or upon your request for the same, have been given permission to work from home, you may be asked to report to a specific office location or base location, based on business requirements. In such cases, it is mandatory that you should report to the aforementioned office location with all company assets within [24] hours of receiving an email notice from the reporting manager / Human Resource personnel, communicating the requirement for you to report to the base location/office location. If you fail to report to the base location within such time as required by the Company and/or fail to submit or return any data or property belonging to the Company within such time as may be so required by the Company, the Company is empowered to initiate any action to recover such data or property from you, at your home location.

8. TRAVEL:

You will be required to undertake travel (in India and other countries) on Company work, for short or long durations, and you will be reimbursed travel expenses for this as per Company rules.

9. COMPLIANCE WITH COMPANY POLICIES:

By accepting and signing this Offer cum Appointment Letter, you hereby confirm that you will comply with all lawful instructions of the Company and with Company policies, standards, procedures, guidelines and codes of practice and/or conduct relating to your work (including but not limited to the Code of Conduct, and policies on (i) protection of interest; (ii) conflict of interest; (iii) prevention of sexual harassment at workplace; (iv) data privacy; (v) anti-corruption and gifts; (vi) equal opportunity at the workplace; (vii) occupational health, safety and employee security; (viii) free and fair competition; (ix) prohibition on insider trading; (x) related party transactions; (xi) dealing with third parties; (xii) financial reporting and accounting; (xiii) handling of violations or any whistle-blower policy as may be amended, replaced or issued from time to time and take steps to ensure so far as reasonably possible compliance by those for whom you are responsible. It shall be your obligation to ensure that you are familiar with the latest policies of the Company, and ignorance of any policy shall not be considered a valid justification for non-compliance with the same. The policies of the Company may be accessed in the Employee Handbook that can be accessed upon joining on this link:https://drive.google.com/file/d/1UrgLaQ8fvlJsS1C_VN2ZGTAb2uC_eVI9/view

9.1 If you suspect that there has been a breach or potential breach of any Company policy, standard or guideline or any other misconduct, you are obligated to report the same to the Company. You must

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report this promptly, without any undue delay, either to your line manager or to the Human Resources department.

10. RETIREMENT:

You will retire from the services of the Company on the last day of the month in which you complete the age of 60 years, or such other retiring age as the management of the Company may decide.

11. OTHER BENEFITS:

Female employees of the Company will be entitled to leaves and other benefits as per the Maternity Benefit Act, 1961 based on your eligibility. Details of the maternity benefits provided by Company may be accessed in the Employee Handbook.

11.1 You will be also entitled to the benefits under the Employee's Compensation Act, 1923 based on eligibility and applicability.

12. CONFIDENTIALITY AND NON-DISCLOSURE:

12.1 TeamLease possesses valuable confidential information relating to its current and future businesses, employees, compensation, personnel information, customers, business plans, investments, transactions and general business operations. In the course of employment with the Company, employees may need to review, or use the Company's Confidential Information (defined below) and materials or to create new Confidential Information and materials for the Company. Hence, it is necessary for TeamLease to set out the obligations of its employees to maintain confidentiality.

12.2 "**Confidential information**" shall mean and include, but not be limited to mean information relating to the Company's database, product and property plans, protocols, prices, finances, marketing plans, business opportunities, personnel related information, sales and customer information, clients, business policies, practices and strategies, information received from other entities which the Company is obligated to keep confidential, and research and development results which have not been: previously published or disclosed to the general public; previously available without restrictions; and which information the Company desires to protect against unrestricted disclosure or use, or information which amounts to a trade secret (including but not limited to scripts, processes, policies, methods, technical data and know-how).

12.3 All employees of TeamLease shall comply with the following:

(a) To hold any Confidential Information in a fiduciary capacity for the benefit of the Company. Further, you undertake to observe the strictest secrecy in all matters pertaining to the Company, its clients, associated companies and not to divulge or disclose at any time Confidential Information received as an employee of the Company to any unauthorised person during or after your employment.

(b) Not disclose any Confidential Information / confidential material of TeamLease or its related third parties, to other third parties without the prior written authorization of the Company. However, the employee may disclose Confidential Information in accordance with judicial or other governmental orders, provided the employee shall give the Company a reasonable notice, prior to such disclosure so as to enable the Company to take necessary steps to ensure such disclosures are limited to the maximum extent possible under law and shall comply with any applicable protective order or equivalent.

(c) Not use any Confidential Information or confidential materials of the Company for any purposes except those expressly contemplated by or as authorized by the Company.

(d) Take reasonable security precautions to keep secure the Confidential Information.

(e) Notify the Company immediately upon discovery of any unauthorized use or disclosure of Confidential Information or confidential materials, or any other breach of this obligation by any individual.

(f) Respect the confidential information of other parties with whom the Company does business or competes and avoid any attempts at acquiring professional classified information by improper means.

(g) The Company prohibits the use of Confidential Information for your own benefit or for the benefit of any other person, firm or entity. This includes not divulging Confidential Information concerning the Company, its operations or employees to any other employee unless you are sure of their right to receive it.

(h) The terms of this clause shall continue to operate and apply after the termination of your employment without limit in time, but do not apply to information that is or comes into the public domain other than through any unauthorised disclosure by you.

(i) Any breach of the obligation as set out in this clause may, in particular, lead to the immediate termination of this Offer cum Appointment Letter, without notice or payment in lieu thereof to you.

13. USE OF COMPANY ASSETS:

13.1 **Real Estate and Movables**

TeamLease property and assets, e.g. buildings, infrastructure and equipment, shall be managed and safeguarded in an appropriate manner. You shall observe the Company's security requirements concerning access to and use of the Company's facilities, IT resources, electronic resources and documents. The Company's equipment and property may be used for personal purposes only if expressly agreed in connection with the employment or as a result of TeamLease rules and guidelines.

13.2 **Intellectual Property**

13.2.1 The result of all work undertaken by you (whether or not copyrightable) and all patentable and unpatentable inventions, discoveries, and ideas (including but not limited to any computer programs, applications and/or process) and any and all other proprietary rights relating to such works, inventions, discoveries or ideas, which are made, conceived or prepared by you ("**Intellectual Property**") during the course of your employment with the Company, shall be the sole and exclusive property of Company by reason of their being works prepared under a contract of service or being works for hire, and you will retain no right or interest in such Intellectual Property. You hold on trust for the Company and do hereby assign and, to the extent not assigned for any reason whatsoever, agree to assign, transfer and convey in the future, without any additional payment or consideration to the Company all of your worldwide rights, title and interest in and to any and all Intellectual Property relating to the performance of your duties for the Company and all works made, prepared or conceived by you during the period and scope of your employment with the Company. To the extent that ownership of the Intellectual Property does not belong to the Company by operation of law, you

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agree to do everything necessary to assign to the Company, or failing that, you hereby grant to the Company a worldwide, enterprise-wide, perpetual, unlimited right and license to it, all Intellectual Property (upon its creation) including all present and future revivals and extensions, to use, modify, improve, interpret, compile, recompile and further sub-license the Intellectual Property for any purpose of the Company and without identifying or seeking your consent.

13.2.2 You understand and agree that the assignment or license of such Intellectual Property to the Company shall not lapse by reason of the assigned or licensed Intellectual Property not being exercised by the Company for any period of time. You will not lay any claim to the rights, even after the cessation of your employment with the Company.

13.2.3 You hereby irrevocably appoint the Company as your attorney for the purpose of (a) ensuring that the ownership of the Intellectual Property vests in the Company and (b) for the purposes of seeking registration or other statutory protection in relation to the Intellectual Property. You acknowledge that such appointment of the Company as the attorney shall not be terminated to the prejudice of the Company.

13.2.4 You will remain the owner of all independent, pre-existing Intellectual Property owned or licensed by you independent of your employment with the Company ("**Prior IP**"). You will not incorporate any Prior IP in any of the Intellectual Property without the prior written consent of the Company. In the event, you incorporate any Prior IP in any of the Intellectual Property, you hereby grant the Company a worldwide, enterprise wide, perpetual, royalty-free license to use, modify, improve, interpret, compile, recompile and further assign any Prior IP which has been incorporated by you in the Intellectual Property to the extent required for the Company to exercise its rights in the Intellectual Property.

14 EXCLUSIVITY

14.1 As an employee of TeamLease, you shall devote your full time to the business and interests of the Company during the term of this Offer cum Appointment Letter and shall not, whether or not during business hours, engage directly or indirectly in any trade or business or profession outside the Company, or undertake any other employment, with or without any commercial gain. Breach of this condition shall lead to immediate termination of the employment by the Company without any notice or compensation in lieu thereof.

14.2 Notwithstanding the above, you may be involved in certain activities which are not in conflict with the interests of the Company, such as non-profit work, holding directorship positions, teaching activities etc. after obtaining prior written approval from the Company in this regard and as long as such activities do not materially interfere with the performance of your duties for the Company. You may write to hr@teamlease.com to obtain necessary permission in relation to the above.

15 INFORMATION HANDLING AND PROTECTION OF PERSONAL DATA:

15.1 **Information, communication and contact with the media**

All information from TeamLease shall be reliable and correct, and shall maintain high professional and ethical standards. All of those who, through their work, deal with information about the Company are responsible for meeting these standards. Communication with the media, the public and the financial markets shall take place only by appointed Spokespersons and in accordance with established guidelines that satisfy the regulations and practices applicable to publicly listed companies, irrespective of whether the Company itself is listed or not.

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15.2 **Protection of personal data**

15.2.1 You agree and acknowledge that you will need to comply with the Company's policies and procedures in relation to privacy and data protection as may be communicated to you from time to time. Any breach of such policies and procedures shall be treated by the Company as a breach of this Offer cum Appointment Letter.

15.2.2 You acknowledge that the Company may be required to collect, retain, transfer, process and store the employee's personal information including any sensitive personal data or information ("**SPDI**") such as, *inter alia*, financial information, medical records and history and biometric information as defined under the Information Technology (Reasonable Security Policies and Procedures and Sensitive Personal Data or Information) Rules, 2011 ("**SPDI Rules**"). You hereby give your consent to the Company, to collect, retain, process and transfer outside India any personal information (including SPDI) relating to you for lawful purposes in the course of its business. You also consent to sharing and transfer of your personal data (including SPDI) with third parties, which may also include transfer of the SPDI outside India and do all such acts as may be requested by the Company to effectuate such sharing and transfer. In the event of a change in the law applicable to data protection in India, you expressly consent to the Company's continued use, storage, collection and disclosure of your personal information and agree to provide such additional consents and approvals, in such form and manner, as may be requested by the Company. If you choose not to provide the Company with such additional consents and approvals, the Company may need to alter the terms of your employment.

15.2.3 In case of any change in personal information, you will inform the Company within [7 (seven)] working days of such change.

16 BREACH OF COVENANTS:

In the event of breach or threatened breach of the covenants set forth in this Offer cum Appointment Letter and given that such a breach can result in the Company suffering irreparable harm in certain cases, the Company will be entitled to seek an injunction restraining you from committing such breach and/or claim damages. Nothing contained herein shall be construed as prohibiting the Company from pursuing any other remedies available to it for such breach or threatened breach, including initiating criminal proceedings against you under applicable law, initiating civil action against you to claim damages for any such breach etc. Any such action against an employee will be decided on a case-to-case basis.

17 AMENDMENT:

The Company reserves the right to reasonably change the terms and conditions of this Offer cum Appointment Letter and the policies of the Company, as may be required from time to time. Any such change will be notified in writing.

18 SEVERABILITY:

Each provision of this Offer cum Appointment Letter is severable and distinct from the other and if at any time one or more of such provisions is or becomes invalid, void and/ or illegal, the enforceability of the remaining provisions hereof shall not in any way be affected or impaired thereby.

19 ASSIGNMENT:

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You shall not transfer, assign or otherwise convey this Offer cum Appointment Letter and all or any of your rights and obligations hereunder to any party, except with the prior written permission of the Company.

20 GOVERNING LAW:

This Offer cum Appointment Letter shall be governed, interpreted, construed, and enforced in accordance with the laws of India. The Company and you agree to submit to the exclusive jurisdiction of the courts in Bengaluru for any matter arising out of / in connection with this Offer cum Appointment Letter.

21 SURVIVAL:

You undertake to, notwithstanding the cessation of your employment, co-operate with the Company, its legal advisors or representatives in relation to any current or future investigation or litigation or other administrative or legal proceeding against or asserted by the Company relating to any matter with which you were involved or of which you have knowledge or which occurred during the term of your employment. Termination of this Offer cum Appointment Letter shall not affect those provisions hereof that by their nature are intended to survive the termination, including the provisions of the following clauses: (i) Confidential Information, (ii) Intellectual Property, (iii) Information Handling and Protection of Personal Data, (iv) Severability, (v) Governing Law, (vi) Notices and Signatures, (vii) Authorisation to Notify New Employer, (viii) Survival, will survive the expiry of this Offer cum Appointment Letter.

22 NOTICES AND SIGNATURES:

22.1 All notices, requests, demands or other communication required or permitted to be given under this Offer cum Appointment Letter and the provisions contained herein shall be in writing in English language and are effective upon delivery to the applicable party (whether by mail, fax, personal delivery or otherwise) at the address, and in the case issued to the Company, marked to the attention of the person indicated below:

If to the Company, at:

Attention: HR Department

Address: TeamLease Services Limited 315 Work Avenue Campus, Ascent Building, #77, Koramangala Industrial Layout, Jyothi Nivas College Road, Koramangala, Bangalore, Karnataka. PIN - 560 095

Email ID: hr@teamlease.com

If to the employee, at:

Address: As submitted by you at the time of joining

Email ID:

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22.2 The address for notice specified above may be changed by giving 5 (five) days' notice to the other party,

22.3 You acknowledge that you control, and will regularly check the above email address, and that any notice sent to you by email will be deemed to have been received 24 (twenty-four) hours after it is sent out from the servers of the Company addressed to the above email address.

22.4 You may change or supplement the addresses given above, for purposes of this clause, by giving the Company written notice of the new address in the manner set forth above.

22.5 To avoid ambiguity, it is clarified that any documents or agreements may be executed by way of electronic or digital signatures, or by other legally recognized means, and that any documents or agreements sent by way of email shall be considered to have been properly delivered.

23 ENTIRE AGREEMENT

Except as otherwise stated herein, this Offer cum Appointment Letter contains the entire understanding and agreement between the Company and you in relation to your employment. You represent and acknowledge that in executing this Offer cum Appointment Letter, you do not rely and have not relied upon any representation or statement made by the Company or its agents, representatives or attorneys which is not set forth in this Offer cum Appointment Letter.

24 FORCE MAJEURE AND RELATED MATTERS

24.1 In case of the occurrence of any event which is beyond the control of the Company which cannot reasonably be foreseen and which substantially affects the performance of this Offer cum Appointment Letter or the business of the Company such as natural calamities, pandemics, acts of Government, war, quarantines, terrorist attacks, a shortage of power or raw materials, accumulation of stocks or the breakdown of machinery etc., the Company shall have the right to terminate your employment or suspend or implement a lay off without pay, for any duration, if the Company, in good faith believes that it is unable to utilize your services under this Offer cum Appointment Letter. The Company shall not be liable for any default or non-performance of obligations under this Offer cum Appointment Letter in case of any default or non-performance of obligations as a consequence of events of the nature discussed above.

24.2 In case of the occurrence of events of the nature envisaged above, or even otherwise to meet its business needs, the Company may also at its discretion choose to implement lesser measures, such as, modification of the salary structure, imposition of leave without pay/furlough, deduction of leaves from the leave balance, reduction of salary, defer payment of salaries (though, to the extent required under applicable law, the Company will continue to provide necessary benefits and make applicable statutory contributions) etc.

25 AUTHORISATION TO NOTIFY NEW EMPLOYER

In the event of cessation of your employment, you hereby grant consent to the Company to notify any new employer and/or any third party about your obligations under this Offer cum Appointment Letter. If necessary, the Company has a right to disclose this Offer cum Appointment Letter to any new employer or third parties.

26 We request you to confirm your acceptance of this Offer cum Appointment Letter by replying to the email, with the confirmation of your acceptance.

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REMUNERATION DETAILS
ANNEXURE 2

Particulars	INR Monthly	INR Annually
Basic	10000	120000
HRA	5000	60000
Statutory Bonus	1750	21000
Special Allowance	6450	77400
Employer's PF Contribution	1800	21600
Fixed (A)	**25000**	**300000**
Performance Pay (B)		**0**
Total Compensation (C = A + B)	**25000**	**300000**
Employer's Gratuity Contribution	481	5772
Mobile Reimbursement Eligibility Limit	500	6000
Group Mediclaim & Group Personal Accident Insurance Premium	166	2000
Group Term Life Insurance Premium	166	2000
Total Benefits (D)	**1313**	**15772**
Total Rewards (C + D)	**26313**	**315772**

Net Pay Annexure;

Earnings	Monthly
Basic	10000
HRA	5000
Statutory Bonus	1750
Special Allowance	6450
Total Earnings	**23200**
Deductions	
Employee PF Contribution	1800
Total Deductions	**1800**
Net before Tax	**21400**

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Note:

- Net Pay is subject to applicable tax as per location; Income tax will be as per act, 1961
- You will also participate in the company's incentive plan only if and as applicable to your role. The plan will be communicated to you by your manager, if applicable.
- Details of Benefits:-
  - Gratuity will be paid only upon exit from the Organization, subject to and in accordance with the Gratuity Act, 1972, the prevailing Company policy and the subsequent amendments to it
  - Mobile Reimbursement can be claimed monthly at actuals basis bill/(s) submission and subject to limit specified
  - Company Borne Group Mediclaim Insurance (GMC) coverage is only for Self upto INR 1,00,000 per annum. You can choose to opt for an enhanced GMC coverage upto INR 3,00,000 or INR 5,00,000 or INR 10,00,000 per annum and/or add upto 5 dependents (Spouse, Children and Parents (or) In-laws but not both Parents & In-Laws) and if you do so, the corresponding incremental premium shall be deducted from your monthly payroll. The Policy period starts from 1st Jul'24 and ends by 30th Jun'25 and the premium may change every policy year.
  - Company Borne Group Personal Accident Insurance (GPA) coverage is only for Self up to an amount of INR 2,00,000 per annum. With no additional premium from you, the GPA coverage automatically increases to INR 5,00,000 per annum in case you opt for enhanced GMC coverage. The Policy period starts from 1st Jul'24 and ends by 30th Jun'25 and the premium may change every policy year.
  - Company Borne Group Term Life Insurance coverage of INR 500000 for you. Current Policy year is 17th Feb'24 to 16th Feb'25 and the premium may change every policy year.
  - Please refer to the employee handbook for details on all the benefits.

.....End of page.....

NOVENTIQ
Global expertise, local outcomes

Ref No: OL/2024/1007
April 24th, 2024

Mr. Yash Peter Pambujya
1/B/107, Princess Park
Near Bageecha Hotel,
Vasai West, Mumbai - 401201

Offer for Employment with Noventiq Services India Pvt. Ltd.

Dear Yash,

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 **Project Manager.** Your date of joining will be on or before **June 13th, 2024.**

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 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. Noventiq provides a Flexi-pay structure, which enables you to structure your Fixed CTC based on the components provided by Noventiq, 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 Noventiq Group policy, you have to sign an NDA with Noventiq 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. Ruchi Saraf** 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*
- *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 **April 25th, 2024** 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,
President – Noventiq India

I confirm and accept the same
Yash Peter Pambujya

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Annexure I: Salary Breakup Sheet (All figures are in INR)

Fixed Salary Breakup (A)	Monthly	Annually
Basic Salary	15,385	184,620
House Rent Allowance (HRA)	7,693	92,310
Conveyance Allowance	1,600	19,200
Medical Allowance	1,250	15,000
Other Allowance	1,504	18,462
Education Allowance	-	-
Car Allowance (Optional)	-	-
Sodexo (Optional)	-	-
LTA*	1,539	18,462
Total Fixed Salary (A)	**28,970**	**347,640**

Statutory Benefits & Bonus Components (B)	Monthly	Annually
PF Contribution Employer	1,800	21,600
Annual Bonus (KPI Based Performance Linked Component)	-	30,770

Total Cost To Company (A)+(B)	30,770	400,010

Please note the following*

1. **Tax Deductions:** Compensation is subject to tax deductions as required by law and reminds employees to submit necessary proofs for tax benefits in a timely manner.
2. **Statutory and Employer Deductions:** Statutory and employer deductions will apply as per legal requirements.
3. **Gratuity Benefit:** will be provided in accordance with the Payment of Gratuity Act and is separate from the Cost to Company (CTC).
4. **Mediclaim Benefits:** It will be provided in addition to CTC, with no deductions, except for parental insurance, which is 50% subsidized.
5. **Annual Bonus:** Annual Bonus if applicable is based on your KPI achievement for the Annual KPI's set for the year (is fixed or is contingent on performance and other dynamics and conditions) and is paid in pro-rata basis as per Annual Bonus Policy. Employees who have a start date after December 31st will not be eligible for the Annual Bonus of that FY and will be eligible from next FY. Also, to be eligible for bonus payout, you must be an employee of the company at the time of payment of the bonus.

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6. **Appraisal Period:** The appraisal period is from April to March. The KPI's are set for this period and performance is appraised. Employee Joined on or before 31st December are eligible for Appraisal.
7. **Probation Period:** Your probation period will be 6 months, company may waive, reduce or extend the probation period at its discretion.
8. **Notice Period:** During probation period your notice period will be 1 month, post successful completion of probation period notice period will be revised to 60/90 Days.
9. **Shift Allowance:** Indicates that shift allowances, if applicable, are based on shifts and the company's Shift Allowance policy.
10. **Right to Amend:** Reserves the company's right to amend, withdraw, or reduce allowances/payments at any time and for any reason.

I confirm and accept the above.

Yash Peter Pambujya

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Annexure I: Salary Breakup Sheet (All figures are in INR)

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Please note the following*

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10. **Right to Amend:** Reserves the company's right to amend, withdraw, or reduce allowances/payments at any time and for any reason.

I confirm and accept the above.

Yash Peter Pambujya

Reference Number: CCIN/HR/NGOFL/2024/002 Date: April 16, 2023

To,

Anushka Bhandary,
Mumbai

Dear Anushka,

Subject: Offer Letter

Congratulations!

We are pleased to inform you that you have been selected for the position of **Associate Consultant** in Cognitus 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 **10th Jun'24**, 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 training agreement withus for a period of **24 months** 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 training 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 2024** 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 **20th April'24. (3 days)**

We look forward to a mutually beneficial association.

Thanks & Regards,

For Cognitus Consulting IT Services Private Limited

Mohit Agrawal
Mohit Agrawal (Apr 16, 2024 12:51 GMT+5.5)

Mohit Agrawal
Chief Financial Officer - Asia Finance

Docusign Envelope ID: 668862F1-01D5-4C4D-B698-177657277196

FeedSpot

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

Date: 9th July, 2024

Ashlyn Dsilva
Malad, Mumbai-400064.
Mob. No.: 9969284503
Email: ash250918@gmail.com

Subject: Appointment for post of Junior Developer

Dear Ashlyn,

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

1. Commencement of employment
Your employment will be effective from 10th July, 2024.

2. Job title
Your job title will be **Junior Developer**, and you will report to Vineet 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 3,75,000/- year (i.e. 31250/month). From the 7th month, your salary will be hike 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, 6 paid leaves are permitted in the first year with prior approval. The number of leaves increases every year based on your performance. 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.

Docusign Envelope ID: 668862F1-01D5-4C4D-B698-177657277196

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
F8108DCCD5D942E...

Pallavi Amberkar
HR

Accepted by Ashlyn Dsilva

[sign & date]

FOURTH SIGNAL

Offer Letter

May 13, 2024

To

Samvid Shastri
B /11, Vrindavan Garden CHS LTD
Jyotinagar
Aurangabad 431 005

Dear Samvid,

We are pleased to offer you the position of an **Analyst – Finance and Treasury Technology** at Fourth Signal.

Your compensation will be **Rs. 500,100** 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,

C. Barrie

FOURTH SIGNAL (I) PVT. LTD.

Cassandra Barrie
Human Resources
Fourth Signal (India) Private Limited

FOURTH SIGNAL

Annexure

Compensation Details

	Month	Annual
Basic	20,000	240,000
HRA	10,000	120,000
Conveyance Allowance	1,500	18,000
Medical Allowance	1,000	12,000
City Compensatory Allowance	2,000	24,000
Company Contribution to PF	1,800	21,600
Total	**36,300**	**435,600**
Performance Based Compensation*		50,000
Gratuity		10,000
Insurance (Accident and Medical)		4,500
Gross Annual Salary		**500,100**

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.

FOURTH SIGNAL (I) PVT. LTD.

502, C Wing, Business Square, Solitaire Corporate Park, Andheri Kurla Road, Andheri (E), Mumbai 400 093
022 4005 0723 www.fourthsignal.com www.linkedin.com/company/fourthsignal

intellect

Ref No: CORP/23-24/LOI No: 091

Date: 01-01-2024

Name: Adarsh Vishwakarma
Address: Chennai/ Mumbai / Pune / Hyderabad

Sub: Letter of Intent for Employment in Intellect

Dear Adarsh,

Thank you for the time you invested in exploring career opportunity with Intellect. Through the hiring process we have determined that your capabilities are aligned to the organization requirement and have hence chosen to invite you to be part of the Intellect family! Congratulations!!!

We believe that the prosperity of an organization is defined by the power of thought, of both individuals and teams and therein we put 'Design Thinking' at the core of everything we do. This maximizes our chances of getting to a state of mind that is 'Fulfillment'; as we create opportunities for ourselves to contribute to our fullest capacity with the freedom to think and act differently. This, in turn is possible with us having the feeling of belongingness. Hence, for us, all employees are associates and you are set to become one of our fellow associates.

Please note that it is a Letter of Intent to offer you Full Time Employment with us. A Detailed offer with terms & condition, will follow shortly.

This invitation to you is to join us as **Associate Consultant in T120.** Your joining location will be **Chennai.**

Your gross compensation shall be **INR 5,00,000/- (Rupees Five Lakhs only) per annum.** The organization is confident of its ability in hiring some of the best talent in the industry and you are one such talent.

We wish you all the very best and look forward to a long and mutually beneficial association.

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter.

Yours Sincerely,
for Intellect Design Arena Ltd.,

PADMINI SHARATHKUMAR
CHIEF TALENT OFFICER

Accepted by

Name: Adarshkumar Vishwakarma
Date: 11/01/2024

EXTC

Block Intelligence

1st Floor, 103, Christine Heights, Kanakia Mira Rd, opp. M.G.L CNG Pump, Unique Gardens, Beverly Park, Mira Road East, Thane, Mira Bhayandar, Maharashtra 401107

connect@blockintelligence.io +91 7738479381

3rd August 2024

To
Harsh Gupta

Subject: Job Offer Letter for the Position of Junior Full Stack Developer at Block Intelligence

Dear Harsh,

We are pleased to extend an offer of employment for the position of **Junior Full Stack Developer** at Block Intelligence. After careful consideration of your qualifications and experience, we are confident that your skills align perfectly with our requirements.

Position: Junior Full Stack Developer
Salary: 2.6 LPA for first 3 Month, 3 LPA after that
Joining Date: August 3rd, 2024
Probation Period: 3 months
Work Arrangement: Work from Office - Mira Road

Terms and Conditions:

1. Salary: Your monthly gross salary will be Rs. 21,667, which amounts to an annual package of 2.6 Lakhs. The salary will be credited to your designated bank account on a monthly basis, 200rs Professional tax will be deducted per month which gives a gross salary in hand of Rs 21,466 in hand for the first 3 months, which will be upgraded to Rs 25,000 per month and a annual salary of 3 LPA after the 3 month probation with in hand salary after professional tax to Rs 24,800.

Offer: Computer Consultancy
Ref: TCSL/CT20234271915/Mumbai
Date: 13/07/2024

Mr. Darshit Hemant Mehta
B-209 , Bhayandar Triveni ApartmentShiv Sena Gally,
J.H.Poddar High School,
Bhayandar-401101,
Maharashtra.
Tel# -

Dear Darshit Hemant Mehta,

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** Grade **Y**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Offer: Computer Consultancy
Ref: TCSL/CT20244378213/Mumbai
Date: 15/07/2024

Mr. Chandan Manoj Pandey
79, Omkar Sudhar SanghGazdhar Bandh,
Santacruz(West),
Mumbai-400054,
Maharastra.
Tel# 91-9323787177

Dear Chandan Manoj Pandey,

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** Grade **Y**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

amazon® | Data Services (India) Private Limited

OFFER CUM APPOINTMENT LETTER

Riya Rajbahadur Yadav
Jay Jagdamba Chawl, Wadari Pada, Road No.2,, Near Datta Mandir, Akurli Road, Hanuman Nagar
Kandivali East, Mumbai – 400101
IND-MH
IND

Dear Riya,

On behalf of **Amazon Data Services India Private Limited**, a company incorporated under the laws of India, having its registered office at Ground Floor, Eros Plaza, Eros Corporate Centre, Nehru Place, New Delhi – 110 019 (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **DCO Trainee** at **Mumbai**, India.
Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **10 business days.**

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

1. Date of Commencement

Your employment with Amazon India will commence on **19-Aug-2024**.

2. Duties

2.1 You will be employed in the position of **DCO Trainee**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.

2.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures, as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same.

REGISTERED OFFICE:
Ground Floor, Eros Plaza, Eros Corporate Centre, Nehru Place, New Delhi – 110 019
Telephone: +91 80 3342 0300, Fax: +91 80 3062 5685
CIN: U74999DL2016FTC301945

amazon | Data Services (India) Private Limited

OFFER CUM APPOINTMENT LETTER

Shreya Prakash..
A-601,krishna building, Jangid complex, Mira road east ,Thane
Thane – 401107
IND-MH
IND

Dear Shreya,

On behalf of **Amazon Data Services India Private Limited**, a company incorporated under the laws of India, having its registered office at Ground Floor, Eros Plaza, Eros Corporate Centre, Nehru Place, New Delhi – 110 019 (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **DCO Trainee** at **Mumbai**, India.
Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **10 business days.**

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

1. **Date of Commencement**

Your employment with Amazon India will commence on **19-Aug-2024**.

Probation

You shall be on probation for a period of 6 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a further period of 3 more months or terminate your employment with Amazon India with immediate effect and without any advance or prior notice, and with no further liabilities to Amazon India, except for payment of remuneration up to the date of termination of employment.

REGISTERED OFFICE:
Ground Floor, Eros Plaza, Eros Corporate Centre, Nehru Place, New Delhi – 110 019
Telephone: +91 80 3342 0300, Fax: +91 80 3062 5685
CIN: U74999DL2016FTC301945

Acknowledged by shreyaprakash302002@gmail.com at 2024-07-30T13:37:15 UTC.

COLGATE GLOBAL BUSINESS SERVICES PRIVATE LIMITED

Regd. Office :
8th Floor, Tower B, Gate No 5,
Prima Bay, Saki Vihar Road,
Powai, Mumbai - 400072.
Tel. : (91 22) 61783001
Fax : (91 22) 61783010
www.colgate.com
CIN - U72900MH2013PTC239521
GST - 27AAFCC1280J1ZO

June 26, 2024

Ms. Linette Quinton Pereira
A - 602, Sea View Building, Malwani Church
Marve Road, Malad West
Mumbai,Maharashtra 400095

Dear Ms. Pereira,

With reference to your application and further to the personal discussion you had with us, we have pleasure in appointing you as **Associate Analyst – Global Data Management** in **Grade 9** of the S&C Structure in our Company. Your appointment will be effective June 26, 2024 on the following terms and conditions:

1. On your appointment, you will be based out of our Mumbai Office, situated at 8th Floor, Tower B, Gate No 5, Prima Bay, Saki Vihar Road, Powai, Mumbai, Maharashtra 400072, India.

2. **SALARY REMUNERATION & TAX**

Your salary details are as below:

A. Basic Salary:
Your basic salary will be Rs.27,400/- (Rupees Twenty Seven Thousand and Four Hundred Only) per month.

B. House Rent Allowance:
You will be paid House Rent Allowance of Rs.13,700/- (Rupees Thirteen Thousand and Seven Hundred Only) per month.

C. Conveyance Allowance:
Your Conveyance allowance will be Rs.1,600/- (Rupees One Thousand Six Hundred Only) per month.

D. Expense Allowance:
Your Expense allowance will be Rs.10,262/- (Rupees Ten Thousand Two Hundred and Sixty Two Only) per month.

E. Medical:
You will be entitled to a sum of Rs.1,250/- (Rupees One Thousand Two Hundred and Fifty Only) per month.

F. Leave Travel Allowance:
You will be entitled for Leave Travel Allowance of Rs.833/- (Rupees Eight Hundred and Thirty Three Only) per month in accordance with the Company rules.

Offer: Computer Consultancy
Ref: TCSL/CT20244379406/Mumbai
Date: 15/07/2024

Ms. Rakhi Ramsharan Vishwakarma
G-601, Serenity GardenEvershine City,
Next To St. Thomas Church,
Vasai Road-401208,
Maharashtra.
Tel# 91-9923300660

Dear Rakhi Ramsharan Vishwakarma,

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** Grade **Y**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Offer: Computer Consultancy
Ref: TCSL/DT20245372195/Mumbai
Date: 16/07/2024

Mr. Vishal Vinay Shirke
A-402, Ganesh-Panki ApartmentNear 120 Link Road Bridge, Bhaglipada,,
Behind Anand Nagar, Dahisar East, Mumbai-400068,
Mumbai-400068,
Maharashtra.
Tel# 91-9326892055

Dear Vishal Vinay Shirke,

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** Grade **Y**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TATA CONSULTANCY SERVICES
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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

ON MY OWN TECHNOLOGY PRIVATE LIMITED

CIN NO.: U74999MH2018PTC304964

EMPLOYMENT AGREEMENT

This Agreement ("**Agreement**") is made at Mumbai, India on this 5th day of June 2024. ("**Effective Date**"), by and between:

ON MY OWN TECHNOLOGY PRIVATE LIMITED (**CIN:** U74999MH2018PTC304964) registered under Companies Act 2013 and having its registered office at Wing-B, 1018, Samartha Aishwarya, Above Marks & Spencer, New Link Road, Andheri West, Mumbai – 400053, Maharashtra, India (hereinafter referred to as the "**Company**")

AND

PRACHI PANDEY (PAN: GEIPP2967B) an adult Indian inhabitant having her BLDG NO 3, Flat No 203, Sanghavi Golden City, Atgaon, Thane, Maharashtra-421601 ("**Employee**")

Company and the Employee are individually referred to as the "**Party**" and collectively as the "**Parties**".

WHEREAS

A. The Company is in business of establishing, setting-up, and running in India and abroad, academic or non-academic coaching institutes, including, innovation centers, study centers, oral coaching classes, franchise and training center, where in professional, technical, vocational or higher education in every field of science, commerce, arts, management, engineering, law, banking, insurance, finance, medicine, hospitality, tourism, computers, or any other type of vocational education is being imparted by conducting regular classes, part time classes, interactive classes or classes delivered virtually through the net. The Company also collaborates with accredited educational institutions or persons in India and abroad, wherein it provides infrastructure assistance and such other learning support to such educational institutions or persons.
B. The Company is desirous of hiring the Employee, in full time employment of the Company and the Employee has agreed to this appointment in the position of Associate-Research.
C. The Parties are desirous of recording the terms and conditions of employment herein below.
D. The Employee has represented that it has the necessary skills and abilities to provide the services as per this Agreement.

amazon | Data Services (India) Private Limited

OFFER CUM APPOINTMENT LETTER

Vinit Virendra Yadav
Room no 9, Sadguru Society near Ashram road, Singh Estate road no 5, Kandivali East
Mumbai – 400101
IND-MH
IND

Dear Vinit,

On behalf of **Amazon Data Services India Private Limited**, a company incorporated under the laws of India, having its registered office at Ground Floor, Eros Plaza, Eros Corporate Centre, Nehru Place, New Delhi – 110 019 (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **DCO Trainee** at **Mumbai**, India.
Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **10 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

1. Date of Commencement

Your employment with Amazon India will commence on **02-Sep-2024**.

2. Duties

2.1 You will be employed in the position of **DCO Trainee**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.

2.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures, as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same.

REGISTERED OFFICE:
Ground Floor, Eros Plaza, Eros Corporate Centre, Nehru Place, New Delhi – 110 019
Telephone: +91 80 3342 0300, Fax: +91 80 3062 5685
CIN: U74999DL2016FTC301945

Acknowledged by 21vinit02@gmail.com at 2024-08-08T17:16:14 UTC.

TATA

Offer: Computer Consultancy
Ref: TCSL/CT20234337462/Mumbai
Date: 13/07/2024

Mr. Aakash Arjun Dhuri
A4/501Saraf Chodhary Nagar,Thakur Complex,
Kandivali -E,
Mumbai-400101,
Maharashtra.
Tel# 91-9892667095

Dear Aakash Arjun Dhuri,

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** Grade **Y**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

amazon | Data Services (India) Private Limited

OFFER CUM APPOINTMENT LETTER

Subrato Vishwajit Dey
2b3 Shiv Shakti compd Gandhi nagar, Opp to Garuda petrol pump charkop kandivali west
Mumbai – 400067
IND-MH
IND

Dear Subrato,

On behalf of **Amazon Data Services India Private Limited**, a company incorporated under the laws of India, having its registered office at Ground Floor, Eros Plaza, Eros Corporate Centre, Nehru Place, New Delhi – 110 019 (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **DCO Trainee** at **Mumbai**, India.
Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **10 business days.**

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

1. Date of Commencement

Your employment with Amazon India will commence on **02-Sep-2024**.

2. Duties

2.1 You will be employed in the position of **DCO Trainee**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.

2.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures, as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same.

REGISTERED OFFICE:
Ground Floor, Eros Plaza, Eros Corporate Centre, Nehru Place, New Delhi – 110 019
Telephone: +91 80 3342 0300, Fax: +91 80 3062 5685
CIN: U74999DL2016FTC301945

Acknowledged by deysubrato54@student.sfit.ac.in at 2024-08-05T18:35:59 UTC.

TATA

Ref: TCSL/DT20245251821/2208684/Mumbai
Date: 20 August 2024

MR. PRAKHYATH GANESH SHETTY
6/460 Near Dutta Mndir,
Old Mhb Colony,Borivali West, Mumbai,
Maharashtra-400091.

Sub: Joining Letter

Dear Mr. Prakhyath Ganesh Shetty,

We would like to take this opportunity to extend you a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **29th August 2024** , your joining location is **Mumbai** and work location is **Mumbai** . You will be assigned a role in a Unit as per business requirements of TCSL.

TCS Onboarding Team will reach out to you over email in the next few days to guide you further on the onboarding process and steps to be taken to prepare yourself for onboarding.

If you have participated in TCS pre-joining 'Xplore' learning program, you have a headstart! We appreciate your passion for learning. You are now all set to experience learning through our coveted TCS Initial Learning Program.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Ltd
Peepul Park, Technopark Campus, Kariavattom P.O., Thiruvananthapuram - 695 581, Kerala, India
Telephone : +91 471 6629400, Fax: +91 471 6629499, Website : www.tcs.com
Registered Office : Nirmal Building, 9th Floor, Nariman Point, Mumbai - 400 021
Corporate Identification Number (CIN): L22210MH1995PLC084781

NIPPEN
driven by values

NIPPEN ELECTRICAL INSTRUMENTS CO.
Manufacturer of Measuring Instruments & Control Products.

Date: 29/05/2024

To,
Mr. **KOLI VIGHNESH**
Mumbai

Subject: Appointment letter for post of Jr. Embedded Software Engineer

Dear Vighnesh,

We are pleased to extend this offer of employment to you for the position of Embedded Software Engineer at Nippen Electrical Instruments Co. We believe that your skills and experience will make a valuable contribution to our team and our ongoing projects.

Position: Embedded Software Engineer

Start Date: 24th June 2024

Salary: 3.6 LPA

Reporting to: Dipesh Patil [Team Leader Software Department]

Location: 106, New Tejpal Industrial Premises, Andheri-Kurla Road, Sakinaka, Mumbai

Roles:

- Designing, developing, and maintaining embedded software for our electrical instruments.
- Collaborating with hardware engineers to integrate software with hardware components.
- Conducting testing and debugging of embedded systems to ensure functionality and performance.
- Participating in code reviews and providing technical support to other team members.
- Staying updated with emerging technologies and industry trends in embedded software development.
- Working with product management and engineering teams to understand customer needs and develop product requirements.

STEMpedia

AGILO RESEARCH PVT. LTD.

OFFER OF EMPLOYMENT

July 31, 2024

Dear Jayesh Patil,

Congratulations!

You have been selected as **AI and Robotics Educator** with **Agilo Research Pvt. Ltd (STEMpedia).** Your assignment will begin from **July 22, 2024** or as mutually agreed.

Subject to the compliance with terms enclosed herewith as Annexure 1, the work assigned and your performance, you will be paid CTC of **INR 3,60,000 per annum (INR Three Lakh Sixty Thousand only)** + optional annual over-performance incentives to reward the individual and overall performance of the Company.

This offer is subject to you joining us on the above mentioned date. You hereby consent that your engagement will be terminated with immediate effect and appropriate action will be taken if the compliance terms and conditions stated in Annexure 1 are not complied.

Looking forward to your acceptance.

AGILO RESEARCH PVT. LTD. INDIA

For Agilo Research Pvt. Ltd.

Director

PANKAJ KUMAR VERMA
Agilo Research Private Limited

Signature

Jayesh Patil

Communication Address:
314, Sahajanand Arcade, Helmet Cross,
Memnagar, Ahmedabad, Gujarat 380052
contact@thestempedia.com
+91 8765 696 060 | +91 6358 911 183
https://thestempedia.com

Enclosure:

- Annexure 1

EXICOM
EXCELLENCE IN COMMUNICATION

Date 14th May 2024

Mr Melwin Kaitharath,
304- A,Sagar Plaza co-op hsg soc.,
Marve Road,Near Malwani church,
Malwani Village, Malad West,
Mumbai-400095

Sub: Offer of Employment

Dear Melwin,
We are pleased to inform you that, with reference to your application for employment with us and the subsequent selection process, we hereby offer you the role of Junior Engineer with EXICOM Technologies India Private Limited.

Here are the terms of the employment:

- Your annual Gross Salary will be **Rs. 2,00,400/- (Two Lakh four Hundred)** per annum, subject to your performance.
- Your work location will be at Mumbai office – **Unit No.1002, 10th Floor, Quantum Towers, Rambaug, Lane, Swami Vivekananda Rd, Malad West, Mumbai, Maharashtra 400064**
- You will be on Probation for six (6) months from your date of joining
- Your working days shall be from **Monday to Saturday**
- Your Work timings shall be **9.30am to 6.30pm IST** (subject to the completion of assignments and project in hand)
- Your date of Joining will be on or before **7th June 2024.**

You will be issued a Letter of Appointment with a detailed breakup of your compensation and all relevant terms and conditions of your employment on joining. The following self-attested documents are required on your joining:

a) Copy of address proof (Electricity Bill/Passport/Rent Agreement).
b) Copy of Aadhar Card & PAN Card
c) Copy of Reliving Letter/Experience Letter from your previous employment
d) Copy of Educational certificate bearing date of birth + Highest Educational Qualification
e) Three passport size photographs

This offer letter is being issued subject to verification of your testimonials.

Please mail us written acceptance of this Offer letter. We also would request you to send us a copy of your resignation and acceptance therein as soon as possible.

We look forward to your joining EXICOM and a beginning of a mutually fulfilling association.

For EXICOM Technologies India Private Limited

Authorized Signatory

Docusign Envelope ID: 3E6DFD1A-C71C-48EA-A058-A25C38C50F3D

17

OLIVER

Dated: 22-July-2024

Consultant Agreement

Oliver In House India Private Ltd, a company registered under the Companies Act, having its registered office at **Oliver In-house India Private Ltd, Table Space, 10th floor, Tower A, Peninsula Business Park, Ganpatrao Kadam Marg, Lower Parel (W), Mumbai – 400013, India**, hereinafter referred to as "Company" (which expression shall unless repugnant to the context or meaning thereof be deemed to mean and include its assigns) and **Mr. Arif Shaikh,** Trivedi Tower, Sheetal Nagar Mira Road East, C-203, New Akash Deep Tower, S.K.Stone Police Chouki, Mira-Bhayander, Thane, Maharashtra- 401107, hereinafter referred to as **"Consultant"** (which expression shall unless repugnant to the context or meaning thereof deem to mean and include her legal heirs).

Company and Contractor are individually referred to as "Party" and collectively as the "Parties".

WHEREAS:

a) The parties entered into the **Consultant Agreement** on **22-July-2024** (the 'Original Agreement')

IT IS AGREED BY AND BETWEEN THE PARTIES AS FOLLOWS:

1) Designation:

You would be designated as Data Analyst Trainee.

2) Duration:

- This assignment is for **4 months** period i.e., Starts from **24-July-2024.**
- Your Last Working Day will be 23-November-2024.
- Contract will be renewable as per the performance.

3) Payment Structure:

The Consultant's Fee shall be fixed at **Rs. 20000 for 30 days. (Refer Annexure I)**

4) Availability, and Key responsibilities:

- Available in the official hours. i.e., 9 hrs. shift as per project allotted and client requirement.
- Attending all the client and stakeholders' calls as per process guidelines
- Working on the allotted projects and deliver it on the given timelines.
- Support and coordinate with all the team members in a professional manner

5) Payment Time & Mode:

The payment of your fee would be made on production of an invoice which would be submitted by you at the end of the month.

6) Location:

You will be working under a hybrid model wherein you will be required to work from office, on certain number of days every month, depending on the office roster, and work from Home on remainder of the days.

Please note: While you are working from home, please ensure proper Infrastructure to support your daily working conditions eg: Power back up and Internet Connectivity (Broadband connection)

Offer: Compute Consultancy
Ref: TCSL/CT20244377735/Mumbai
Date: 16/07/2024

Mr. Sahil Umesh Padave
A/503, Sarigunu Millennium Tower/Sant Gora Kumbhar Road, Devipada
Near Vitthal Mandir, Borivali East,
Mumbai-400066,
Maharashtra.
Tel# -

Dear Sahil Umesh Padave,

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** Grade P. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

TeamLease™
EDTECH
Making India Employable

12-Jul-2024
Nikhil Surendra Jaiswal
TL3774
Mumbai

Subject: Offer cum Appointment Letter

Dear Nikhil,

We at **TeamLease Edtech Limited** (**"Company"**), would like to create an environment and culture committed to cooperation, quality and responsiveness that permeates every activity. We treat business ethics no different from personal ethics leading to an atmosphere that is exciting, transparent, rewarding and challenging. Above all, we need employees who strongly believe in nurturing a culture of ideas, questions, challenges, feedback and prudent risk taking. It also places a demand upon the employees to be active and innovative with the ability to create, gather and use knowledge.

On the basis of your application and our discussions, we are pleased to appoint you as **Engineering Trainee (Grade L2)** in the department of **Technology** at **Mumbai** at **TeamLease.**

Your total compensation will be INR 300000 per annum consisting of INR 300000 per annum 'fixed pay'.

You will be under fixed term contract from 15 Jul 2024 to 30 Jun 2025.

As an acceptance of the terms and conditions set out in this letter, read with the annexures (together the "**Offer cum Appointment Letter**"), you are required to sign and return a scanned copy of the Offer cum Appointment Letter to us on email (hr@teamlease.com).

This letter is to be read in conjunction with the terms and conditions of employment in **Annexure 1**. Additional elements of your remuneration are detailed in **Annexure 2**.

We would like to take this opportunity to welcome you to our Company and hope you find your tenure with the Company both enjoyable and rewarding.

Yours sincerely,
for **TeamLease Edtech Limited.,**

B. A

Anukhya B
Assistant Vice President – HR

CyRAACS™

15 July 2024

Ruchir Buddhisagar

Dear Ruchir,

Sub: Internship with CyRAACS

We are pleased to offer you Internship at CYRAAC SERVICES PRIVATE LIMITED so as to facilitate you to acquire requisite degree of proficiency, competency and work knowledge.

Joining Date: 22 July 2024

Duration: 6 months

Location: Mumbai

Business Line: Governance Risk Compliance Services

Stipend: INR 10,000 only per month

You will be reporting to **Mr. Murari Shanker** and will be briefed on your Project when you join.

Your current engagement is only in the capacity of an Intern and shall not be construed to be an employment. Moreover, the current training shall not entitle you to claim permanent employment with either CYRAAC SERVICES PRIVATE LIMITED or any of the customers you may be working with for a project. Based on your performance during this internship, you may be offered a position at CYRAAC Services Private Limited.

During your internship with Company, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer of internship, you acknowledge that you will keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your internship, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information.

By accepting this offer, you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment.

Looking forward to having you with us, and hope your association with the Company will be successful and rewarding. If you have any questions, please contact do not hesitate to contact me.

Please indicate your acceptance of this offer by signing below.

Yours faithfully,

For **CYRAAC SERVICES PRIVATE LIMITED**

Jyothi Mehta

Jyothi Mehta

Head – Human Resources

Signed by Jyothi Mehta
Date: 2024.07.15
18:22:13

Offer: Computer Consultancy
Ref: TCSL/CT20244377456/Mumbai
Date: 13/07/2024

Ms. Dhwani Jay Joshi
Flat No. 8, 3rd Floor, Ashirwad Building, Opp Chamunda Chs,Kasturba Road No. 5,
Borivali East,
Mumbai-400066,
Maharashtra.
Tel# 91-9867855198

Dear Dhwani Jay Joshi,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** Grade **Y**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be ₹**3,36,877/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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

Superset ID: 4985239

Letter of Intent ("LOI")

June 12, 2024

Dear Kharul Apoorva Raju,

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

Docusign Envelope ID: 0E28C4A3-16E3-483F-B6B6-E33CE8BEA38B

Nielsen

Date: 23rd-July-2024

Manish Dawade

Dear Manish,

OFFER LETTER

With reference to your job application and subsequent interview (s), we are pleased to offer you employment with **Whats ON India Media Private Limited** ("**Gracenote, A Nielsen Company**") referred as ("**The Company**"), on the following terms and conditions:

1. You will be appointed as Live Data Production Editor" in GN GCC Sports Ops IN
2. We would like your appointment to begin on or before 13-August-2024
3. Your total cost to company ("CTC") will be ₹3,50,000 (Three Lakhs and Fifty Thousand Rupees Only) per annum inclusive of all statutory & / or other benefits. For detailed break up of your CTC please refer to the Annexure I enclosed with this letter.
4. This offer is subject to satisfactory completion of the Reference checks and Background verification process. In case of any discrepancies with the Reference checks and /or the Background verification process albeit at a later date and/or any other new information coming to the knowledge of the Company, the Company reserves the right to revoke this Offer letter or subsequent appointment letter.
5. Your role & responsibilities would be intimated to you by your department head at the time of joining.
6. A formal letter of appointment confirming your appointment will be issued to you on your date of joining.
7. In addition to your electronic signature, we ask that you please sign and return the duplicate copy of this letter within a period of 3 (three) days from the issuance of this letter to signify your acceptance of the offer of employment. If we do not receive the signed copy within the stipulated period, this offer will automatically lapse and be void.

We look forward towards your long association with the Gracenote family!

Your's faithfully,
For Whats ON India Media Pvt Ltd (Gracenote, A Nielsen Company)

Om Sahay
Senior Director, People Experience

Accepted:
DocuSigned by:
686DFCF5D348463...
Manish Dawade

Signature: _____ Date: _____

Bandhan AMC

Date: May 22, 2024

Mr/Ms: Sneha Mishra

Location: Mumbai

Dear Sneha

We are pleased to offer you the position of "**Executive**" in Grade "**E1**" within **Shared Services Group** of Bandhan AMC Ltd. (Formerly known as IDFC Asset Management Company Ltd)

Your Total Fixed Pay (TFP) will be **Rs.4,25,000/-** per annum. In addition, you would be eligible for an **indicative Bonus Rs. 50,000/-** (Pre-Tax) in the **FY 2025 Annual Appraisal cycle** Based on Individual & Company Performance. Indicative Bonus (Pre-Tax) would be recovered in full, in case you leave the organization within 12 months from the date of payout.

The details of the Salary and other terms and conditions of your employment are enclosed herewith as following:

Annexure "A" : Compensation Structure

Annexure "B" : Privileges and Benefits of employment

An Offer cum Appointment letter detailing the terms and conditions of employment will follow shortly.

This offer is subject to:

(1) Your successful completion of your degree programme.
(2) Submission of the necessary documents as listed below
   i) Certificates in support of your educational qualifications
   ii) Pan and Aadhar Card
   iii) Passport size photograph

At Bandhan AMC Ltd., we believe in partnering with our employees to meet their career aspirations and develop their capabilities. We provide a highly engaging environment, with focus on learning opportunities and performance driven rewards.

Your date of joining and reporting location will be communicated subsequently. Please acknowledge the duplicate copy of this letter as a token of acceptance of this offer.

Looking forward to having you on board and wishing you a successful career with us.

Sincerely yours,
For **Bandhan AMC Ltd. (Formerly known as IDFC Asset Management Company Ltd)**

Swati Singh
Head - Human Resources

Accepted and Agreed:
Name:

Signature:

TeamLease™
EDTECH
Making India Employable

12-Jul-2024
Dhruv Alpeshbhai Patel
TL3779
Mumbai

Subject: Offer cum Appointment Letter

Dear Dhruv,

We at **TeamLease Edtech Limited** (**"Company"**), would like to create an environment and culture committed to cooperation, quality and responsiveness that permeates every activity. We treat business ethics no different from personal ethics leading to an atmosphere that is exciting, transparent, rewarding and challenging. Above all, we need employees who strongly believe in nurturing a culture of ideas, questions, challenges, feedback and prudent risk taking. It also places a demand upon the employees to be active and innovative with the ability to create, gather and use knowledge.

On the basis of your application and our discussions, we are pleased to appoint you as **Engineering Trainee (Grade L2)** in the department of **Technology** at **Mumbai** at **TeamLease.**

Your total compensation will be INR 300000 per annum consisting of INR 300000 per annum 'fixed pay'.

You will be under fixed term contract from 15 Jul 2024 to 30 Jun 2025.

As an acceptance of the terms and conditions set out in this letter, read with the annexures (together the "**Offer cum Appointment Letter**"), you are required to sign and return a scanned copy of the Offer cum Appointment Letter to us on email (hr@teamlease.com).

This letter is to be read in conjunction with the terms and conditions of employment in **Annexure 1**. Additional elements of your remuneration are detailed in **Annexure 2**.

We would like to take this opportunity to welcome you to our Company and hope you find your tenure with the Company both enjoyable and rewarding.

Yours sincerely,
for **TeamLease Edtech Limited.,**

B. Anukhya

Anukhya B
Assistant Vice President – HR

Offer: Computer Consultancy
Ref: TCSL/CT20244377233/Mumbai
Date: 26/07/2024

Ms. Esha Tewari
C25/2, Jeevan Sagar Tarang, Lic Colony, Borivali West, Mumbai,
Near Shiv Mandir,
Mumbai-400092,
Maharashtra.
Tel# -

Dear Esha Tewari,

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** Grade **Y**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

amazon | Data Services (India) Private Limited

OFFER CUM APPOINTMENT LETTER

Rupesh Shivprakash Pal
5th,501 Sai Krupa SRA CHS LTD,, Dr.Radhakrishnan Cross Rd,Gundavali,Andheri East.
Mumbai – 400069
IND-MH
IND

Dear Rupesh,

On behalf of **Amazon Data Services India Private Limited**, a company incorporated under the laws of India, having its registered office at Ground Floor, Eros Plaza, Eros Corporate Centre, Nehru Place, New Delhi – 110 019 (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **DCO Trainee** at **Mumbai**, India.
Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **10 business days.**

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

1. Date of Commencement

Your employment with Amazon India will commence on **02-Sep-2024.**

2. Duties

2.1 You will be employed in the position of **DCO Trainee.** Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.

2.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures, as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same.

REGISTERED OFFICE:
Ground Floor, Eros Plaza, Eros Corporate Centre, Nehru Place, New Delhi – 110 019
Telephone: +91 80 3342 0300, Fax: +91 80 3062 5685
CIN: U74999DL2016FTC301945

NIDO MACHINERIES SUPPORT RENTAL AUTOMATION

NIDO Machineries Pvt. Ltd.
Corporate Office: Unit 9A
Wadala Udyog Bhavan,
Nalgaon Cross Rd Wadala
Mumbai 400031, India

Warehouse & Service Centre
Unit 11 & 16, Ahli Warihar
Corporation, Mahapali Naka,
Daporia, Bhiwandi,
Thane 421 302, India

[illegible]

STRICTLY CONFIDENTIAL

OFFER LETTER

16-July-24

Anish Amol Karbhari.

Dear **Anish**,

Greetings from the Nido Machineries.

We are pleased to offer you the role of **"Trainee Engineer Installation and commissioning"**, for which you interviewed with us.

As agreed, your joining will be by or before **18th July 2024.** as per the enclosed engagement terms and compensation, and you will be based at **Nashik** and traveling to Pan India wherever necessary.

An Appointment letter will be executed after the **18th July 2024**. You will be entitled to all terms and benefits extended to Nido employees including the enclosed compensation.

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

This offer letter and the details included are strictly co-confidential and should not be shared with any others.

Please confirm your acceptance of the offer by the **18th July 2024.**

We look forward to joining our team.

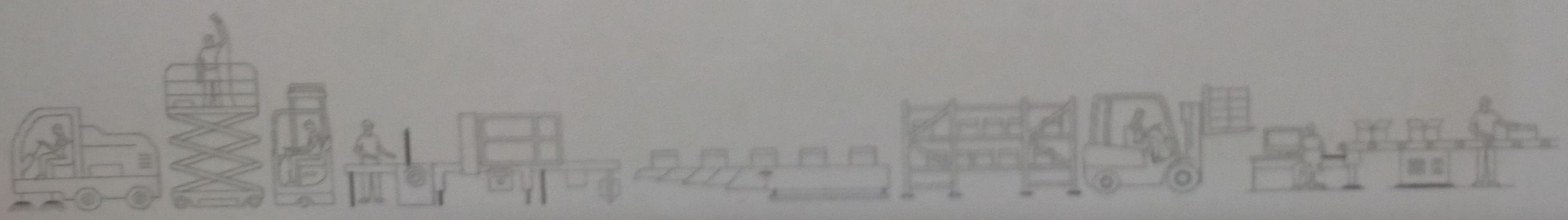
Welcome to Nido Family!

For,

Nido Machineries Pvt. Ltd.,

NIDO MACHINERIES PVT. LTD. MUMBAI

Ravindra Avhad
Manager Human Resource



SAFE-TRONICS AUTOMATION

REF: SA/APPOINT/24 -0805-1
Date:5th August, 2024.

DHANASHREE SURENDRA WADAYE
2/418 BMC COLONY
MALWANI
MALAD WEST
MUMBAI - 400095.

Sub: Appointment Letter

With reference to your application and subsequent interview you had with us, we are pleased to appoint you as **"TECHNICAL SUPPORT-TRAINEE"** with effect from **5TH AUGUST 2024.** You are now being posted at Mumbai.

1. You will be paid a consolidated salary of **Rs. 17,000 pm (Seventeen Thousand only).**

2. Your Services will be on minimum probation for six months from the date of your joining. After completion of probation period, if your work, conduct, etc. are found to be satisfactory and management finds it necessary to retain your services, you will be confirmed in writing and placed in an appropriate grade. If on completion of the probationary period, your services are not confirmed by separate letter it shall be assumed that your probationary period has been extended, pending decision by management.

3. During the Probationary period, your services may be terminated by the company at any time without assigning any reason and without notice. In case you desire to leave the job during the probation period, you will have to give one month notice to the company.

4. After confirmation the company shall be at liberty to terminate the appointment at any time without any reason by giving you one month's notice or on payment of one month salary in lieu of that notice.

5. In the event of your desiring to leave the services after your confirmation, company will require from you three months' notice as it may, in its absolute discretion decide. In the event of the company agreeing to relieve you earlier at your own request, you shall be liable to pay compensation to the company equivalent to salary or the company may in its discretion deduct from any money held by it of your account.

.....1

SAFE-TRONICS AUTOMATION

REF: SA/APPOINT/24 -0805-2
Date: 5th August, 2024.

YASH NAYAK
803, HARSH RESIDENCY
SAYADRI NAGAR, KASHIMIRA
MIRA ROAD (EAST)
THANE - 401107.

Sub: Appointment Letter

With reference to your application and subsequent interview you had with us, we are pleased to appoint you as **"PROJECT ENGINEER"** with effect from **5TH AUGUST 2024.** You are now being posted at Mumbai.

1. You will be paid a consolidated salary of **Rs. 17,000 pm (Seventeen Thousand only).**

2. Your Services will be on minimum probation for six months from the date of your joining. After completion of probation period, if your work, conduct, etc. are found to be satisfactory and management finds it necessary to retain your services, you will be confirmed in writing and placed in an appropriate grade. If on completion of the probationary period, your services are not confirmed by separate letter it shall be assumed that your probationary period has been extended, pending decision by management.

3. During the Probationary period, your services may be terminated by the company at any time without assigning any reason and without notice. In case you desire to leave the job during the probation period, you will have to give one month notice to the company.

4. After confirmation the company shall be at liberty to terminate the appointment at any time without any reason by giving you one month's notice or on payment of one month salary in lieu of that notice.

5. In the event of your desiring to leave the services after your confirmation, company will require from you three months' notice as it may, in its absolute discretion decide. In the event of the company agreeing to relieve you earlier at your own request, you shall be liable to pay compensation to the company equivalent to salary or the company may in its discretion deduct from any money held by it of your account.

SAFE-TRONICS AUTOMATION PVT. LTD. MUMBAI

.....1

Safe -Tronics Automation Pvt. Ltd.
ISO 9001 : 2015 Certified Company
B 16 & 17 Virwani Industrial Estate, Western Express Highway, Goregaon (E), Mumbai – 400 063
Tel.: +91 22 2927 2130 • Fax: +91 22 2927 2134 • E-mail: sa pl@mtnl.net.in, info@sa-pl.net
www.sa-pl.net • CIN NO.: U74999MH2007PTC172866

for a changing world

BNP PARIBAS

Strictly Private & Confidential

Shruti Shinde

March 29, 2024

Dear Shruti,

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 12, 2024 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 **Fresh 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**

Harsh · Doshi

Welcome to ABG - Novel Jewels Ltd | Internship - ISCM | 26th Aug'24
1 message

Novel Jewels HR <NJ.HR@adityabirla.com> Fri, 23 Aug, 2024 at 12:14 pm
Cc: Mohd Idris <mohd.idris@adityabirla.com>, Swati Sinha <swati.sinha@adityabirla.com>, Shilpa Kerkar <shilpa.kerkar@adityabirla.com>, Harshada Rathod <harshada.r@adityabirla.com>, Antashri Vichare <antashri.vichare-v@adityabirla.com>, Sony Chaubey <sony.chaubey@adityabirla.com>, Austa Dsouza <austa.dsouza@adityabirla.com>, Naresh Korwan <naresh.korwan@adityabirla.com>, Team Admin <nj.support@adityabirla.com>, Abhishek Gogurla <abhishek.gogurla-v@adityabirla.com>

Hello,

A hearty welcome to the ABG family!!

We are looking forward to having you on board. In this regard, we would like to remind you of the following details:

DAY ONE @ NOVEL JEWELS

Welcome

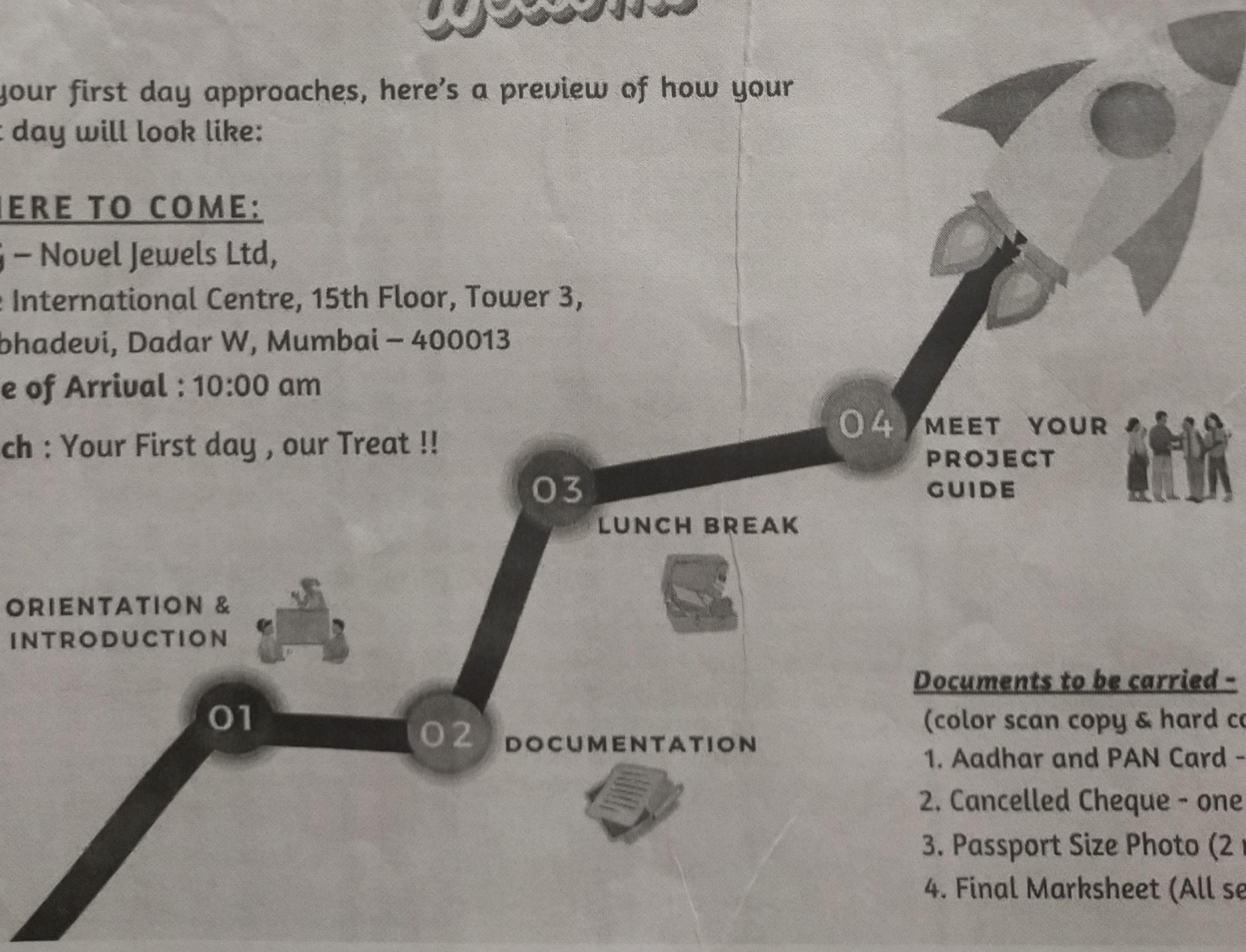
As your first day approaches, here's a preview of how your first day will look like:

WHERE TO COME:

ABG – Novel Jewels Ltd,
One International Centre, 15th Floor, Tower 3,
Prabhadevi, Dadar W, Mumbai – 400013

Time of Arrival : 10:00 am

Lunch : Your First day , our Treat !!



Documents to be carried -

(color scan copy & hard copy) :

1. Aadhar and PAN Card - one copy
2. Cancelled Cheque - one copy
3. Passport Size Photo (2 nos)
4. Final Marksheet (All semester)

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: 4986670

Letter of Intent ("LOI")

June 12, 2024

Dear Aksha Vitthal Kamble,

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

FROOTLE INDIA PRIVATE LIMITED

STRICTLY PRIVATE & CONFIDENTIAL

Sai Deepak Khale
15-Jul-2024
Employee Code: FIPL0391

APPOINTMENT LETTER

Dear Sai Deepak,

We are pleased to confirm our offer of employment as **Product Engineer** in **FR Aftersale Support Team - Ecovacs Department** commencing on **15-Jul-2024** with Frootle India Private Limited ("the Company") on the following terms and conditions

Compensation and Benefit:

INR 396000* Annual Fixed Compensation. The Variable Compensation (Incentives/ Reimbursements/Allowances) will be on and above your Annual Fixed Compensation.

***For detailed break-up, please refer to Zoho Payroll.**

Income tax or any other statutory deductions shall be made at source, as per the applicable tax laws. Your performance will be reviewed annually. You will also be eligible to participate in the Company's discretionary Performance-based Bonus/ Performance-based Incentive scheme as applicable subject to you being in the Company's employment and not under notice to leave the company on the Bonus payment date.

Workplace: You are appointed to render services in **Mumbai - FR**. However, your services may be transferred by the Company to any other location or division or you may be transferred to any other group entity, in India or abroad, as per requirement of the Company.

Hours of Work:
Your working hours will be **9:00 am to 6:30 pm** as may be applicable or as may be assigned to you. Whenever required, it will be necessary to work at any time, including in shifts, at the sole discretion of the management.

Probation / Confirmation:
You will be on probation for initial 6 months.

Leave and other Benefits: You will be eligible for leave and other such benefits according to the Company's rules and regulations. The perquisites applicable to your grade are subject to alteration and amendment, and you will be entitled to the same as per the rules of the Company.

Annual Review:
At the discretion of the company, your Annual Gross/CTC Salary may be reviewed at the end of the Financial Year, subject to your Individual Performance.

Expenses:
The Company shall reimburse authorized expenses that are incurred for business purposes, if any. The basic principle for such claim of expenses is that you should neither benefit nor lose financially as a result of the expenses incurred. The approval of such claims shall be authorized by the head of the department and needs to be accompanied by necessary of the expenditure. We do not re-imburse for traveling expenses from Home to Primary place of work (Our Office, Showroom, etc).

Notice for Separation/Termination:
Either party, by stating their intention to do so, in writing, may terminate this employment, at any given time, if at **One Months' notice** or salary in lieu thereof is given. The waiver of notice period is completely at the discretion of the Company.

Blackcurrant Labs Pvt. Ltd.

Web | Mobile | Cloud | AI

Date: 8th April 2024

Dear **Rachna Sanghvi,**

With reference to the subsequent interview with us, we are pleased to offer you the position of **Jr. Software Engineer** at **Blackcurrant Labs Pvt. Ltd.**

Date of Joining: **1st June 2024**

Salary: Your annual total employment cost to the company would be **Rs. 3,80,000 (Three Lakh and Eighty Thousand Rupees) + Performance Bonuses.**

You will be recruited for the above-mentioned position on a full- time basis, your services will be confirmed with the company in written after serving a probation period of **30 days**.

The roles and responsibility and terms and conditions of your employment will be specified in your letter of appointment.
You are requested to bring with you the following documents at the time of joining your duties:

- One passport size photograph.
- Relieving letter from the present/previous employer (if applicable).
- Salary Proof from the present/previous employer (if any).
- PAN Card & Aadhar Card as identity & address proof.
- Educational Certificates.

All the documents submitted by you should be self -signed.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance on the job offer.

"We welcome you to The Blackcurrant Labs Family & look forward to a fruitful collaboration."

With hearty congratulations & best wishes,

Vidhi Mistry
HR Manager

Rachna

301, Quantum tower, Behind SBI, Rambaug lane, S.V Road, Malad, Mumbai, Maharashtra 400064

+91 7045171083 contact@blackcurrantapps.com www.blackcurrantlabs.com

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Total Quality. Assured.

2022-23 Passout

Intertek
E-20, Block – B1
Mohan Co-operative
Industrial Area, Mathura Road
New Delhi – 110044, India

Tel +91 11 4159 5460
Fax +91 11 4159 5475
intertek.com

06th February 2024

To,
Mr. Hrithik Harish Hankare,
S/O Harish Hankare, Room No 104,
Gauri Shankar Nagar, Masarani Lane Halavpool,
Kural West, Mumbai,Maharashtra – 400070.

Sub: Internship

Dear Hrithik,

This refers to your application for the Internship as the part of your academic curriculum and subsequent personal interaction with us on 01 February 2024. We are pleased to offer you an opportunity for Internship with Intertek India Private Limited for duration of 12 months commencing from **07th February 2024** subject to the following terms and conditions:

1. **Scope of work**

During your afore mentioned internship period of 12 months, you shall be associated with Electrical Business Line of Intertek India Private Limited based at **F Wing, TEX Center, Chandivali Farm Road, Andheri East Mumbai - 400072,Maharashtra.**

During your internship period, you shall be required to work on a project assigned to you by the concerned notified official of the organization and at the end of internship you would further be required to submit a detailed report with regard to the project assigned to you.

During the internship period, you shall be required to follow instructions of the concerned official of the organisation as advised from time to time.

This internship approval is being granted in accordance with organisation's strong belief that it has to contribute to nurturing of future talent by providing them an opportunity for Industrial exposure.

2. **Period of Association**

This internship will be based for a period of 12 months starting from **07th February 2024** subject to conclusion of project assigned to you.

Please note that this internship offer does not create any liability of whatsoever nature upon the company to offer you a permanent placement upon completion of your internship or otherwise. Company may choose to offer you employment on its rolls subject to availability of suitable opportunity and your performance and conduct during the internship period.

.....

Signed in acceptance

Infosys
Navigate your next

HRD/NOBA/1007125814/24-25

August 29, 2024

Ms. Sakshi Jayparakash Tiwari
Gajanan Apt, Rikshaw Std 304,
Viran(E), Jivdani Cross Road,
Vasai-401305
India

Ph: +91-9356237482

Dear Sakshi,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Sincerely,

Sushanth Tharappan
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by SUSHANTH MICHAEL THARAPPAN
Date: 2024.08.29 15:54:12 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261

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Capgemini

Capgemini Technology Services India Limited
(Formerly Known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli SDC, 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: 4994773

Letter of Intent ("LOI")

June 12, 2024

Dear Sheetal Shatrughan Madhesiya,

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

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CyRAACS™
Your Trusted Security Partner

15 July 2024

Sakshi Kapadnis

Dear Sakshi,

Sub: Internship with CyRAACS

We are pleased to offer you Internship at CYRAAC SERVICES PRIVATE LIMITED so as to facilitate you to acquire requisite degree of proficiency, competency and work knov ledge.

Joining Date: 22 July 2024

Duration: 6 months

Location: Mumbai

Business Line: Governance Risk Compliance Services

Stipend: INR 10,000 only per month

You will be reporting to **Mr. Murari Shanker** and will be briefed on your Project when you join.

Your current engagement is only in the capacity of an Intern and shall not be construed to be an employment. Moreover, the current training shall not entitle you to claim permanent employment with either CYRAAC SERVICES PRIVATE LIMITED or any of the customers you may be working with for a project. Based on your performance during this internship, you may be offered a position at CYRAAC Services Private Limited.

During your internship with Company, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer of internship, you acknowledge that you will keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your internship, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information.

By accepting this offer, you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment.

Looking forward to having you with us, and hope your association with the Company will be successful and rewarding. If you have any questions, please contact do not hesitate to contact me.

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Capgemini

Capgemini Technology Services India Limited,

Registered Office No. 14, Rajiv Gandhi Infotech Park, Hinjawadi Phase-III,
MIDC-SEZ, Village Man. Taluka Mulshi,Pune - 411057, Maharastra, India.
CIN: U85110PN1993PLC145950
E: cgcompanysecretary.in@Capgemini.com
www.capgemini.com/in-en

EMPLOYMENT OFFER LETTER

Capgemini Ref: 1300813/110321,

12/06/2024,
Sakshi Kishor Jadhav.

house no 322, Near post office, Ganeshpuri
Ganeshpuri, Maharashtra
India.

Confidential

Dear Sakshi Kishor Jadhav,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Capgemini Technology Services India Limited** ('**Capgemini** ' '**Company**') starting from **12/20/2024** (or such other date as may be communicated to you by the Company), as per details given below.

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

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

C) You have to report by 9:00 A.M. at **Mumbai** office to complete your on-boarding and joining formalities. In this regard, you may contact security at the main gate for youren pass at:

Address
Capgemini Technology Services India Limited, CAPGEMINI Knowledge Park (SEZ), IT 3 / IT 4, Airoli Knowledge Park, Thane-Belapur Road, Airoli, Navi Mumbai - 40070 Maharashtra

INFT

INFT

Vedant Kadam

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Vedant Kadam

June 13, 2024

Dear Vedant,

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 26, 2024 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 Application Production Support 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**

MONTRAN

EMPLOYMENT OFFER LETTER

June 5, 2024

Dear Atharva Puranik,

We are pleased to offer you a position as **L1 – Assistant Software Engineer** at Montran Corporation (India) Private Limited **("Company")**. Your work location will be **Mumbai** and such other locations that the Company may from time to time designate, including any Company's client location(s), situated in India or abroad. You will report to the manager as designated by the Company from time to time.

This offer is subject to confirmation by the Company of your eligibility to be employed, the successful verification of all references and appropriate clear background checks, and your providing of any information/documents as requested by the Company.

By accepting this letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided, which may occur at any time prior to or after the effective start date of your employment.

This offer is subject to your signing an Employment Agreement and the Proprietary Information, Intellectual Property, Confidentiality, Non-Compete and Non-Solicitation Agreement ("CPRA") as provided by the Company detailing the scope, terms and conditions of your employment. You are requested to accept and execute this Employment Offer Letter within a period of Seven (7) days from the date of this Letter. Employment Agreement and the Proprietary Information, Intellectual Property, Confidentiality, Non-Compete and Non-Solicitation Agreement ("CPRA") are required to be executed by you post signing the Employment Offer Letter and upon commencement of your employment with the Company.

The commencement date of your employment with the Company will be on or before **July 01, 2024** **("Commencement Date")** with bond period of **2 years** subject to your compliance with the terms of this Offer Letter the Employment Agreement, and the Proprietary Information, Intellectual Property, Confidentiality, Non-Compete and Non-Solicitation Agreement ("CPRA").

There will be bond which is applicable for 2 years from your joining date. In case you leave the organization before Bond period ends, you will require to pay Montran 3 months current salary as per the salary provided in Offer Letter and subsequent increment letter issued to you.

Your employment with the Company is subject to your being eligible to be employed by the Company as of the Commencement Date.

KPMG Assurance and Consulting Services LLP
2nd Floor, Block T2 (B Wing)
Lodha Excelus, Apollo Mills Compound,
N M Joshi Marg, Mahalaxmi,
Mumbai 400011 India
Telephone: +91 (22) 3989 6000
Fax: +91 (22) 3090 1510

05 July 2024

Tejas Gulab Nibrad
C-511, Shyam Garden, Virat Nagar,, Near Chanakya Chowk, Virar (West), Virar, Maharashtra, Virar

Dear Tejas,

On behalf of **KPMG Assurance and Consulting Services LLP** (the '**Firm**'), You are hereby offered the position of **Analyst** in **Advisory- Consulting** with the firm. You will be part of the **Advisory- Consulting - DT-Cyber Transformation** team.

You shall be based at our office **Mumbai** and can be transferred to any other office of the Company at any other place or city in India or outside India, or to any affiliate or associate entity of the Company, as may be decided by the Firm in its sole discretion from time to time.
Your employment shall commence with effect from your actual date of joining i.e. on or before 06 August 2024 unless deferred to a new date by the Firm due to its business or such other reasons. In such case, the actual date of joining will be the deferred date which shall be communicated to you by the Firm.

In case you have joined the Firm as an Academic trainee, your employment shall be subject to your satisfactory performance and successful completion of the internship. In case the firm if not satisfied with your performance during the internship period, the Firm may revoke the offer of employment without any liability or take any such action as the Firm deems fit.

The terms and conditions of your employment with the Company shall be as follows:

A. Compensation

1. Basic Salary

Your basic salary shall be INR 150000/- (Rupees One Lakh Fifty Thousand only) per

KPMG Assurance and Consulting Services LLP, an Indian limited liability partnership and a member firm of KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee

KPMG (Registered) (a partnership firm with Registration No. BA-62445) converted into KPMG Assurance and Consulting Services LLP (a Limited Liability Partnership with LLP Registration No. AAT-0367), with effect from July 23, 2020

Registered Office:
2nd Floor, Block T2 (B Wing)
Lodha Excelus, Apollo Mills Compound, N M Joshi Marg,
Mahalaxmi, Mumbai - 400 011

Offer: Computer Consultancy

Ref: TCSL/CT20244377162/Mumbai Date: 13/07/2024

Mr. Rahul Nandkumar Thanvi
605/Sairam Tower/Indralok Phase-4Rg Patil Road, Near
Tapovan Vidhyalay,
Mumbai-401105, Maharashtra.
Tel# -

Dear Rahul Nandkumar Thanvi,

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 role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be INR **7,00,022/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

Ref:
Offer: Computer Consultancy
TCSL/CT20244422789/Mumbai
Date: 13/07/2024

Mr. Gaurav Satyaprakash Mishra
A Wing, 404, Dharti Sagar Apt., Kasturi Park,Navghar Road,
Bhayander East,
Mumbai-401105,
Maharashtra.
Tel#

Dear Gaurav Satyaprakash Mishra,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make 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** Grade **Y**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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Akshansh Sharma

June 12, 2024

Dear Akshansh,

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 26, 2024 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 Banking 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**

Ref:
Offer: Computer Consultancy
TCSL/CT20244403405/Mumbai
Date: 15/07/2024

Mr. Sahil Simon Gomes
Divine(House Name)Gomesali Road,
Near Holy Trinity Church,
Mumbai-401304,
Maharashtra.
Tel#

Dear Sahil Simon Gomes,

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 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** Grade **Y**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

intellect
live your dream

Ref No: CORP/23-24/LOI No: 097

Date: 01- 01-2024

Name: Joshua D'souza
Address: Chennai/ Mumbai / Pune / Hyderabad

Sub: Letter of Intent for Employment in Intellect

Dear Joshua ,

Thank you for the time you invested in exploring career opportunity with Intellect. Through the hiring process we have determined that your capabilities are aligned to the organization requirement and have hence chosen to invite you to be part of the Intellect family! Congratulations!!!

We believe that the prosperity of an organization is defined by the power of thought, of both individuals and teams and therein we put 'Design Thinking' at the core of everything we do. This maximizes our chances of getting to a state of mind that is 'Fulfillment'; as we create opportunities for ourselves to contribute to our fullest capacity with the freedom to think and act differently. This, in turn is possible with us having the feeling of belongingness. Hence, for us, all employees are associates and you are set to become one of our fellow associates.

Please note that it is a Letter of Intent to offer you Full Time Employment with us. A Detailed offer with terms & condition, will follow shortly.

This invitation to you is to join us as **Associate Consultant in T120.** Your joining location will be **Chennai.**

Your gross compensation shall be **INR 5,00,000/- (Rupees Five Lakhs only) per annum**. The organization is confident of its ability in hiring some of the best talent in the industry and you are one such talent.

We wish you all the very best and look forward to a long and mutually beneficial association.

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter.

Yours Sincerely,
for **Intellect Design Arena Ltd.,**

PADMINI SHARATHKUMAR
CHIEF TALENT OFFICER

Accepted by

Name: JOSHUA DSOUZA
Date: 11-01-2024

Date: 03/07/2024

Dear Neha Anil Sable,

Email ID: nehasable45@gmail.com

Contact Number: 9920947389

Subject: Offer Letter

We are pleased to inform you that you have been selected and offered the position of **Software Developer - I** at SolarSquare Energy and your Date of joining will be from **8th July 2024** in **Mumbai, Maharashtra** .

A. Your fixed component will be Rs.5,00,000 (Rupees Five Lakhs Only), for which the breakup is as follows:

Earnings (Fixed)	**Per Month**	**Per Annum**
Earnings (Fixed)		
Gross Pay	39,867	478,404
Basic	19,934	239,208
HRA	9,967	119,604
Standard Allowance	4,167	50,004
Special Allowance	5,799	69,588
Employee Deduction		
Employee PF	1,800	21,600
Employer Deduction		
Employer PF	1,800	21,600
Net Pay(A-B)	38,067	456,804
CTC(A+C)		
41,666	500,000	

Riya Kadam

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Riya Kadam

May 15, 2024

Dear Riya,

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 12, 2024 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 Application Production Support 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**

July 12, 2024

To:

Yash Rameshji Giradkar

Sub: Letter of Offer for Employment

Dear Yash,

We are pleased to offer you the position of **Associate** at NEC Software Solutions (India) Private Limited. Our Parent Organization, NEC Corporation, is a 25 billion Company with offices spread across the globe.

We would like you to join not later than **July 22, 2024** unless the date is extended to a mutually agreed date and communicated to you in writing.

Your Annual Total Employment Cost to the Company will be Rs.4,00,000/- (Rupees Four lakh only). A formal Appointment letter detailing the compensation and other terms & conditions will be issued on joining.

You will be under training for 6 – 8 weeks. After your training you will be assigned to a project wherein based on the project's requirements your role will be decided and communicated to you. Your performance will be reviewed after six months from training.

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 and will attract financial implication.

Your employment as per this offer is subject to you being medically fit. In this regard a medical declaration form is attached, which needs to be filled and certified by a medical practitioner. This needs to be submitted while joining NEC Software Solutions (India) Private Limited.

Please sign and return the duplicate copy of this letter as your acceptance to NEC Software Solutions (India) Private Limited.

Thanking You,

Yours sincerely,

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders.

Shradha Sule
Head -Talent Acquisition

ACCEPTANCE OF OFFER FOR EMPLOYMENT
I accept this offer and will join.

On :_____

Signed : _____

Date: **31-May-2024**

Subject: Internship Letter

Dear Mr.Ujwal Katariya,

Congratulations!

With reference to your application and subsequent interview you had with us, we are pleased to take you on board at our Mumbai office as "**Intern**" on the following terms and conditions:

Office Location- Borivali (West)

Date of Joining – 17/06/2024

Period – 03 Months

Stipend -- Rs.10,000/-p.m

Department - Design

Any extension of joining date will require written approval from the Organization failing which the Offer will be deemed as cancelled.

Please consider this email as a Formal Offer from us.

Kindly reply to this mail as an acceptance by today so that we can start with the formalities.

We look forward to welcoming you to Sudha Solutions!

For Sudha Solutions.

Vaibhav Kala

Founder

This is System Generated Letter, Hence No signature is required

HackeroX

Phone: +91-8329284312
Email: info@hackerox.com
Website: www.hackerox.com

April 15, 2024

CONFIDENTIAL

Vedant Mahajan
502, Disha Apartments,
Opposite Nand Dham CHSL, Near Dahisar Bridge, Kandarpada,
Dahisar West, Mumbai 400068

Dear Vedant,

We are thrilled to offer you the position of **Software Engineer** at HackeroX, directly reporting to the CEO. Your skills and experience are a perfect match for our vision, and we look forward to your contributions towards our team's growth and success.

Compensation and Benefits:

Your Total On Target Compensation will be up to INR 12,00,000 per annum, inclusive of a fixed salary and potential bonuses, subject to applicable tax deductions. A detailed salary breakdown and other benefits are outlined in Schedule I attached to this offer.

Terms of Employment:

- **Proprietary Information and Inventions Agreement:** Signing HackeroX's standard agreement is a condition of your employment.
- **Outside Activities:** Engaging in other employment or activities without the Company's written consent is prohibited.
- **Termination Conditions:** Employment may be terminated with two months' prior notice by either party, with the Company reserving the right to offer pay in lieu of notice.

Commencement:

Given your upcoming graduation in May/June 2024, we understand there may be some uncertainty regarding the exact start date. We aim to be flexible and suggest a tentative start date of June 10, 2024, for your employment with HackeroX. This start date is

NOVENTIQ
Global expertise, local outcomes

Ms. Esha Anant Dhuri
C-302, Chandganga C.H.S,
Gorai 1, Borivali (West),
Mumbai, Maharashtra – 400092

Ref No: OL/2024/1000
April 24th, 2024

Offer for Employment with Noventiq Services India Pvt. Ltd.

Dear Esha,

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 **Project Manager.** Your date of joining will be on or before **June 13th, 2024.**

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 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. Noventiq provides a Flexi-pay structure, which enables you to structure your Fixed CTC based on the components provided by Noventiq, 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 Noventiq Group policy, you have to sign an NDA with Noventiq 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. Ruchi Saraf** 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*
- *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.

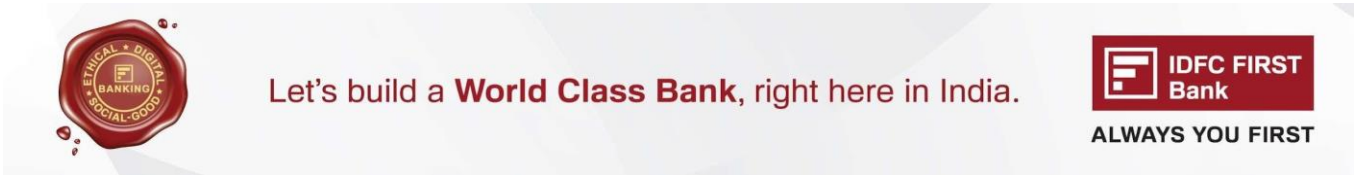
This offer is valid till **April 25th, 2024** or on receipt of your acceptance or non-acceptance of this offer whichever is earlier.

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,
President – Noventiq India

I confirm and accept the same
Esha Anant Dhuri



03-May-24
PARTH RINESH RAMBHIA
Mumbai Suburban
parthrambhia25@gmail.com
Company ID: 330672

Subject: Letter of Appointment

Dear Parth,

We are delighted that you have accepted our offer of employment. We welcome you to experience this once in a lifetime opportunity to create a new age, ethical and World Class Bank.

We extend this "Letter of Appointment" to you as **Associate Analyst - FICO** within **Retail Business Risk** at IDFC FIRST Bank Limited ("the Bank").

IDFC FIRST Bank Limited is a leading private sector universal Bank in India. Our Bank's vision is to *build a World Class Bank in India, guided by ethics, powered by technology, and to be a force for social good*. Our mission is "To *touch the lives of millions of Indians in a positive way*". We invite you to be part of this incredible journey at IDFC FIRST Bank Limited.

Our six **Employee Value Proposition (EVP)** tenets epitomize Bank's promise to every employee in their journey to success. These help us to create a healthier, inspiring workplace where employee can be their true selves.

Think **digital** and drive change with **cutting edge technology**	Join a work force that is **high on ethics**	Be a force for **social good** and make a difference to the society
Be where **growth** is not just a number	Be part of a **winning team**	Be **dynamic**, agile, responsive, bold, disruptive

Our founding theme is **#Alwaysyoufirst** where "You" refers to our customer. This theme binds the entire organization, always keeping us customer centric.

Congratulations once again on your appointment and we wish you a successful career with IDFC FIRST Bank Limited.

Sincerely,
For IDFC FIRST Bank Limited

DS IDFC FIRST BANK LIMITED 5

Vishal Bhargava
Head-Talent Acquisition

IDFC FIRST Bank Limited
IDFC FIRST Bank Tower, The Square, C-61, G Block, Bandra Kurla Complex, Bandra East, Mumbai – 400051.
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@idfcfirstbank.com

IDFC FIRST Bank

ALWAYS YOU FIRST

Terms and conditions governing your employment

Your employment will begin on June 05,2024 ("Date of Joining"). As part of your annual compensation, you shall receive an **Annual Total Remuneration (ATR) of INR 8,00,000/- (Rupees Eight Lakh Only)**, as annexed. The position is currently based at **Mumbai-BKC-INS Tower Office**.

Joining Bonus

In addition to Annual Total Remuneration, we are pleased to offer you a joining bonus of **INR 1,00,000/- (Rupees One Lakh only),** which shall be payable along with your second month's salary, subject to satisfactory completion of background verification. This payout of the joining Bonus (Pre-Tax) will be recovered in full in case of resignation/separation (whichever is earlier) from the Bank 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 Target Bonus up to **INR 1,20,000/- (Rupees 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.

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

BharatNXT
India ka Payment

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 **Shubham Boghara,**

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 Aug 2024**.

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' 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 18 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 6 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.

InteractiveBrokers
Interactive Brokers Software Services (I) Pvt. Ltd.

LETTER OF APPOINTMENT and EMPLOYMENT AGREEMENT
(Private and Confidential)

Tuesday, May 07, 2024

Dear Pratham Rajesh Gaonkar,

With reference to your application for employment and the subsequent interview withInteractive Brokers Software Services (India) Private Limited ("the Company"), an affiliate of IBG LLC, we are pleased to offer you the position of **Client Services Representative (TAC)** contingent on the following terms and conditions:

1. Place of posting

Your initial place of posting is **Mumbai**. However, you are liable to be transferred at any time to any place of business of the Company as existing/operating presently or acquired or set up later in any part of India or abroad. You are also liable to be deputed to any work or assigned the works of any associate/affiliates, subsidiaries, or any other companies/concerns/ organisations/firms with whom the Company may have or make business arrangements.

2. Effective Date / Hours of Employment

Your employment will commence from **Monday June 10, 2024.** You will ensure that your prior employment has ceased, and that you have been duly discharged by your last employer. Your hours of employment will be for 9 hours per day and shift timings may subject to change from time to time as we have 24 hours operations.

3. Compensation

Your compensation details pertaining to monthly / annual allowances, reimbursements, benefits, and perquisites shall be to a Gross Value annual rate of **₹550,000** to the company. In addition, you will be entitled to discretionary performance-based incentives and/or bonus. Please check **Addendum No. 2.**

Cost to Company (CTC): Your detailed cost to company break-up is listed in **Addendum No. 3.**

Tax: It is your responsibility to meet all requirements under theIndian tax laws including payment of taxes and filing of returns. The Company shall deduct tax at source ("TDS") on any payments under this appointment that require such deduction to be made by the Company as employer in accordance withIndian tax laws.

4. Responsibilities and Duties

Your responsibilities and duties would be as such: refer to Addendum No. 1.

5. Employment terms and conditions

Kindly refer to the attached **Addendum No. 4** herewith which forms an integral part of your employment agreement with the Company.

MONTRAN

EMPLOYMENT OFFER LETTER

May 30, 2024

Dear Nishar Bafna,

We are pleased to offer you a position as **L1 – Assistant Software Engineer** at Montran Corporation (India) Private Limited **("Company")**. Your work location will be **Mumbai** and such other locations that the Company may from time to time designate, including any Company's client location(s), situated in India or abroad. You will report to the manager as designated by the Company from time to time.

This offer is subject to confirmation by the Company of your eligibility to be employed, the successful verification of all references and appropriate clear background checks, and your providing of any information/documents as requested by the Company.

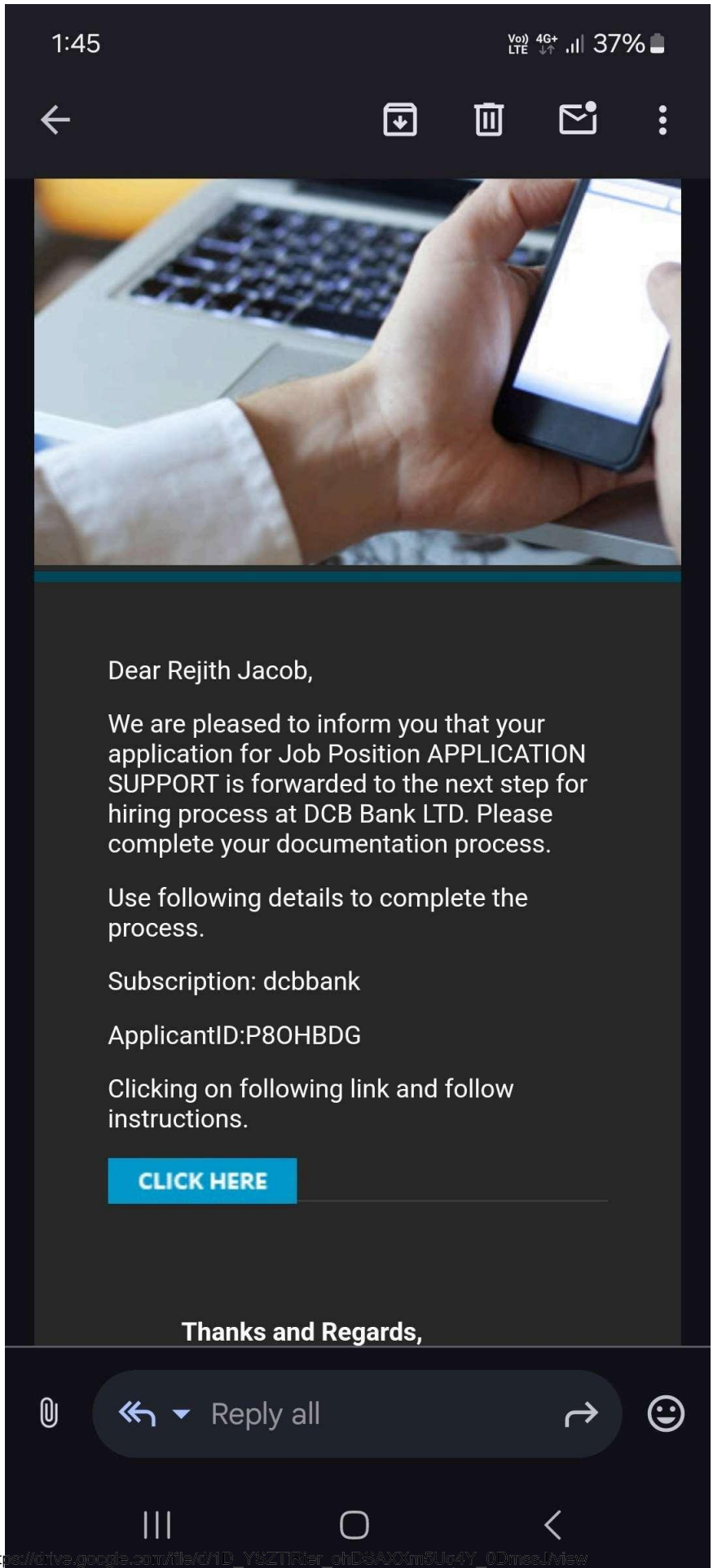
By accepting this letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided, which may occur at any time prior to or after the effective start date of your employment.

This offer is subject to your signing an Employment Agreement and the Proprietary Information, Intellectual Property, Confidentiality, Non-Compete and Non-Solicitation Agreement ("CPRA") as provided by the Company detailing the scope, terms and conditions of your employment. You are requested to accept and execute this Employment Offer Letter within a period of Seven (7) days from the date of this Letter. Employment Agreement and the Proprietary Information, Intellectual Property, Confidentiality, Non-Compete and Non-Solicitation Agreement ("CPRA") are required to be executed by you post signing the Employment Offer Letter and upon commencement of your employment with the Company.

The commencement date of your employment with the Company will be on or before **July 08, 2024** **("Commencement Date")** with bond period of **2 years** subject to your compliance with the terms of this Offer Letter the Employment Agreement, and the Proprietary Information, Intellectual Property, Confidentiality, Non-Compete and Non-Solicitation Agreement ("CPRA").

There will be bond which is applicable for 2 years from your joining date. In case you leave the organization before Bond period ends, you will require to pay Montran 3 months current salary as per the salary provided in Offer Letter and subsequent increment letter issued to you.

Your employment with the Company is subject to your being eligible to be employed by the Company as of the Commencement Date.


1:45
37%
Dear Rejith Jacob,
We are pleased to inform you that your application for Job Position APPLICATION SUPPORT is forwarded to the next step for hiring process at DCB Bank LTD. Please complete your documentation process.
Use following details to complete the process.
Subscription: dcbbank
ApplicantID:P8OHBDG
Clicking on following link and follow instructions.
CLICK HERE
Thanks and Regards,
Reply all

Gmail

Search mail

Inbox 8,598

Compose

Snoozed

Important

Starred

Drafts 13

Categories

Sent

Social 922

Updates 8,315

Forums 50

Promotions 7,030

More

Labels

GRE

JEE 2020

Personal

Unwanted

More

Dear Reiith Jacob. Complete your PreOnboarding process for the Position of AP

ZingHR Alerts <mailalerts@zinghr.com>
to me, pradeep.pandey, alim.khan, sanjit.amin, tamanna.mody, siddhi.kanade, prathamesh.mejari, diptee.shetty, priyank.mulekar, devashree.kho

Dear Rejith Jacob,

We are pleased to inform you that your appl
SUPPORT is forwarded to the next step for
complete your documentation process.

Use following details to complete the proce

Subscription: dcbbank

ApplicantID:P8OHBDG

Clicking on following link and follow instru

CLICK HERE

Thanks and Regards,
Team Recruitment

Ref:
Offer: Computer Consultancy
TCSL/DT20245252232/Mumbai
Date: 13/07/2024

Mr. Harsh Arvindbhai Mandviya
A-14-401,Shanti ViharNear Railway Station,
Near Apollo Pharmacy,Miraroad,
Thane-401107,
Maharashtra.
Tel#

Dear Harsh Arvindbhai Mandviya,

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 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** Grade **Y**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

Regd. Office :
8th Floor, Tower B, Gate No 5,
Prima Bay, Saki Vihar Road,
Powai, Mumbai - 400072.
Tel. : (91 22) 61783001
Fax : (91 22) 61783010
www.colgate.com
CIN -U72900MH2013PTC239521
GST - 27AAFCC1280J1ZO

COLGATE GLOBAL BUSINESS SERVICES *PRIVATE LIMITED*

June 26, 2024

Ms. Balin Menezes
Sabydum Manickpur Gavnighar
Near pascol house building, Vasai West
Mumbai,Maharashtra 401202

Dear **Ms. Menezes,**

With reference to your application and further to the personal discussions you had with us, we have pleasure in appointing you as **Analyst - Business Analytics** in **Salary Grade 9** of the S&C structure in our Company. Your appointment will be effective **June 26, 2024** on the following terms & conditions:-

1. On your appointment, you will be based out of our Mumbai Office, situated at 8th Floor, Tower B, Gate No 5, Prima Bay, Saki Vihar Road, Powai, Mumbai, Maharashtra 400072, India.

2. You will be on probationary period for one year and unless confirmed in writing, you will continue to be a probationer even after expiry of the probationary period. You will become a permanent employee of the Company only when a written letter of confirmation is issued to you. The management reserves the right to extend your probation for a further period upto three months, if your performance is found unsatisfactory. However, during probation your services are liable to be terminated at any time without assigning any reasons.

3. **SALARY**

Your salary details are as below:

a) **Basic Salary**:
Your basic salary will be Rs.27,400/- Only (Rupees Twenty Seven Thousand and Four Hundred Only) per month.

b) **House Rent Allowance**:
You will be paid House Rent Allowance of Rs.13,700/- Only (Rupees Thirteen Thousand and Seven Hundred Only) per month.

c) **Conveyance Allowance**:
Your Conveyance allowance will be Rs.1,600/- only (Rupees One Thousand Six Hundred Only) per month.

d) **Expense Allowance**:
Your Expense allowance will be Rs.10,262/- Only (Rupees Ten Thousand Two Hundred and Sixty Two Only) per month.

Offer: Computer Consultancy

Ref: TCSL/CT20244377150/Mumbai Date: 13/07/2024

Mr. Mohd Adnan Mohd Rafik Shaikh
Flat No-102,Shiv Dham Building,Somanth Paradise Complex, Maharashtra
Bakery,
Boisar-401501, Maharashtra.
Tel# -

Dear Mohd Adnan Mohd Rafik Shaikh,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL).You have successfully completed our initial selection process 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 role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be INR **7,00,022/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCSL/CT20244377150

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/CT20244377476/Mumbai
Date: 13/07/2024

Ms. Bhakti Bhavesh Gada
401, Phadke ResidencyAgashi-Chalpeth Road,
Near Post Office,
Mumbai Western-401301,
Maharashtra.
Tel# 91-7058068846

Dear Bhakti Bhavesh Gada,

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 role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be INR **7,00,022/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

Offer: Computer Consultancy
Ref: TCSL/CT20244404377/Mumbai
Date: 13/07/2024

Mr. Yash Mahesh Patel
716,K.D.Heights-3Rani Sati Marg,
Kathiyawadi Chowk,
Mumbai-400097,
Maharashtra.
Tel# 91-9892007933

Dear Yash Mahesh Patel,

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 role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be INR **7,00,022/-** per annum, as per the terms and conditions set out herein.

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

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Riya Kadam

BNP PARIBAS

The bank for a changing world

Strictly Private & Confidential

Riya Kadam

May 15, 2024

Dear Riya,

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 12, 2024 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 Application Production Support 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**

Servosys Solutions
A Unit of EML Consultancy Services Pvt. Ltd.

Dated: 2nd July 2024

Mr. Mayuresh Ravikant Dalvi
S/o Mr. Ravikant Sitaram Dalvi
101, Utkarsh C H S Limited,
Navgarh Road, Saibaba Nagar,
Thane, Maharashtra - 401105
Contact No. +91 9004330868
PAN No. - DJLPD8415D

Ref: Servosys/Rcrt/SP/2024-2025/July/003

Dear Mayuresh,

This is with reference to your training discussion with us dated **1st July 2024**.

We are glad to inform you that on your successful clearance of the interviews, you are hereby selected for six months' training with us, as a **"Trainee – Software Engineer"**. During training period, you shall be paid a stipend of INR **23,550/-** (Rupees Twenty Three Thousand Five Hundred Fifty Only) per month as mentioned below:

Components of Stipend	**Amount INR (Monthly)**
Basic	15,000
HRA	6,100
Gross Stipend (Monthly)	**21,100**
P.F (Employer Contribution)	1,950
Medical	500
Monthly CTC	**23,550**

On successful completion of training and satisfactory performance during training period, you shall be employed in the company on probation for six months as a **"Software Engineer"** at a CTC of **INR 4,60,000/-** (Rupees Four Lakhs Sixty Thousands Only) Per Annum.

You have to join by **3rd July 2024**. This offer will not be valid after this date.

We look forward to a fruitful and mutually beneficial long term relationship with you.

Yours truly,

AJAY AGARWAL
Digitally signed by AJAY AGARWAL
Date: 2024.07.02 17:06:58 +05'30'

Ajay Agarwal
Managing Director

ZENSOFT

August 8, 2024 **Zensoft/HR/1102**

Pratham Muchhala
1402, Ostwal tower, above Samta Bhavan,
Opp. Smartflex gym, TPS 3 road,
Borivali west, Mumbai - 400092

Subject: Appointment Letter for the position of Associate Engineer - QA

Dear Pratham,

Welcome to Zensoft!

Pursuant to your application for employment with us, and the subsequent selection process, we are pleased to appoint you as **Associate Engineer - QA, I1** with **Zensoft Services Private Limited** (the "**Company**"). Your appointment is effective from **5th August 2024** based at **Mumbai**.

1. All terms and conditions stated in the offer letter continue to be binding and in force on appointment.

2. The compensation and other terms and conditions of employment that you would be entitled to are the same as stated in your offer letter.

3. In case of any change in the existing statute or introduction of new statute, the Company reserves a right to adjust the salary components within the then existing Annual Cost to the Company to ensure that the payments are made in compliance with such statutes.

4. You are expected to treat this information and any changes made therein from time to time as personal and confidential.

5. This employment is offered to you based on you having furnished the correct information regarding your past service and other records. If at any time it is revealed that false information is provided, or pertinent information was withheld, the Company reserves the right to terminate this employment any time without notice and without assigning any compensation thereof.

6. You shall perform any such duties diligently and faithfully as are incidental or implied and consistent with your relevant experience, training and qualifications or may be reasonably delegated as being in the best interest of the Company.

7. At all times, except in case of any disability or other authorized leave of absence, you shall diligently, faithfully, and in a manner consistent with sound business practices of the Company devote shall devote all of your working time, knowledge, skill and attention in performance of your duties with the Company and attend at the premises/place(s) where you shall from time to time be employed on such days including, if the exigencies of our business so require, on any Company holiday and public holidays and at such hours as shall be required.

8. No Dual Employment: You shall not undertake any other employment, consulting, business or other assignment whether honorary or remunerative or accept any reward, directly or indirectly, without prior written permission from the Company.

9. You agree to use all tools provided by the Company for professional purposes only. Internet and email access are provided to you as business communication tools for appropriate internal and external business uses. Generation, transmission, or storage of potentially offensive information is not allowed. You also agree to

TeamLease™
EDTECH
Making India Employable

12-Jul-2024
Dyanaraj Venila Vanniyar
TL3780
Mumbai

Subject: Offer cum Appointment Letter

Dear Dyanaraj,

We at **TeamLease Edtech Limited** (**"Company"**), would like to create an environment and culture committed to cooperation, quality and responsiveness that permeates every activity. We treat business ethics no different from personal ethics leading to an atmosphere that is exciting, transparent, rewarding and challenging. Above all, we need employees who strongly believe in nurturing a culture of ideas, questions, challenges, feedback and prudent risk taking. It also places a demand upon the employees to be active and innovative with the ability to create, gather and use knowledge.

On the basis of your application and our discussions, we are pleased to appoint you as **Engineering Trainee (Grade L2)** in the department of **Technology** at **Mumbai** at **TeamLease.**

Your total compensation will be INR 300000 per annum consisting of INR 300000 per annum 'fixed pay'.

You will be under fixed term contract from 15 Jul 2024 to 30 Jun 2025.

As an acceptance of the terms and conditions set out in this letter, read with the annexures (together the "**Offer cum Appointment Letter**"), you are required to sign and return a scanned copy of the Offer cum Appointment Letter to us on email (hr@teamlease.com).

This letter is to be read in conjunction with the terms and conditions of employment in **Annexure 1**. Additional elements of your remuneration are detailed in **Annexure 2**.

We would like to take this opportunity to welcome you to our Company and hope you find your tenure with the Company both enjoyable and rewarding.

Yours sincerely,
for **TeamLease Edtech Limited.,**

B. Anukhya

Anukhya B
Assistant Vice President – HR

MONTRAN

EMPLOYMENT OFFER LETTER

May 30, 2024

Dear Nilesh Tiwari,

We are pleased to offer you a position as **L1 – Assistant Software Engineer** at Montran Corporation (India) Private Limited **("Company")**. Your work location will be **Mumbai** and such other locations that the Company may from time to time designate, including any Company's client location(s), situated in India or abroad. You will report to the manager as designated by the Company from time to time.

This offer is subject to confirmation by the Company of your eligibility to be employed, the successful verification of all references and appropriate clear background checks, and your providing of any information/documents as requested by the Company.

By accepting this letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided, which may occur at any time prior to or after the effective start date of your employment.

This offer is subject to your signing an Employment Agreement and the Proprietary Information, Intellectual Property, Confidentiality, Non-Compete and Non-Solicitation Agreement ("CPRA") as provided by the Company detailing the scope, terms and conditions of your employment. You are requested to accept and execute this Employment Offer Letter within a period of Seven (7) days from the date of this Letter. Employment Agreement and the Proprietary Information, Intellectual Property, Confidentiality, Non-Compete and Non-Solicitation Agreement ("CPRA") are required to be executed by you post signing the Employment Offer Letter and upon commencement of your employment with the Company.

The commencement date of your employment with the Company will be on or before **July 08, 2024 ("Commencement Date")** with bond period of **2 years** subject to your compliance with the terms of this Offer Letter the Employment Agreement, and the Proprietary Information, Intellectual Property, Confidentiality, Non-Compete and Non-Solicitation Agreement ("CPRA").

There will be bond which is applicable for 2 years from your joining date. In case you leave the organization before Bond period ends, you will require to pay Montran 3 months current salary as per the salary provided in Offer Letter and subsequent increment letter issued to you.

Your employment with the Company is subject to your being eligible to be employed by the Company as of the Commencement Date.

December 27, 2023

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear SWEDEL CORDA,

Congratulations!

Based on your application and interviews, we are interested in taking forward your candidature with IBM India Pvt. Ltd. For nearly 100 years, IBM has made an extraordinary impact on the world. This is your opportunity to work with a dynamic organization and make a difference in the way the world works.
We are very pleased to provide this Expression of Interest, which reiterates our intention to hire you, subject to successful completion of our normal pre-recruitment processes (including a background check & prescreening, if applicable). After you provide other information, supporting documents and successfully meet our requirements, we propose to issue a Formal Offer Letter to you.
Please note this Expression of Interest is neither an offer nor a legally binding contract of employment. The Expression of Interest shall remain valid until the earlier of date of the Formal Offer Letter or twelve months hereinafter. If any information supplied by you in your application or during the selection process is found to be unsatisfactory, incorrect or false and/or if you suppress material information regarding your qualifications and experience, IBM reserves the right to revoke this Expression of Interest without notice. IBM's decision in this respect shall be final.
The terms of Expression of Interest are strictly between you and IBM. Please treat this information as personal and confidential.
We look forward to the opportunity to work with you and hope to convert this Expression of Interest into a formal fixed term employment relationship between you and IBM upon the successful completion of all pre-recruitment procedures.

Signed By - IBM Authorized Signatory
Talent Acquisition Leader ISA

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: 4994828

Letter of Intent ("LOI")

June 12, 2024

Dear Manasi Hemant Madkar,

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

NOVENTIQ
Global expertise, local outcomes

Ref No: OL/2024/1000
April 24th, 2024

Ms. Esha Anant Dhuri
C-302, Chandganga C.H.S,
Gorai 1, Borivali (West),
Mumbai, Maharashtra – 400092

Offer for Employment with Noventiq Services India Pvt. Ltd.

Dear Esha,

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 **Project Manager.** Your date of joining will be on or before **June 13th, 2024.**

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 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. Noventiq provides a Flexi-pay structure, which enables you to structure your Fixed CTC based on the components provided by Noventiq, 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 Noventiq Group policy, you have to sign an NDA with Noventiq 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. Ruchi Saraf** 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*
- *Copy of PAN Card*

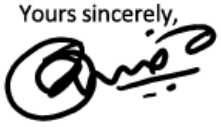
Your offer has been made based on information furnished by you. Any discrepancy found in the copies of documents, certificates or reference check; the company retains the right to revoke the offer of employment.

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 **April 25th, 2024** 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,
President – Noventiq India

I confirm and accept the same
Esha Anant Dhuri

Offer: Computer Consultancy
Ref: TCSL/DT20245253596/Mumbai
Date: 16/07/2024

Mr. Rahul Balanarsiya Biya
B-515 Khateja Tower Malkani EstateMalkani Estate,
Malad East,
Mumbai-400097,
Maharashtra.
Tel# 91-9821959027

Dear Rahul Balanarsiya Biya,

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** Grade **Y**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

KPMG Assurance and Consulting Services LLP
2nd Floor, Block T2 (B Wing)
Lodha Excelus, Apollo Mills Compound,
N M Joshi Marg, Mahalaxmi,
Mumbai 400011 India
Telephone: +91 (22) 3989 6000
Fax: +91 (22) 3090 1510

05 July 2024

Chrisanne Neras Rebello
Eleazar, Bhatodi Wadi,, Sandor, Vasai West, Palghar District, Maharashtra, Mumbai

Dear Chrisanne,

On behalf of **KPMG Assurance and Consulting Services LLP** (the '**Firm**'), You are hereby offered the position of **Analyst** in **Advisory- Consulting** with the firm**.** You will be part of the **Advisory- Consulting - DT-Cyber Transformation** team**.**

You shall be based at our office **Mumbai** and can be transferred to any other office of the Company at any other place or city in India or outside India, or to any affiliate or associate entity of the Company, as may be decided by the Firm in its sole discretion from time to time.

Your employment shall commence with effect from your actual date of joining i.e. on or before 06 August 2024 unless deferred to a new date by the Firm due to its business or such other reasons. In such case, the actual date of joining will be the deferred date which shall be communicated to you by the Firm.

In case you have joined the Firm as an Academic trainee, your employment shall be subject to your satisfactory performance and successful completion of the internship. In case the firm if not satisfied with your performance during the internship period, the Firm may revoke the offer of employment without any liability or take any such action as the Firm deems fit.

The terms and conditions of your employment with the Company shall be as follows:

A. **Compensation**

1. <u>Basic Salary</u>

Your basic salary shall be INR 150000/- (Rupees One Lakh Fifty Thousand only) per annum, payable on a monthly basis, in arrears.

KPMG Assurance and Consulting Services LLP, an Indian limited liability partnership and a member firm of KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee

KPMG (Registered) (a partnership firm with Registration No. BA-62445) converted into KPMG Assurance and Consulting Services LLP (a Limited Liability Partnership with LLP Registration No. AAT-0367), with effect from July 23, 2020

Registered Office:
2nd Floor, Block T2 (B Wing)
Lodha Excelus, Apollo Mills
Compound, N M Joshi Marg,
Mahalaxmi, Mumbai - 400 011

intellect
live your dream

Ref No: CORP/23-24/LOI No: 098

Date: 01- 01-2024

Name: Manav Lohia
Address: Chennai/ Mumbai / Pune / Hyderabad

Sub: Letter of Intent for Employment in Intellect

Dear Manav ,

Thank you for the time you invested in exploring career opportunity with Intellect. Through the hiring process we have determined that your capabilities are aligned to the organization requirement and have hence chosen to invite you to be part of the Intellect family! Congratulations!!!

We believe that the prosperity of an organization is defined by the power of thought, of both individuals and teams and therein we put 'Design Thinking' at the core of everything we do. This maximizes our chances of getting to a state of mind that is 'Fulfillment'; as we create opportunities for ourselves to contribute to our fullest capacity with the freedom to think and act differently. This, in turn is possible with us having the feeling of belongingness. Hence, for us, all employees are associates and you are set to become one of our fellow associates.

Please note that it is a Letter of Intent to offer you Full Time Employment with us. A Detailed offer with terms & condition, will follow shortly.

This invitation to you is to join us as **Associate Consultant in T120.** Your joining location will be **Chennai.**

Your gross compensation shall be **INR 5,00,000/- (Rupees Five Lakhs only) per annum**. The organization is confident of its ability in hiring some of the best talent in the industry and you are one such talent.

We wish you all the very best and look forward to a long and mutually beneficial association.

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter.

Yours Sincerely,
for **Intellect Design Arena Ltd.,**

PADMINI SHARATHKUMAR
CHIEF TALENT OFFICER

Accepted by

Name: Manav Lohia
Date: 11-01-2024

MONTRAN

EMPLOYMENT OFFER LETTER

June 5, 2024

Dear Atharva Puranik,

We are pleased to offer you a position as **L1 – Assistant Software Engineer** at Montran Corporation (India) Private Limited **("Company")**. Your work location will be **Mumbai** and such other locations that the Company may from time to time designate, including any Company's client location(s), situated in India or abroad. You will report to the manager as designated by the Company from time to time.

This offer is subject to confirmation by the Company of your eligibility to be employed, the successful verification of all references and appropriate clear background checks, and your providing of any information/documents as requested by the Company.

By accepting this letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided, which may occur at any time prior to or after the effective start date of your employment.

This offer is subject to your signing an Employment Agreement and the Proprietary Information, Intellectual Property, Confidentiality, Non-Compete and Non-Solicitation Agreement ("CPRA") as provided by the Company detailing the scope, terms and conditions of your employment. You are requested to accept and execute this Employment Offer Letter within a period of Seven (7) days from the date of this Letter. Employment Agreement and the Proprietary Information, Intellectual Property, Confidentiality, Non-Compete and Non-Solicitation Agreement ("CPRA") are required to be executed by you post signing the Employment Offer Letter and upon commencement of your employment with the Company.

The commencement date of your employment with the Company will be on or before **July 01, 2024 ("Commencement Date")** with bond period of **2 years** subject to your compliance with the terms of this Offer Letter the Employment Agreement, and the Proprietary Information, Intellectual Property, Confidentiality, Non-Compete and Non-Solicitation Agreement ("CPRA").

There will be bond which is applicable for 2 years from your joining date. In case you leave the organization before Bond period ends, you will require to pay Montran 3 months current salary as per the salary provided in Offer Letter and subsequent increment letter issued to you.

Your employment with the Company is subject to your being eligible to be employed by the Company as of the Commencement Date.

intellect
live your dream

Private & Confidential

Ref No: CORP-17869

Date: 06-Aug-24

Joshua Daniel Dsouza

Sub: Your Offer of Employment in Intellect

Dear **Joshua Daniel Dsouza,**

Thank you for the time you invested in exploring career opportunity with Intellect. Our leaders have found the dialogue with you meaningful and your capabilities aligned to the organization requirement and have hence chosen to invite you to be part of the Intellect family! Congratulations!!!

We believe that the prosperity of an organization is defined by the power of thought, of both individuals and teams and therein we put 'Design Thinking' at the core of everything we do. This maximizes our chances of getting to a state of mind that is 'Fulfillment'; as we create opportunities for ourselves to contribute to our fullest capacity with the freedom to think and act differently. This, in turn is possible with us having the feeling of belongingness. Hence, for us, all employees are associates and you are set to become one of our fellow associates.

This invitation to you is to join us as **Associate Consultant** **in Grade** **T120.** Your base location shall be **Nxt Level.** **Vinay Raj Menon** and team are looking forward to welcoming you on your date of joining. We would love for you to join the team on or before **12-Aug-24** and you may let us know of your consent and preferred date of joining on or before **12-Aug-24 .**

Your gross compensation shall be **INR** **500000.00** **per annum**. The details of the same are as in Annexure-A of this Offer of Employment. The organization is confident of its ability in hiring some of the best talent in the industry and you are one such talent.

When all of us come together as associates of this organization placing the interests of us humans above everything else, it is important that we have the ecosystem of policies and practices that enable us to exercise our rights freely. This is possible with everyone in the organization respecting each other as individuals, playing their part in protecting and nourishing the collective work culture. Towards this, we have set some boundaries / norms / rules for ourselves as associates of the organization and shall abide by the same in all circumstances. As we evolve, we do make changes to the rules governing ourselves to be aligned to the demands of the environment and associate needs. We will continue to abide by the changes as and when they are made. Given below are a brief on some of the key terms that govern us when we are in employment with the organization.

Ref: TCSL/CT20244377755/2215811/Mumbai
Date: 13 August 2024

MR. YOGESH RADHESH GOVARI
502/A,Om Shree Sai Darshan Govind Nagar,
Near Seatherny Hospital, Mumbai,
Maharashtra-400092.

Sub: Joining Letter

Dear Mr. Yogesh Radhesh Govari,

We would like to take this opportunity to extend you a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **29th August 2024** , your joining location is **Mumbai** and work location is **Mumbai** . You will be assigned a role in a Unit as per business requirements of TCSL.

TCS Onboarding Team will reach out to you over email in the next few days to guide you further on the onboarding process and steps to be taken to prepare yourself for onboarding.

If you have participated in TCS pre-joining 'Xplore' learning program, you have a headstart! We appreciate your passion for learning. You are now all set to experience learning through our coveted TCS Initial Learning Program.

FOURTH SIGNAL

Offer Letter

May 13, 2024

To

Shruti Jaganiya
A 32, Vardhaman Nagar
Narsing Lane
SV Road, Malad (West)
Mumbai 400 064

Dear Shruti,

We are pleased to offer you the position of an **Analyst – Finance and Treasury Technology** at Fourth Signal.

Your compensation will be **Rs. 500,100** 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,

C. Barrie

FOURTH SIGNAL (I) P. LTD.

Cassandra Barrie
Human Resources
Fourth Signal (India) Private Limited

Docusign Envelope ID: B0FD445B-8E68-408A-813F-9B32ACB03CFD

QAD India Pvt. Ltd.
301, 3rd Floor, Techniplex-I, Techniplex Complex,
Off Veer Savarkar Flyover, Goregaon (West),
Mumbai - 400 062. India
Tel: +91 22 4098 9999
Fax: +91 22 4098 9990
http://www.qad.com
CIN: U72200MH2005PTC154302

18/07/2024

Offer Letter

Kashyap Dilip Rathod
Mumbai

Dear Kashyap,

We are extremely pleased to make you an offer as **Graduate Trainee** in the **Engineering** team with **QAD India Pvt Ltd.** commencing on or before **01/08/2024**. A formal letter of appointment will be provided on joining.

The offer is subject to:

a) Reporting on or before **01/08/2024.**
b) Positive background verification.

Your annual total compensation package comprises the following different components:

Particulars of Salary		Annual Amount in INR
Base pay	Basic	1,80,000
	House Rent Allowance (HRA)	90,000
	Variable Allowance	1,30,428
	Conveyance Allowance (Maximum)	19,200
	Education Allowance (Maximum)	2,400
	Telephone/Mobile Expenses Reimbursement (Maximum)	12,000
	LTA Reimbursement (Maximum)	50,000
Retirrals	Provident Fund (12% of Basic)	21,600
	*Gratuity (4.81% of Basic)	8,658
Total Remuneration		**5,14,286**

* Gratuity Benefit as legislated at the time of your termination or resignation.

You will be on Probation for a period of 6 months from joining. Your Probation period will extend by the number of days you are on Unpaid Leaves during this period. During your probation period, either party can terminate the contract by serving 15 days prior written notice or pay salary in lieu of notice and the Company reserves the right of payment in lieu of notice.

As a QAD employee, you will be covered under the Medical Insurance, Group Term Life and Personal Accident policy commencing your employment.

DS

SERVOSYS

Servosys Solutions
A Unit of EML Consultancy Services Pvt. Ltd.

Dated: 18th June 2024

Mr. Shashank Rai Anand
S/o Mr. Anand Rai
A/202, Krishna Dham,
Patankar Park, Opp Rahul School,
Chakradhar Nagar,
Nallasopara West,
Thane, Maharashtra - 401203
Contact No. +91 7620982135
PAN No. – EXWPR3166R

Ref: Servosys/Rcrt/SG/2024-2025/June/008

Dear Shashank,

This is with reference to your training discussion with us dated **17th June 2024**.

We are glad to inform you that on your successful clearance of the interviews, you are hereby selected for six months' training with us, as a **"Trainee – Software Engineer"**. During training period, you shall be paid a stipend of INR **23,550/-** (Rupees Twenty Three Thousand Five Hundred Fifty Only) per month as mentioned below:

Components of Stipend	**Amount INR (Monthly)**
Basic	15,000
HRA	6,100
Gross Stipend (Monthly)	**21,100**
P.F (Employer Contribution)	1,950
Medical	500
Monthly CTC	**23,550**

On successful completion of training and satisfactory performance during training period, you shall be employed in the company on probation for six months as a **"Software Engineer"** at a CTC of **INR 4,50,000/-** (Rupees Four Lakhs Fifty Thousand Only) Per Annum.

You have to join by **19th June 2024**. This offer will not be valid after this date.

We look forward to a fruitful and mutually beneficial long term relationship with you.

Yours truly,

Ajay Agarwal
Managing Director

Offer: Computer Consultancy
Ref: TCSL/DT20235013964/Mumbai
Date: 13/07/2024

Mr. Paria Sasank Tapan
Room No 105 , Bldg No 4 , Sai Niwas Apt,
Moregaon,
Nallasopara-401209,
Maharashtra.
Tel# -

Dear Paria Sasank Tapan,

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 role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be INR **7,00,022/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

DocuSign Envelope ID: A552176E-A150-4311-B49A-B8DAB9776546

QAD India Pvt. Ltd.
301, 3rd Floor, Techniplex-I, Techniplex Complex,
Off Veer Savarkar Flyover, Goregaon (West),
Mumbai - 400 062. India
Tel: +91 22 4098 9999
Fax: +91 22 4098 9990
http://www.qad.com
CIN: U72200MH2005PTC154302

09/07/2024

Offer Letter

Samiya Aijaz Jagirdar
Mumbai

Dear Samiya,

We are extremely pleased to make you an offer as **Graduate Trainee** in the **Engineering** team with **QAD India Pvt Ltd.** commencing on or before **01/08/2024**. A formal letter of appointment will be provided on joining.

The offer is subject to:
a) Reporting on or before **01/08/2024**.
b) Positive background verification.

Your annual total compensation package comprises the following different components:

Particulars of Salary		Annual Amount in INR
Base pay	Basic	1,80,000
	House Rent Allowance (HRA)	90,000
	Variable Allowance	1,30,428
	Conveyance Allowance (Maximum)	19,200
	Education Allowance (Maximum)	2,400
	Telephone/Mobile Expenses Reimbursement (Maximum)	12,000
	LTA Reimbursement (Maximum)	50,000
Retirrals	Provident Fund (12% of Basic)	21,600
	*Gratuity (4.81% of Basic)	8,658
Total Remuneration		**5,14,286**

* Gratuity Benefit as legislated at the time of your termination or resignation.

You will be on Probation for a period of 6 months from joining. Your Probation period will extend by the number of days you are on Unpaid Leaves during this period. During your probation period, either party can terminate the contract by serving 15 days prior written notice or pay salary in lieu of notice and the Company reserves the right of payment in lieu of notice.

As a QAD employee, you will be covered under the Medical Insurance, Group Term Life and Personal Accident policy commencing your employment.

DS OD

cognitus

Reference Number: CCIN/HR/NGOFL/2024/005

Date: April 16, 2023

To,

Neel Mistry,
Mumbai

Dear Neel,

Subject: Offer Letter

Congratulations!

We are pleased to inform you that you have been selected for the position of **Associate Consultant** in Cognitus 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 **10th Jun'24**, 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 training agreement withus for a period of **24 months** 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 training 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 2024** 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 **20th April'24. (3 days)**

We look forward to a mutually beneficial association.

Thanks & Regards,

For Cognitus Consulting IT Services Private Limited

Mohit Agrawal
Mohit Agrawal (Apr 18, 2024 12:01 GMT+5.5)

Mohit Agrawal
Chief Financial Officer - Asia Finance

11:10
75%
Interview Feedback- Neebal Technology Pvt Ltd
Inbox
Manali Mokal 27/09/2023
to me
Dear Prashik,
This is to inform you are selected for the position of Trainee Software Engineer. We shall roll the offer to you by this weekend .
--
--
Making Possibilities Real
Manali Mokal
HR Executive
Mobile: +91 8655174509
Neebal
Awards & Recognitions
50
Technology Fast 50
Deloitte.
Clutch
Clutch

Offer: Computer Consultancy
Ref: TCSL/DT20245253343/Mumbai
Date: 16/07/2024

Ms. Nimisha Mahesh Naik
A/403 Mahakaleshwar Chs, Kandarpada, Link Road, Dahisar - West, Mumbai -400068Link Road,
Kandarpada Fire Station,
Mumbai-400068,
Maharashtra.
Tel# 91-9326784731

Dear Nimisha Mahesh Naik,

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** Grade **Y.** You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

Ahmed Husain Maghrabi

BNP PARIBAS

The bank for a changing world

Strictly Private & Confidential

Ahmed Husain Maghrabi

May 7, 2024

Dear Ahmed Husain,

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 12, 2024 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**

DocuSign Envelope ID: DF351A9A-045A-4210-BD41-0CBB279B18DA

FeedSpot

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

Date: 23rd January, 2024

Vedang Mhadgut
Dahisar W, Mumbai.
Mob. No.: 8369621623
Email: vedang.mhadgut18@gmail.com

Subject: Appointment for post of Data Analyst

Dear Vedang,

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

1. Commencement of employment
Your employment will be effective from 3rd June, 2024.

2. Job title
Your job title will be **Data 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 3,50,000/- year (i.e. 29167/month). From the 7th month, your salary will be hike Rs 3,75,000/- year (i.e. 31250/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.

15th December 2023

Ms. Ishika Patel
2/12, Viman Darshan Society,
Shar Road, Opp Garware Plastic,
Andheri, Mumbai - 400069

Dear Ishika,

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 2024** 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.
- A performance-based bonus which is payable by the month of July 2025 (this date will be one year from the DOJ). The bonus is applicable subject to you not serving a termination notice on the company duringthis 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 six (6) 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' writtennotice.
- This offer letter is provisional subject to your joining date, successful completion of background verificationand 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 periodicreviews as per business requirements.
- It is clearly understood **Ms. Ishika Patel**, that failure to report to work on or before the scheduled date i.e., **01st July 2024** 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: 15th December 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.

DocuSign Envelope ID: F06FC567-30A4-4676-AC53-E7257C9638AF

QAD India Pvt. Ltd.
301, 3rd Floor, Techniplex-I, Techniplex Complex,
Off Veer Savarkar Flyover, Goregaon (West),
Mumbai - 400 062. India
Tel: +91 22 4098 9999
Fax: +91 22 4098 9990
http://www.qad.com
CIN: U72200MH2005PTC154302

02/07/2024

Offer Letter

Shawn Wilfred Pereira
Mumbai

Dear Shawn,

We are extremely pleased to make you an offer as **Graduate Trainee** in the **Engineering** team with **QAD India Pvt Ltd.** commencing on or before **01/08/2024**. A formal letter of appointment will be provided on joining.

The offer is subject to:

a) Reporting on or before **01/08/2024.**
b) Positive background verification.

Your annual total compensation package comprises the following different components:

Particulars of Salary		Annual Amount in INR
Base pay	Basic	1,80,000
	House Rent Allowance (HRA)	90,000
	Variable Allowance	1,30,428
	Conveyance Allowance (Maximum)	19,200
	Education Allowance (Maximum)	2,400
	Telephone/Mobile Expenses Reimbursement (Maximum)	12,000
	LTA Reimbursement (Maximum)	50,000
Retirrals	Provident Fund (12% of Basic)	21,600
	*Gratuity (4.81% of Basic)	8,658
Total Remuneration		**5,14,286**

* Gratuity Benefit as legislated at the time of your termination or resignation.

You will be on Probation for a period of 6 months from joining. Your Probation period will extend by the number of days you are on Unpaid Leaves during this period. During your probation period, either party can terminate the contract by serving 15 days prior written notice or pay salary in lieu of notice and the Company reserves the right of payment in lieu of notice.

As a QAD employee, you will be covered under the Medical Insurance, Group Term Life and Personal Accident policy commencing your employment.

Final Selection - NeoSOFT Inbox ×

Bharathi Singh <bharathi.singh@neosofttech.com>
to me, Mahima

4 Jul 2024, 16:28

Dear Kshama,

Greetings from NeoSOFT!

We are delighted to inform you that you have been selected as a part of our team. Your skills and qualifications have impressed us, and we are excited to welcome you aboard.

Further details regarding the next steps will be shared with you soon. If you have any questions in the meantime, please don't hesitate to contact us.

Thank you for your interest in joining NeoSOFT. We look forward to a successful and productive journey together.

Congratulations and Best wishes.

Bharathi Singh
Specialist - Talent Acquisition
+91-6302469709
bharathi.singh@neosofttech.com
Bharathi Singh

NeoSOFT®

25+ YEARS OF EXCELLENCE CMMIDEV/5

Reference Number: CCIN/HR/NGOFL/2024/007

Date: April 16, 2023

To,

Rushikesh Borakhede,
Mumbai

Dear Rushikesh,

Subject: Offer Letter

Congratulations!

We are pleased to inform you that you have been selected for the position of **Associate Consultant** in Cognitus 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 **10th Jun'24**, 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 training agreement withus for a period of **24 months** 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 training 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 2024** 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 **20th April'24. (3 days)**

We look forward to a mutually beneficial association.

Thanks & Regards,

For Cognitus Consulting IT Services Private Limited

Mohit Agrawal
Mohit Agrawal (Apr 18, 2024 12:01 GMT+5.5)

Mohit Agrawal
Chief Financial Officer - Asia Finance

BNP PARIBAS

The bank for a changing world

Strictly Private & Confidential

Arvind Suthar

March 29, 2024

Dear Arvind,

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 12, 2024 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 **ITG 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**

Bandhan AMC

Date: May 22, 2024

Mr/Ms: Anurag Yadav

Location Mumbai

Dear Anurag

We are pleased to offer you the position of "**Executive**" in Grade "**E1**" within **Shared Services Group** of Bandhan AMC Ltd. (Formerly known as IDFC Asset Management Company Ltd)

Your Total Fixed Pay (TFP) will be **Rs.4,25,000/-** per annum. In addition, you would be eligible for an **Indicative Bonus Rs. 50,000/-** (Pre-Tax) in the **FY 2025 Annual Appraisal cycle** Based on Individual & Company Performance. Indicative Bonus (Pre-Tax) would be recovered in full, in case you leave the organization within 12 months from the date of payout.

The details of the Salary and other terms and conditions of your employment are enclosed herewith as following:

Annexure "A" : Compensation Structure

Annexure "B" : Privileges and Benefits of employment

An Offer cum Appointment letter detailing the terms and conditions of employment will follow shortly.

This offer is subject to:

(1) Your successful completion of your degree programme.
(2) Submission of the necessary documents as listed below
   i) Certificates in support of your educational qualifications
   ii) Pan and Aadhar Card
   iii) Passport size photograph

At Bandhan AMC Ltd., we believe in partnering with our employees to meet their career aspirations and develop their capabilities. We provide a highly engaging environment, with focus on learning opportunities and performance driven rewards.

Your date of joining and reporting location will be communicated subsequently. Please acknowledge the duplicate copy of this letter as a token of acceptance of this offer.

Looking forward to having you on board and wishing you a successful career with us.

Sincerely yours,
For **Bandhan AMC Ltd. (Formerly known as IDFC Asset Management Company Ltd)**

Swati Singh
Head - Human Resources

Accepted and Agreed:
Name:

Signature:

Fable

Date: 30th April 2024

Offer Letter

To,
Rishma Kurumboor Biju
Address:
Flat no 105,1st Floor Satyam Sahakarwadi,
Sahakar SRA CHS LTD, Off Goregaon Link Road,
Behind Virvani Estate, Goregaon East- 400063

Dear Rishma,
With reference to your application and the subsequent interview with us, we are pleased to offer you the position of **Technical Coordinator** on the following terms & conditions:

Posting: You will be posted at **Andheri**

CTC: Your CTC would be **Rs. 4,00,000 per annum** + Performance Bonus of **Rs. 25,000 per annum** (Refer Annexure - 1)

Joining Date: Your date of joining will be **3rd June 2024**.You are required to report to the **HR Department** for joining formalities.

General Provisions: You are required to signify your acceptance of the offer by signing and returning a duplicate copy of this letter.

We look forward to you joining us at the earliest and wish you all the best for your new assignment. We are confident that you will find new challenges, opportunities, and satisfaction in your association with Fable Fintech Pvt. Ltd.

For Fable Fintech Pvt. Ltd.

Naushad Contractor
CEO

Rishma Kurumboor Biju
Technical Coordinator

CONFIDENTIAL

JOB OFFER EMAIL: Mr. Yash Shroff- Essen Vision Software Pvt Ltd. Mumbai Inbox ×

Sheetal Nair <sheetal@essenvision.com> Wed, Jun 12, 1:07 PM

to me, Sakshi, Sheetal, Karan

Dear Yash,

Congratulations for getting selected in Essen Vision Software (P) Ltd. as **"Cyber Security Analyst - Professional Security Services"**
Your confirmed Date of Joining will be **Monday 17th June 2024.** Your appointment letter and Contract copy will be issued to you two days prior or on the date of joining.
Your all-inclusive Cost to the Company as discussed verbally stands unchanged and you will receive the Salary Breakup (Annexure B) in the appointment letter.

Kindly acknowledge the receipt of this mail with the confirmation on date of joining and further acceptance regarding the offer. Please share the softcopies of documents mentioned below for official onboarding.*

Note :

- There will be a service level agreement for 24 Months from the date of your joining.
- Resignation Submission and Approval or Acceptance Copy from Current Employer to be submitted within 48 hrs(Mandatory).
- This Offer email is Valid till next 7 days from the date of release and confidential. Hence, please refrain from sharing in public domain or other employers.
- As soon as the candidate submits acceptance of this offer, the position is considered as closed thereafter.

***Documents Required for Onboarding Process:**

- **Photocopy of Educational Qualification Certificate (all academics marksheets).**
- **Photocopy of Relevant Trainings Programmes or Certificates mentioned in the CV.**
- **Photocopy of Residential & Identity Proof. {Aadhar , Pancard & Passport).**
- **Photocopy of Pay slips for last 3 months.**
- **2 passport size photograph.**

MONTRAN

EMPLOYMENT OFFER LETTER

May 30, 2024

Dear Harshit Awasthi,

We are pleased to offer you a position as **L1 – Assistant Software Engineer** at Montran Corporation (India) Private Limited **("Company")**. Your work location will be **Mumbai** and such other locations that the Company may from time to time designate, including any Company's client location(s), situated in India or abroad. You will report to the manager as designated by the Company from time to time.

This offer is subject to confirmation by the Company of your eligibility to be employed, the successful verification of all references and appropriate clear background checks, and your providing of any information/documents as requested by the Company.

By accepting this letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided, which may occur at any time prior to or after the effective start date of your employment.

This offer is subject to your signing an Employment Agreement and the Proprietary Information, Intellectual Property, Confidentiality, Non-Compete and Non-Solicitation Agreement ("CPRA") as provided by the Company detailing the scope, terms and conditions of your employment. You are requested to accept and execute this Employment Offer Letter within a period of Seven (7) days from the date of this Letter. Employment Agreement and the Proprietary Information, Intellectual Property, Confidentiality, Non-Compete and Non-Solicitation Agreement ("CPRA") are required to be executed by you post signing the Employment Offer Letter and upon commencement of your employment with the Company.

The commencement date of your employment with the Company will be on or before **July 08, 2024** **("Commencement Date")** with bond period of **2 years** subject to your compliance with the terms of this Offer Letter the Employment Agreement, and the Proprietary Information, Intellectual Property, Confidentiality, Non-Compete and Non-Solicitation Agreement ("CPRA").

There will be bond which is applicable for 2 years from your joining date. In case you leave the organization before Bond period ends, you will require to pay Montran 3 months current salary as per the salary provided in Offer Letter and subsequent increment letter issued to you.

Your employment with the Company is subject to your being eligible to be employed by the Company as of the Commencement Date.

MONTRAN

EMPLOYMENT OFFER LETTER

May 30, 2024

Dear Nilesh Tiwari,

We are pleased to offer you a position as **L1 – Assistant Software Engineer** at Montran Corporation (India) Private Limited **("Company")**. Your work location will be **Mumbai** and such other locations that the Company may from time to time designate, including any Company's client location(s), situated in India or abroad. You will report to the manager as designated by the Company from time to time.

This offer is subject to confirmation by the Company of your eligibility to be employed, the successful verification of all references and appropriate clear background checks, and your providing of any information/documents as requested by the Company.

By accepting this letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided, which may occur at any time prior to or after the effective start date of your employment.

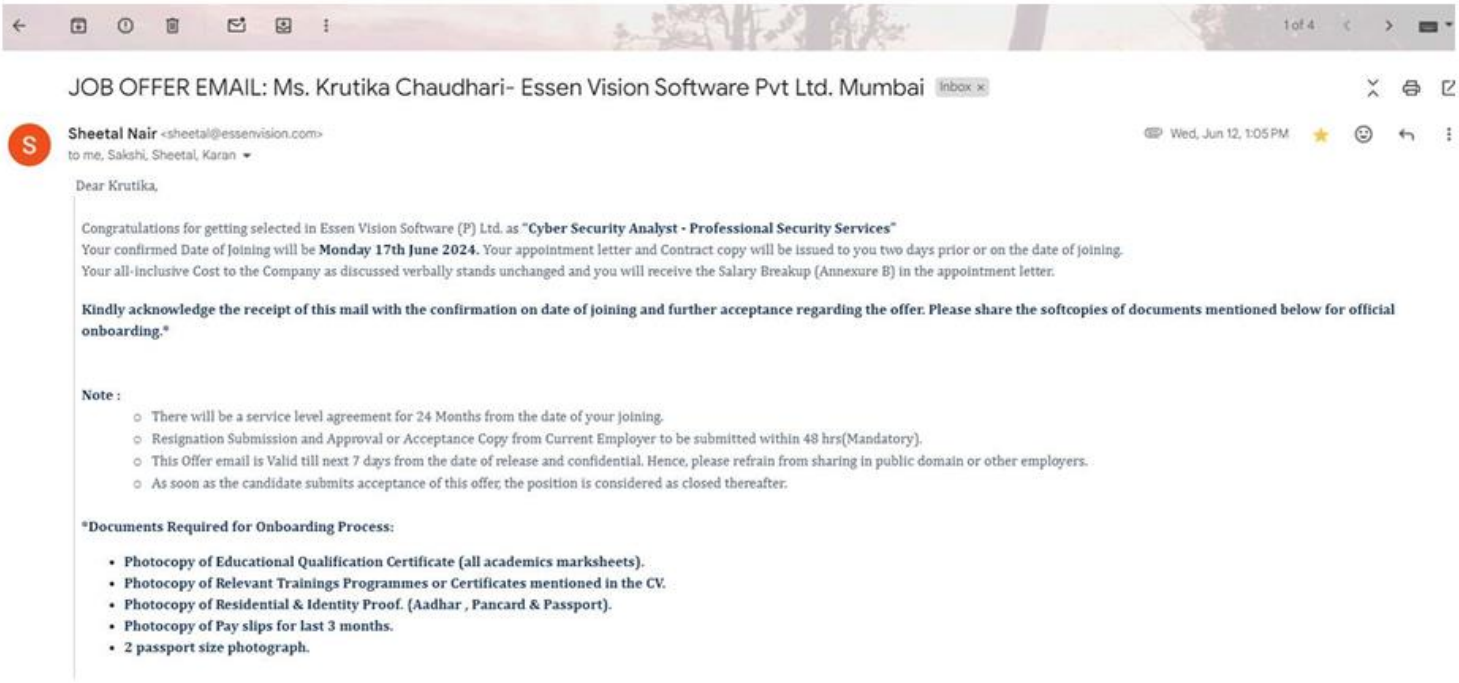
This offer is subject to your signing an Employment Agreement and the Proprietary Information, Intellectual Property, Confidentiality, Non-Compete and Non-Solicitation Agreement ("CPRA") as provided by the Company detailing the scope, terms and conditions of your employment. You are requested to accept and execute this Employment Offer Letter within a period of Seven (7) days from the date of this Letter. Employment Agreement and the Proprietary Information, Intellectual Property, Confidentiality, Non-Compete and Non-Solicitation Agreement ("CPRA") are required to be executed by you post signing the Employment Offer Letter and upon commencement of your employment with the Company.

The commencement date of your employment with the Company will be on or before **July 08, 2024** **("Commencement Date")** with bond period of **2 years** subject to your compliance with the terms of this Offer Letter the Employment Agreement, and the Proprietary Information, Intellectual Property, Confidentiality, Non-Compete and Non-Solicitation Agreement ("CPRA").

There will be bond which is applicable for 2 years from your joining date. In case you leave the organization before Bond period ends, you will require to pay Montran 3 months current salary as per the salary provided in Offer Letter and subsequent increment letter issued to you.

Your employment with the Company is subject to your being eligible to be employed by the Company as of the Commencement Date.

12/20/24, 3:57 PM Screenshot 2024-08-27 113912 - KRUTIKA CHAUDHARI_201017.png



JOB OFFER EMAIL: Ms. Krutika Chaudhari- Essen Vision Software Pvt Ltd. Mumbai Inbox ×

Sheetal Nair <sheetal@essenvision.com>
to me, Sakshi, Sheetal, Karan

Wed, Jun 12, 1:05 PM

Dear Krutika,

Congratulations for getting selected in Essen Vision Software (P) Ltd. as **"Cyber Security Analyst - Professional Security Services"**
Your confirmed Date of Joining will be **Monday 17th June 2024.** Your appointment letter and Contract copy will be issued to you two days prior or on the date of joining.
Your all-inclusive Cost to the Company as discussed verbally stands unchanged and you will receive the Salary Breakup (Annexure B) in the appointment letter.

Kindly acknowledge the receipt of this mail with the confirmation on date of joining and further acceptance regarding the offer. Please share the softcopies of documents mentioned below for official onboarding.*

Note :

- There will be a service level agreement for 24 Months from the date of your joining.
- Resignation Submission and Approval or Acceptance Copy from Current Employer to be submitted within 48 hrs(Mandatory).
- This Offer email is Valid till next 7 days from the date of release and confidential. Hence, please refrain from sharing in public domain or other employers.
- As soon as the candidate submits acceptance of this offer, the position is considered as closed thereafter.

***Documents Required for Onboarding Process:**

- **Photocopy of Educational Qualification Certificate (all academics marksheets).**
- **Photocopy of Relevant Trainings Programmes or Certificates mentioned in the CV.**
- **Photocopy of Residential & Identity Proof. (Aadhar , Pancard & Passport).**
- **Photocopy of Pay slips for last 3 months.**
- **2 passport size photograph.**

Offer: Computer Consultancy
Ref: TCSL/DT20235021803/Mumbai
Date: 13/07/2024

Mr. Gaurav Ashokkumar Yadav
4, Ram Anup Yadav ChawlShiv Vallabh Road,
Ashokvan,
Mumbai-400068,
Maharashtra.
Tel# -

Dear Gaurav Ashokkumar 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** Grade **Y.** You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TITAN

August 29, 2024

Akshat Kailash Oza
Flat no 802 building no,34 sanskruti,
31 to 34 CHS Ltd,90 FT road Thakur Complex,
Near ST Lawrance High School,Kandivali East,
Mumbai Maharashtra - 400101

Dear Akshat,

VMobi Solutions Private Limited is very pleased to make you an offer of employment to begin work as a **"Product Support Engineer"** on **September 02, 2024.** You will be on a probation for a period of **3 months** starting from the day you join. Your position will carry a compensation package of **INR 5,50,008/-** inclusive of fixed components and benefits. Your compensation package is unique and exclusive to you and should be treated confidentially and as a non-comparable package with other employees.

This offer expires on **August 31, 2024** (it may self-destruct thereafter ☺) and we request that you join us on **September 02, 2024**.

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 VMobi Solutions Private Limited 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 careers@titan.com with any questions and to accept this offer.

Yours Sincerely,

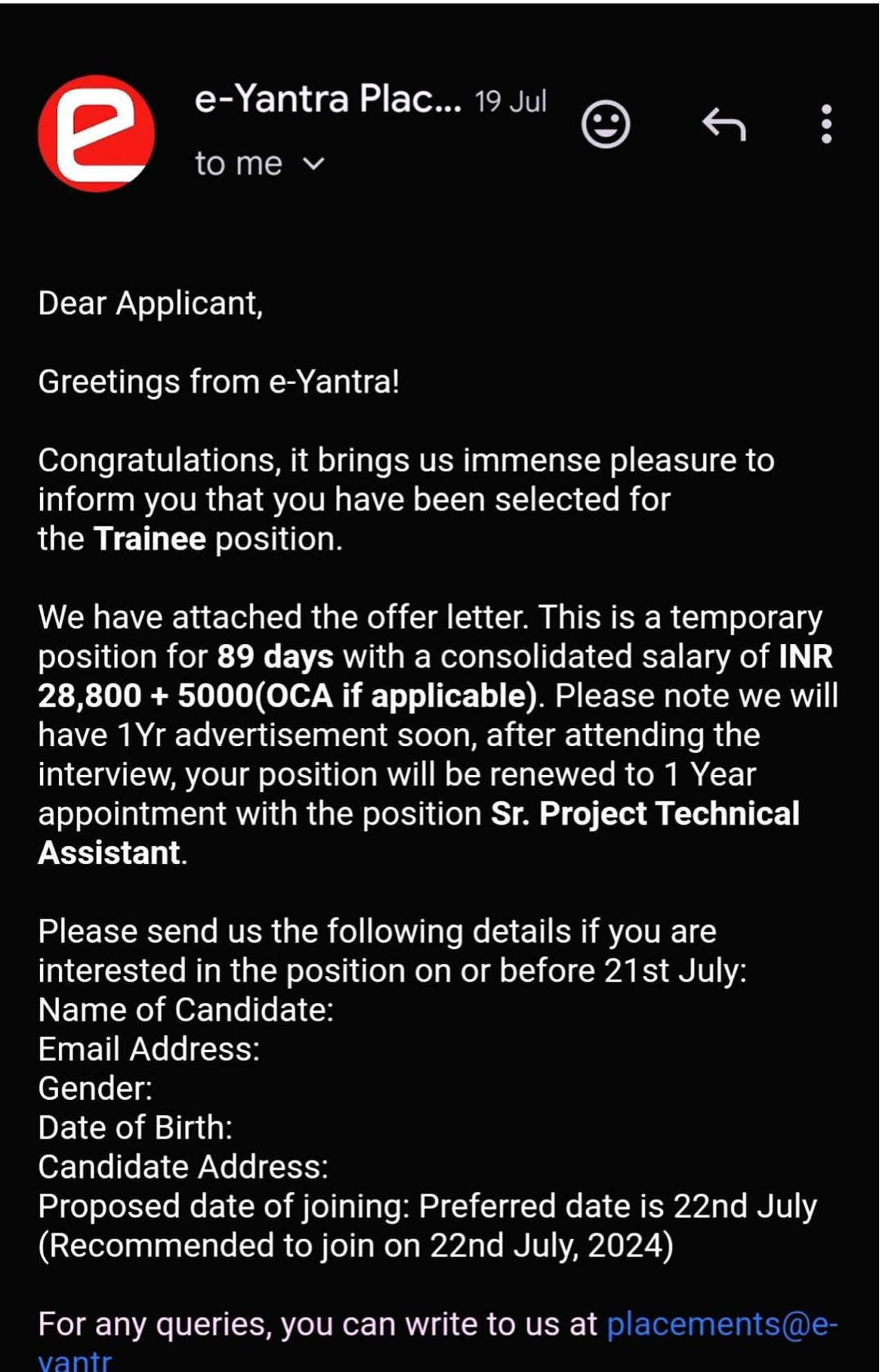
Adarsh VN

Adarsh VN
Director & Head - Talent Acquisition

Akshat Kailash Oza

Enclosures:

1. List of documents to be submitted
2. Compensation
3. Benefits Package



e-Yantra Plac... 19 Jul

to me

Dear Applicant,

Greetings from e-Yantra!

Congratulations, it brings us immense pleasure to inform you that you have been selected for the **Trainee** position.

We have attached the offer letter. This is a temporary position for **89 days** with a consolidated salary of **INR 28,800 + 5000(OCA if applicable)**. Please note we will have 1Yr advertisement soon, after attending the interview, your position will be renewed to 1 Year appointment with the position **Sr. Project Technical Assistant**.

Please send us the following details if you are interested in the position on or before 21st July:
Name of Candidate:
Email Address:
Gender:
Date of Birth:
Candidate Address:
Proposed date of joining: Preferred date is 22nd July (Recommended to join on 22nd July, 2024)

For any queries, you can write to us at placements@e-yantr

MONTRAN

EMPLOYMENT OFFER LETTER

May 30, 2024

Dear Nilesh Tiwari,

We are pleased to offer you a position as **L1 – Assistant Software Engineer** at Montran Corporation (India) Private Limited **("Company")**. Your work location will be **Mumbai** and such other locations that the Company may from time to time designate, including any Company's client location(s), situated in India or abroad. You will report to the manager as designated by the Company from time to time.

This offer is subject to confirmation by the Company of your eligibility to be employed, the successful verification of all references and appropriate clear background checks, and your providing of any information/documents as requested by the Company.

By accepting this letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided, which may occur at any time prior to or after the effective start date of your employment.

This offer is subject to your signing an Employment Agreement and the Proprietary Information, Intellectual Property, Confidentiality, Non-Compete and Non-Solicitation Agreement ("CPRA") as provided by the Company detailing the scope, terms and conditions of your employment. You are requested to accept and execute this Employment Offer Letter within a period of Seven (7) days from the date of this Letter. Employment Agreement and the Proprietary Information, Intellectual Property, Confidentiality, Non-Compete and Non-Solicitation Agreement ("CPRA") are required to be executed by you post signing the Employment Offer Letter and upon commencement of your employment with the Company.

The commencement date of your employment with the Company will be on or before **July 08, 2024** **("Commencement Date")** with bond period of **2 years** subject to your compliance with the terms of this Offer Letter the Employment Agreement, and the Proprietary Information, Intellectual Property, Confidentiality, Non-Compete and Non-Solicitation Agreement ("CPRA").

There will be bond which is applicable for 2 years from your joining date. In case you leave the organization before Bond period ends, you will require to pay Montran 3 months current salary as per the salary provided in Offer Letter and subsequent increment letter issued to you.

Your employment with the Company is subject to your being eligible to be employed by the Company as of the Commencement Date.

cognitus

Reference Number: CCIN/HR/NGOFL/2024/005

Date: April 16, 2023

To,

Neel Mistry,
Mumbai

Dear Neel,

Subject: Offer Letter

Congratulations!

We are pleased to inform you that you have been selected for the position of **Associate Consultant** in Cognitus 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 **10th Jun'24**, 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 training agreement withus for a period of **24 months** 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 training 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 2024** 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 **20th April'24. (3 days)**

We look forward to a mutually beneficial association.

Thanks & Regards,

For Cognitus Consulting IT Services Private Limited

Mohit Agrawal
Mohit Agrawal (Apr 18, 2024 12:01 GMT+5.5)

Mohit Agrawal
Chief Financial Officer - Asia Finance

brand buddiez

APPOINTMENT LETTER

BB/HR/24-25/123
10 June 2024

To,
Kalpesh Kadam
A/404 Ram Rajshree Indralok Phases 2
Bhayandar East, Mumbai - 401105

Dear Kalpesh,

Subject: Appointment Letter

We are pleased to consider your request for employment with BRANDBUDDIEZ TECHNOLOGIES PVT. LTD. Mumbai, on the following terms and conditions: -

1. DATE OF JOINING
Your date of joining the services of the Company is effective from 10th June 2024.

2 BASE STATION: Andheri, Head Office

3: AREA OF OPERATIONS : Graduate Management Trainee

4 ACCOUNTABILITY
You will be accountable to the Director or any other person as communicated by the Company from time to time.
You will be assigned job responsibilities and business KPI in line with company's responsibilities after discussing with you. You should strive to achieve the goals set with your individual and team efforts.

5 PROBATION PERIOD
Your probation period is for 6 months from the date of joining. This will be increased or reduced based on your performance.

6. SALARY :
You will be paid a monthly remuneration of Rs.25000 per month and you will be provided an incentive of upto Rs.[illegible]00 per month based on your performance.

After completing 6 month, you will be entitled to a quarterly incentive of Rs.15,000 based on the achievement of business targets.

7. WORK TIMINGS
Our office timing is from 9.30 am to 6.30 pm, Monday to Saturday. There is a grace period of 20 minutes to arrive at the office. It is mandatory to complete 9 hrs of work on a daily basis.

8. LEAVE
You will be entitled for no paid leave during your probation period. You will be eligible for leave once you are confirmed as a permanent employee with the company and the same will be as per the company's leave policies.

9. TRAINING
During the course of your employment, the Company may if required provide you any need based training. The Company is expected to incur expenditure to provide such

15th December 2023

Ms. Anshu Tiwari
RNo-302, E -Wing,
Sai Pooja Apt, Central Park road,
Near Sai Baba Mandir, Nallasopara (E),
Thane – 401209

Dear Anshu,
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 2024** 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.
- A performance-based bonus which is payable by the month of July 2025 (this date will be one year from the DOJ). The bonus is applicable subject to you not serving a termination notice on the company duringthis 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 six (6) 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' writtennotice.
- This offer letter is provisional subject to your joining date, successful completion of background verificationand 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 periodicreviews as per business requirements.
- It is clearly understood **Ms. Anshu Tiwari**, that failure to report to work on or before the scheduled date i.e., **01st July 2024** 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: 15th December 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.

Offer: Computer Consultancy
Ref: TCSL/DT20235021803/Mumbai
Date: 13/07/2024

Mr. Gaurav Ashokkumar Yadav
4, Ram Anup Yadav ChawlShiv Vallabh Road,
Ashokvan,
Mumbai-400068,
Maharashtra.
Tel# -

Dear Gaurav Ashokkumar 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** Grade **Y.** You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

brand buddiez

APPOINTMENT LETTER

BB/HR/24-25/123
10 June 2024

To,
Kalpesh Kadam
A/404 Ram Rajshree Indralok Phases 2
Bhayandar East, Mumbai - 401105

Dear Kalpesh,

Subject: Appointment Letter

We are pleased to consider your request for employment with BRANDBUDDIEZ TECHNOLOGIES PVT. LTD. Mumbai, on the following terms and conditions: -

1. DATE OF JOINING
Your date of joining the services of the Company is effective from 10th June 2024.

2 BASE STATION: Andheri, Head Office

3: AREA OF OPERATIONS : Graduate Management Trainee

4. ACCOUNTABILITY
You will be accountable to the Director or any other person as communicated by the company from time to time.
You will be assigned job responsibilities and business KPI in line with company's responsibilities after discussing with you. You should strive to achieve the goals set with your individual and team efforts.

5. PROBATION PERIOD
Your probation period is for 6 months from the date of joining. This will be increased or reduced based on your performance.

6. SALARY :
You will be paid a monthly remuneration of Rs.25000 per month and you will be provided an incentive of upto Rs.5000 per month based on your performance.

After completing 6 month, you will be entitled to a quarterly incentive of Rs.15,000 based on the achievement of business targets.

7. WORK TIMINGS
Our office timing is from 9.30 am to 6.30 pm, Monday to Saturday. There is a grace period of 20 minutes to arrive at the office. It is mandatory to complete 9 hrs of work on a daily basis.

8. LEAVE
You will be entitled for no paid leave during your probation period. You will be eligible for leave once you are confirmed as a permanent employee with the company and the same will be as per the company's leave policies.

9. TRAINING
During the course of your employment, the Company may if required provide you any need based training. The Company is expected to incur expenditure to provide such

ELEC

APRAAVA ENERGY

STRICTLY CONFIDENTIAL
July 08, 2024

Ms. Dimple Singh

Sub: Appointment as Graduate Engineer Trainee

Dear Ms. Singh,

Congratulations! We are pleased to inform you that you have successfully cleared the recruitment process of **Apraava Renewable Energy Pvt. Ltd.** ("The Company") and we are pleased to offer you the position of ***Graduate Engineer Trainee.*** This offer is subject to your joining us by **July 15, 2024**.

The Terms and Conditions governing your employment are given below:

1. Training Period

You will be on training for a period of **01 year** effective from your date of joining. The details of the training will be communicated to you on joining. Your performance will be reviewed periodically during the training period.

Subject to successful completion of training, based on your performance during the training period, you will be confirmed in the services of the company and will be regularized at the level of **Senior Engineer/Executive**. If your performance during training does not meet expectations, your training period would be extended by a maximum of 06 months with an interim review after 03 months.

2. Location

During and after the completion of your training period, you can be assigned duties in any department or location of the company, depending on the need of the business.

Your principal or base place of work may change if you are transferred or seconded or if you are required to perform services for another Apraava Energy entity.

3. Annual Total Gross Remuneration

Your Annual Total Gross Remuneration will be **INR 650,000/-** and is summarized in the Annual Total Gross Remuneration Summary Sheet (Annexure I).

APRAVA ENERGY

4. Annual Incentive

a) Your Annual Incentive @ Target will be paid on successful completion of your training period.
b) Post successful completion of training period, you will be entitled to participate in the Annual Incentive scheme applicable to staff at the level of **Senior Engineer/Executive**, in accordance with its terms as implemented from time to time. The annual incentive can be more or less than the target, depending on the actual level of individual and organizational performance achieved in a particular year. You will need to be in service on March 31 in the year of payout to be eligible to receive the annual incentive for the previous year.

Details of the annual incentive will be made available to you at the time of joining.

5. Medical Insurance

You and your dependent parents will be insured within a family floater of **INR 10 lacs per annum** under the Medical Insurance Policy.

Accident Insurance & Term Life cover for self will be provided as per company policy.

6. Leave

During the calendar year, in accordance with the Company's leave policies as implemented from time to time, you will be entitled to the following leave types:

a. Annual Leave : 25 days
b. Sick Leave : 12 days
c. Public Holidays : 12 days

7. Termination of Service

During the training, either you or the company can terminate this employment contract by providing 01 month written notice or by payment of 01 month's pay in lieu thereof.

The Company reserves the right to terminate your service with immediate effect, without notice or pay in lieu thereof in case of a code of conduct issue.

8. Code of Conduct & Conflict of Interest

You shall sign and abide by the Company's Code of Conduct and statement of policy governing Conflicts of Interest.

9. Confidentiality

You agree that you shall not at any time during or after the termination of your employment with the Company use or disclose any information that the Company considers confidential and sensitive, except in the proper course of your employment, or as authorised by the Company or a court of competent jurisdiction, or that it has entered the public domain through proper means.

APRAVA ENERGY

"Confidential Information" shall include but is not limited to client information, pricing structures, marketing and sales information, business plans, financial information, designs, formulae, product plans and any other information used for or in connection with the business, affairs, customers, suppliers, agents or distributors of the Company, any document marked "Confidential" (or with a similar expression), or any information which you have been told is confidential or which you might reasonably expect the Company would regard as confidential, or any information which has been given to any member of the Company in confidence by customers, suppliers and other persons.

10. Equal Opportunity

The Company is an equal opportunities employer and does not permit discrimination or harassment on grounds of sex, pregnancy, marital status, religion or ethnic origin, family status and disability.

11. Other Benefits

In addition to the above, the Company will also reimburse the following on submission of bills / relevant documents:
Relocation Expenses (one-time):

i. Your travel cost to the base location by AC 2 tier or equivalent.
ii. Reimbursement against freight and packaging charges.

You will be required to undergo a pre-employment medical check-up. This offer is subject to you satisfactorily clearing a pre-employment medical check-up and you satisfactorily completing your Bachelor's degree from the **St. Francis Institute Of Technology, Mumbai**.

On your joining the Company, a background verification check will be conducted. The details of the verification process will be explained to you at the time of joining.

The general terms and conditions of employment applicable to employees of the Company will be issued subsequent to joining.

If you leave the service of the Company within a year of your joining relocation expenses reimbursed by the company will be recovered from you.

We take this opportunity to congratulate you on your selection; wish you good luck and a very bright career with us.

APRAVA ENERGY

Please sign and turn the duplicate copy of this letter and return it to us as a token of your acceptance.

Regards,

Kamlesh Chawhan
Head - HR and Admin, Mumbai and RE Operations

I accept the above terms and conditions

Dimple Singh

APRAVA ENERGY

Annexure I

Annual Total Gross Remuneration @ Target Summary Sheet

Salary Details	Amount per annum (INR)
Basic	260,000/-
Special Allowance[i]	190,613/-
Leave Travel Allowance	25,000/-
PF	31,200/-
Total Fixed Pay	**506,813/-**
Annual Incentive @ Target	50,681/-
Gratuity	12,506/-
House Rent Allowance *	80,000/-
Total Gross Remuneration	**650,000/-**

** House Rent Allowance will not be payable where company accommodation is provided*

Other Benefits not included in Total Gross Remuneration:

1. Medical Insurance for self and dependent parents within a family floater limit of **INR 10 lacs per annum**.
2. Accident Insurance and Term Life Cover for self as per policy.
3. Leave Benefits during calendar year:
   a. Annual Leave – 25 days
   b. Sick Leave – 12 days
   c. Public Holidays – 12 days
4. Reimbursement of relocation expenses at reasonable actuals.

[i] If you opt for the employer facilitated National Pension Scheme (NPS), Special Allowance will reduced by 10% of Basic Salary as contribution to your NPS account.

APRAAVA ENERGY

STRICTLY CONFIDENTIAL

August 14, 2024

To,

Whomsoever it may concern,

Sub: Employer Certificate

This is to confirm that Payal Bandkar (Emp ID: 20245) has joined our organization on July 15, 2024 as Graduate Engineer Trainee.

This letter has been issued at the request of the employee in order to submit it as a proof at her institute.

Yours faithfully,

For Apraava Renewable Energy Private Limited

Kamlesh Chawhan
Head – HR & Administration (Mumbai & RE Operations)

Apraava Renewable Energy Private Limited (An Apraava Energy Company)

Corporate Office:
7th Floor, Fulcrum, Sahar Road,
Andheri (East), Mumbai 400 099
T: +91 22 6758 8888 **F:** +91 22 6758 8811/8833
W: www.apraava.com

Registered Office:
Plot No. D-1, 3rd Floor, Salcon Ras Vilas,
District Centre, Saket, New Delhi 110 017
T: +91 11 3046 0701 **F:** +91 11 3046 0778
CIN No.: U40106DL2008PTC241157

SIEMENS

Atharva Kulkarni
102, Vaikunth Villa 'A' wing, Sai mandir road,
Opposite Chamunda Paradise, Koldongri
Andheri (East) Mumbai-69 (Maharashtra)

Date	**10 May 2024**
Name & mail	Juhi Thakur Juhi.thakur.ext@siemens.com
Dept	HR / Talent Acquisition
Company	Siemens Ltd.
Our reference	419712/13902928

Dear **Atharva**,

We're really excited you want to join Siemens and further your career with us.

We are pleased to offer you the position of **Graduate Trainee Engineer** in **Siemens Ltd.** Starting from **15th July 2024** in **Kolkata.**

Your annual compensation, calculated on a cost-to-company basis, is **Rs. 5,00,000**/- p.a. (Rupees Five Lakhs Only), with the details provided in Annexure I. In Addition, you will also get a retention bonus of **Rs.1,50,000** (Rupees One Lakh Fifty Thousand Only), payable on completion of three years from the date of joining.

Your appointment is based on the terms and conditions provided in the attached Annexures with a few points to note here:

1. **Start date –** We look forward to you joining us on or before the mutual agreed date, if there are any modifications to your date of joining or any other contract terms, we will provide a new contract letter, which will supersede any previous version. In the unfortunate event you do not join us on your confirmed start date, your appointment will automatically be withdrawn. Please note that your date of joining the organization will be maintained in the electronic employee master of the Company, known as your "Seniority Date" and shall be considered as final. The duration of your initial training will be for a period of one year from the start date.

2. **Office location** – You are initially appointed to work in our office.

3. **Office Address -** INNOMOTICS INDIA PRIVATE LIMITED, Bypass Connector, 43, Shanti Palli, Rashbihari, Kolkata, West Bengal 700042

4. **Residence proof** – The address in your application shall be deemed to be correct for sending any communication to you.

5. **Date of birth** – Based on your declaration we have recorded your date of birth as **18/01/2002.**

6. **Offer** – The Company reserves the right to withdraw this employment offer/conditional appointment before or after the start date, due to background/reference checks not being satisfactory and or there being restrictions on your ability to work with us. However, the above-mentioned reasons are not necessarily exhaustive, and the decision of the Company is final and binding.

We welcome you as a member of Siemens family and look forward to your long and fruitful association with us. Kindly return the duplicate of this letter, signed in the place indicated, confirming your understanding and acceptance of the above and enclosed Annexures.

Confidential Siemens Ltd.
Sunil Mathur
Managing Director

Birla Aurora, Level 21, Plot No. 1080,
Dr. Annie Besant Road, Worli, Mumbai
– 400030

SIEMENS

Yours faithfully,
Siemens Ltd.
Brahmbhatt Ajay
Digitally signed by Brahmbhatt Ajay
DN: cn=Brahmbhatt Ajay, c=DE, o=Siemens, email=ajay.brahmbhatt@siemens.com
Date: 2024.05.10 18:02:13 +05'30'
Ajay Brahmbhatt
Manager- People & Organization

Acceptance of Terms & Conditions of Employment

I hereby agree that I have read and understood the terms and conditions as stated in this letter (reference no 419712/13902928 dated **10 May 2024**) plus the enclosed Annexures and accept employment with Siemens Limited with our internal organizational unit, job family and IN-TI-BASTU-PR999.

Enclosures:

Annexure I – Compensation structure
Annexure II – Service conditions
Annexure III – Terms & conditions of employment
Annexure IV – Terms & conditions of employment in relation to inventions made by the employee.
Annexure V – Joining formalities.

Signature: _____ **Signing Date: _____**
Atharva Kulkarni

SIEMENS

Annexure I

Name: Atharva Kulkarni
PL: 12
Division: Siemens Ltd.

Compensation Structure		
Sr. no.	**Heads of Payment**	**Compensation (Rs.)**
(A)	**Basic Salary p.m.**	**16,667**
(B)	Base Flexible Pay (BFP) p.m.	22,292
	Total Allowances / Benefits p.m.	**22,292**
(C)	**Base Pay p.m. (A + B)**	**38,959**
	Retirals p.m.	
	Co. Cont. PF (12 % of Basic)	2,000
	Co. Gratuity Provision (4.25% of Basic)	708
(D)	**Total Retirals p.m.**	**2,708**
(E)	**Total Fixed Pay (TFP) p.m. (C + D)**	**41,667**
(F)	**Target Pay p.a. (E * 12)**	**5,00,000**

For Siemens Ltd.

Brahmbhatt Ajay

Digitally signed by Brahmbhatt Ajay
DN: cn=Brahmbhatt Ajay, o=DE, ou=Siemens, email=ajay.brahmbhatt@siemens.com
Date: 2024.05.10 18:02:23 +05'30'

Authorised Signatory

As per company policy, the entitlement of gratuity will be the actual eligible amount calculated in line with the Payment of Gratuity Act, 1972, without any upper cap. However any amount above ₹ 20 Lacs (if applicable) will be subject to income tax as per rules.

All present & future taxes related to your employment will be borne by you.

Confidential Siemens Ltd.
Sunil Mathur
Managing Director

Birla Aurora, Level 21, Plot No. 1080, Dr. Annie Besant Road, Worli, Mumbai – 400030

Registered Office: Birla Aurora, Level 21, Plot No. 1080, Dr. Annie Besant Road, Worli, Mumbai – 400030; Corporate Identity number: L28920MH1957PLC010839; Tel.: +91 (22) 3967 7000; Fax: +91 22 3967 7500; Contact / Email: www.siemens.co.in/contact; Website: www.siemens.co.in. Sales Offices: Ahmedabad, Bengaluru, Bhopal, Bhubaneswar, Chandigarh, Chennai, Coimbatore, Gurgaon, Hyderabad, Jaipur, Jamshedpur, Kharghar, Kolkata, Lucknow, Kochi, Mumbai, Nagpur, Navi Mumbai, New Delhi, Puducherry, Pune, Vadodara, Visakhapatnam.

Restricted

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Annexure II

Service Conditions

1. **Service Conditions Overall**

You shall serve the company diligently, faithfully and to the best of your skill and ability. You shall perform the duties entrusted to you with high standard of initiative, efficiency and economy. You shall at no time refuse to do any work/activities as allotted to you by your supervisors. You shall endeavor to increase your knowledge and skill through execution of jobs assigned to you from time to time.

You will be governed by rules, regulations and service conditions (as mentioned in the attached Annexures), applicable to the employees of your level working in the establishment of the company in which you will be working. The Company, however, reserves the right to add, alter and amend the said service conditions as may be considered necessary from time to time.

2. **Working Hours**

You will be governed by the working hours prevailing in the establishment in which you work. You will be notified of your actual duty timings from time to time. You may be required to work in shifts as and when considered necessary by the Company.

3. **Holidays**

You will be entitled to paid holidays as decided by Management. Such list of holidays will be notified at the beginning of the year.

4. **Work Location**

You are initially appointed to work in the location noted in the above letter. Based on business requirements, you may be temporarily or permanently transferred to any company forming part of Siemens or to its associate companies or business associates anywhere in India or overseas at the sole discretion of the company. You may be required to furnish a specific Service Agreement/Deputation Agreement if you are sent abroad for the purpose of training or Company's business.

5. **Training and Confirmation**

You shall be on training for a period of one-year. The training period may be extended by the company at its sole discretion. During the training period or any extension thereof, either party is at liberty to discontinue the appointment, without assigning any reason, by giving one month's notice, or payment in lieu thereof. On successful completion of training on or any extension thereof, you will be confirmed in the services of the Company by issuing a confirmation letter mentioning the effective date of such confirmation. Until the time the letter is issued, you shall be deemed to continue on training period. Thereafter your employment will be subject to termination by three months' notice or payment in lieu thereof.

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Any request of an employee for release earlier than three months will be solely at the discretion of the manager concerned and the shortfall in such notice period shall be recovered from the salary (basic pay) subject to the decision of the manager.

6. **Retirement**

All employees will retire from the Company on attaining superannuation at the age of 60 years. However, the Company at its sole discretion, may decide to retire an employee prior to the employee attaining the age of superannuation.

7. **Maternity/Childcare Facilities for Women employees**

As part of the Company's efforts to support work life balance for women employees during and post maternity, apart from fully complying with the provisions of the Maternity Benefit Act, 1961 the Company also extends additional facilities such as extended paid/unpaid leave etc. For details of the Company policy on Maternity Benefit please refer to the Policies section on the Intranet.

8. **Confidentiality**

Please note that your compensation is personal and strictly between you and the Company. It has been determined based on numerous factors such as your education, experience, specific skills and professional merit. We advise you to use discretion in handling this information and any subsequent revisions made therein.

9. **Background Verification**

Your appointment is conditional upon satisfactory reference and background checks (education, employment history and other details furnished by you in your application). It is also contingent upon your ability to work for the Company without restriction (e.g. non-compete obligations or other restrictive clauses with any previous employer). In case any information given by you is found false or incorrect at any point in time of your employment, the appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu of notice.

10. **Residential Proof**

The address as indicated in your application shall be deemed to be correct for sending any communication to you. Any communication sent to you at the given address shall be deemed to have been served upon you. You shall inform the change in residential address, if any, in writing to the HR Department within three days from the date of such change.

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11. **Programmes and Initiatives**

In order to remain competitive our Company undertakes number of programmes or initiatives like Benchmarking, Continuous Improvements, Cost reduction, Training and Development, reorganization etc. You are required to actively participate and contribute to such programmes or initiatives.

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Annexure III

Terms & Conditions of Employment – General

Your acceptance of this offer and the commencement of employment are contingent upon successfully meeting the eligibility criteria established during the initial selection process. This includes maintaining an absence of any academic backlogs, honoring a commitment to single employment, and ensuring the accuracy of data and details shared with us during the recruitment process. Any deviation from these criteria may result in the termination of your employment if discrepancies are identified during the verification process.

Employee shall observe and conform to such duties, directions and instructions as communicated to him by the Company and those in authority over him.

Employee shall not at any time hereafter, without the consent in writing of the Company except under legal process, divulge or utilize any matter relating to the Company's transactions or dealings, which are of confidential nature.

Employee shall not use any of the designs, drawings, software, literature, and machines etc. of the Company for any purpose other than Company's business.

All software including packages as well as its associated documentation developed by the employee in the course of the duties shall be sole and exclusive property of the Company.

Employee shall be true and faithful to the Company in all his accounts, dealing and transactions, relating to the business of the Company and shall at all times, when required, render a true and just account thereof to the Company or such persons as shall be authorized to receive the sum.

Employee shall not during the continuance of his employment, without the consent of the Company in writing, be employed or interested, directly or indirectly in any other trade or business, employment or occupation whatsoever and will devote the whole of his time and attention to his duties.

Employee shall be responsible for safekeeping and return, in good condition and order, of all Company's property, which may be in his use, custody or charge.

A high standard code of conduct is expected from an employee and any behavior reflecting unfavorably on him or the Company is questionable and liable for disciplinary action. Employee shall also ensure compliance to the Business Conduct Guidelines (BCG) that are globally binding rules for all employees applicable across Siemens companies, the details of which are available on the HR Intranet. In addition, The BCG declaration form (available on the HR intranet) is required to be signed by every employee upon joining/promotion and once in every two years thereafter.

Employee shall abide by the information security policy of the organization and adhere to it.

Employees are representatives of the Company and are required to dress appropriately as suited to the business requirements/occasions.

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At the time of separation from the services of the Company, the employee is expected to settle all his outstanding dues towards the Company including the Liquidated Damages, if any, etc. at once. In case of any default/ delay in settlement of outstanding dues, the Company will be free to recover such dues by appropriate means, with interest at the market rate.

Employee shall also be required to abide by terms and conditions in addition to those mentioned above which are in force for the time being, or may be framed from time to time.

Annexure IV
INTELLECTUAL PROPERTY RIGHTS & KNOW-HOW
TERMS AND CONDITIONS OF EMPLOYMENT AGREEMENT

a) Company shall own all rights, titles and interests in the Intellectual Property which includes but not limited to all Work product and Know-How (including inventions, ideas, experiences, concepts, algorithms, designs, tools, trade secrets, source code, technical documentation, program development components, technologies, expert reports etc.) created/conceived by the Employee during the tenure of their employment with the Company. The Employee undertakes to waive and not assert any moral rights which may accrue to the Employee in respect of the Intellectual Property.

b) Employee shall disclose to the Company promptly in writing about any Intellectual Property including the Work product and the Know-How (tangible and intangible form) conceived/created during the tenure of their employment with the Company.

c) Company and its affiliates shall have right to seek statutory protection of the Intellectual Property in the form Intellectual Property Rights (IPRs) including Patents, Trademarks, Copyrights, Utility Models and/or Industrial Designs. Company and its affiliates shall be free to use, exploit, maintain and permit to lapse such IPRs.

d) If by operation of law or otherwise, any or all work product or any component or element thereof, is deemed to be the IPRs of the Company, the employee hereby agrees to assign, irrevocably and to the fullest extent permitted by law, to the Company and its affiliates, its successor and assigns, ownership of all such IPRs.

e) Employee agrees to cooperate with the Company to do whatever is reasonably necessary to secure and maintain the IPRs of the Company and/or establishing Company's rights over Intellectual Property during the course of their employment as well as after termination of the employment.

f) Employee shall not publish/present orally or in written form, except with the express written consent of Company, any information in related to the Intellectual Property including the Work product and Know-How in any form on third party platforms/ third party during the course of their employment as well as after termination of the employment.

g) Employee shall obtain necessary clearance from the Intellectual Property department of the Company before the last date of employment with the Company. Employee shall disclose to the Company promptly in writing about any Intellectual Property conceived/created during tenure of employment with the Company before the last date of employment with the Company. Upon termination of his/her employment, the Employee agrees to immediately return all tangible embodiments of the Intellectual Property, including but not limited to data, drawings, documents, and notes developed during their

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employment. Employee shall not make any copies or attempt to recreate the tangible embodiments of the Intellectual Property post termination of his/her employment with the Company.

h) Employee shall inform the Company at the commencement of his employment with the Company of all Intellectual Property previously made by him, which he is not precluded by contract from disclosing to the Company and for which an application for a patent or for a registered design has not yet been made. The Company will be free to adopt any of the Employee's Intellectual Property disclosed to the Company at the commencement of his employment with the Company and conceived during his employment with the Company, and to assign to others the right to adopt it, and the Company will be absolutely entitled to any industrial or commercial protection rights anywhere in the world including rights arising from the obtaining of letters of patent or design registration in respect of such Intellectual Property. The Company will notify to the employee if and to what extent the Company will adopt the said rights.

Annexure V

Joining Formalities

Please bring the following documents with you at the time of joining, with your originals also for verification.

1. This Offer Letter with your original signature (Copy to be hand over to Company) - On joining, this letter serves as your official Appointment Letter.
2. Photocopy of all educational documents from 10th to highest education / semester wise mark sheet & provisional / convocation certificate.
3. Photocopy of any government ID proof (Aadhar card)
4. Photocopy of PAN / acknowledgement of PAN application
5. Three copies of colored passport size photograph

If you have any questions, please contact us at:

- AskHR: Phone: 1-800-419-6677 (toll free number)
- Monday till Friday between 6.00 am to 8.00 pm.

XS CAD

+91 73036 56657
info@xscad.com
www.xscad.com

Ref - XSI_HR_A_2024-570

Date - 05-Jul-2024

To,
Ansari Osama Hilal
Room No. 511, Saibaba Chawl, B.M.C Colony, Anand Nagar,
Near Mega Mall, Jogeshwari (W), Mumbai- 400102.

Subject - Appointment Letter

Dear Osama,

We are pleased to appoint you for the role of **"Graduate Engineer - BIM"** at XS CAD India (Pvt.) Limited. Your employment is offered under the following key terms -

1. Start Date - 11-Jun-2024
2. Remuneration (Cost to Company) - INR **30,000**/- Monthly (Inclusive of all)
3. Notice Period - 15 Days during Probation Period
4. Probation Period - 6 Months from the date of joining

As part of your employment, you will be bound by XS CAD India's Standard Terms & Conditions, Code of Conduct & all the policies laid down in the XS CAD India HR Handbook. A signed copy of the Policy Acceptance Document should be submitted to the HR Department within 7 days of this letter failing which this appointment letter would stand cancelled.

On submission of your joining documents, we will be conducting a verification / reference check. In case any discrepancy is detected with regards to your documents, this appointment letter will stand null and void.

Please confirm your acceptance of this offer by signing the duplicate copy.

For XS CAD India Private Limited

For XS CAD INDIA PRIVATE LIMITED
Authorised Signatory(ies)

XS CAD INDIA PRIVATE LIMITED MUMBAI

Authorized Signatory

I, **Ansari Osama Hilal**, accept the position of **Graduate Engineer - BIM** at XS CAD India Private Limited with the above terms and conditions.	
SIGNATURE	DATE

Encl:
1) Training Bond
2) Non-Disclosure Agreement

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info@xscad.com
www.xscad.com

Ref - XSI_HR_A_2024-570

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

PLACE OF WORK
XS CAD India Private Limited at Empitex House, 1st Floor, Plot no A-60 & 61, Behind, Marol Industrial Area, MIDC, Andheri East, Mumbai 400 093.

WORKING DAYS / HOURS
Monday to Friday, 8:15 AM to 5.00 PM.

NOTICE PERIOD
In case you decide to resign from the organization, you will provide the following notice periods.
1) During Probation – **15** Days' Notice. 2) After Confirmation – **30** Days' Notice.

NON-SERVING OF NOTICE PERIOD
Failure to serve any part of the notice period will result in full notice period deduction during the full and final settlement. The final clearance certificate would not be issued till full recovery of these charges.

PROBATION PERIOD
You will be under probation for a period of 6 months from the date of joining. This can be extended by an additional 3 months in case of performance deficiencies or disciplinary issues of any nature. XS CAD India reserves full right to terminate your employment during the probation period without assigning any reason whatsoever by providing a notice period of 15 days.

INSURANCES
Insurances are applicable from date of joining

TRANSFERABILITY
Your services are transferable from one place to other, which you will have no objection to and your services are liable to be transferred to any other section / department anywhere in the country or outside, solely at the discretion of management with or without extra remuneration or benefits.

STANDARD HOLIDAYS & LEAVES
The standard leaves entitlement is 21 days (Sick / Casual Leaves = 8 Days & Privilege Leaves = 13 Days) per annum in addition to the regular Indian public holidays. These leaves will be accrued only at the end of a calendar year on a pro-rata basis. Unused privilege leaves will be carried forward into the next year up to a maximum of 21 days.

ABSENCE WITHOUT PERMISSION
During the fixed tenure of your employment, if you remain absent for 10 days without prior permission, the management shall have the right to terminate your services forthwith, apart from deducting wages on 'no work no pay basis".

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GENERAL RULES, CODE OF CONDUCT, DISPLINARY RULES & PROCEDURES

You will be bound by all the clauses stated in the XS CAD India Employee Handbook with respect to various rules such as utilization of leaves, notice period requirements, codes of conduct, disciplinary rules and related procedures etc. If at any time in our opinion, which is final in this matter you are found to be a non - performer or guilty of fraud or you have displayed a behaviour of dishonesty, disobedience, disorderliness, negligence, indiscipline or being absent from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice with immediate effect. You will be bound by any rules & regulation enforced by the management from time to time in relation to conduct discipline, medical leave & holidays or on any matters relating or incidental to service conditions.

SUPRESSION OF INFORMATION

Your service will also be liable for termination for suppression of any information or for furnishing any incorrect / illegal information with a view to obtain employment

OUTSIDE EMPLOYMENT

You shall not take up employment with any other employer / competitor during the period of service in establishment and you shall also not disclose to any other employer, individual or body corporate or any firm, of information relating to trade, business, process or formulae or any other confidential material either during the tenure of your service or thereafter.

GRIEVANCES

The organization shall not entertain external intervention in respect of your grievances with it. You are required to address your grievances, whenever necessary, to the Management through appropriate channels only. Any violation of the clause shall be treated with contempt and as a violation of the Terms & Conditions of employment with the management and shall be held against you in your Confidential Report.

NON-DISCLOSURE / CONFIDENTIALITY / NON-COMPETE / NON-SOLICITATION AGREEMENT

You will be bound by XS CAD India's Legal Non-Disclosure / Non-Compete / Non-Solicitation Agreement which you will sign and accept separately.

IT DATA SECURITY AND FAIR USES POLICY GUIDELINES

Data Security: Any IT Assets (Desktop/Laptop) provided to you will solely be used for business purpose
Installation of Software: Any Pirated Software should not be installed by yourself or with the help of any other team member.
Data Protection: Any data residing in IT assets (Allocated Desktop/Laptop), Shared drive, Network should be used solely for Business purpose of XS CAD.
Transfer of Data: Transfer of Data over non-official mails is prohibited.
Downloads: Any downloads of songs, videos or playing music via internet is not allowed. If required, needs prior consent of IT team.
Guest Wi-Fi Connection / LAN Connectivity: For this, you will have to seek assistance of IT department only.

Training Bond

You are under a Training bond for a period of **24** Months from the date of joining. You are required to sign and accept all the Terms and Conditions as stated in the XS CAD India Training Bond document. An undated cheque of "Not Over Rs. 75,000/=" is required to be submitted to the HR Department. The same will be returned back to you upon completion of employment with XS CAD India up to the period stated in the Training Bond.

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CORRESPONDENCE

Correspondence and address for communication where company will correspond with you directly will be at the address furnished by you as under: -

Address:	VIillage : Khorimoh, Post : Mamiyarpur, Dist : Bounsi, State : Bihar - 813104.	
Residential Phone Number 9969486885	Mobile Number 9987246870	Email ID masterosama67262@gmail.com

I, **Ansari Osama Hilal**, accept the above terms and conditions.	
SIGNATURE	DATE

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DETAILS OF COST TO COMPANY

	Monthly	Annually
Basic	Rs. 15,100.00	Rs. 1,81,200.00
HRA	Rs. 9,251.00	Rs. 1,11,012.00
Conveyance	Rs. 1,600.00	Rs. 19,200.00
Medical Allowance	Rs. 1,250.00	Rs. 15,000.00
Gross Salary	**Rs. 27,201.00**	**Rs. 3,26,412.00**
Other Allowance	Rs. 0.00	Rs. 0.00
Statutory Bonus / Ex-gratia (Payable annually for previous financial year)	Rs. 583.00	Rs. 7,000.00
Company PF Contribution	Rs. 1,800.00	Rs. 21,600.00
Company ESIC Contribution	Rs. 0.00	Rs. 0.00
Company MLWF Contribution	Rs. 6.00	Rs. 72.00
Group Term Insurance	Rs. 150.00	Rs. 1,800.00
Group Medical Insurance	Rs. 210.00	Rs. 2,520.00
Group Personal Acc. Premium	Rs. 50.00	Rs. 600.00
Fixed Cost to Company (CTC)	**Rs. 30,000.00**	**Rs. 3,60,004.00**

I, **Ansari Osama Hilal**, accept the above Remuneration (Cost to Company)	
SIGNATURE	DATE

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POLICY ACCEPTANCE DOCUMENT

Ref - XSI_HR_A_2024-570

Date - 05-Jul-2024

To,
The HR Department
XS CAD India Pvt. Ltd.
Empitex House, 1st Floor, Plot No A-60 & 61,
Industrial area, MIDC, Andheri East, Mumbai 400 093.

This is to confirm that I have been provided the necessary opportunity to go through the **XS CAD India HR Handbook.** I also confirm that I have gone through the same and have understood the various Codes of Conduct, Rules & Regulations as well as the various Policies & Procedures stated therein.

I hereby confirm acceptance of the various Codes of Conduct, Rules & Regulations as well as Policies & Procedures stated in the XS CAD India HR Handbook and more specifically, the ones mentioned below. I confirm to abide by all of them at all times.

1	Standard Terms and Conditions	12	Leave Policy
2	Code of Conduct	13	Sickness Absence Procedure
3	Working Hours Policy	14	Information Technology Policy
4	Extra Hours Policy	15	Training and Development Policy
5	Remuneration Policy	16	Health and Safety Policy
6	Performance Management Policy	17	Quality Policy Statement
7	Internal Communication Procedure	18	Environmental Policy
8	Disciplinary Rules and Procedure	19	Employee Loan Policy
9	Grievance Procedure	20	Fun at Work Policy
10	Bullying and Harassment Policy	21	Foreign Training Travel Policy
11	Substance Misuse Policy	22	Organizational Change Policy
		23	Leavers Guidelines

I, **Ansari Osama Hilal**, accept the various rules, codes, guidelines, policies & procedures mentioned in the XS CAD India HR Handbook.	
SIGNATURE	DATE

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ACCEPTABLE USER POLICY

While the Information Technology Policy delivers the overarching nature of the IT policy in place at XSI, Acceptable User Policy is necessitated considering the importance of User awareness and education on this matter and the risks that unfold in case of failure to adhere to the policy. This can be considered only as a subset of the entire IT Policy laid out in sections 1.1 to 1.7 above.

The following set of guidelines set out to explain in simple terminology some of the key aspects covered under the IT Policy.

1. Any IT asset (Desktop / Laptop etc.) provided to the Employee / End User (further termed as "User") will solely be used for business purposes of XS CAD India Pvt. Ltd. or its associates, subsidiary, sister companies (further terms as "XS CAD"). Other / personal use of IT assets allocated, even after working hours or beyond office premises is strictly prohibited.

2. Allocated IT asset will remain the property of XS CAD. User should take necessary care of the allocated IT asset and prevent any form physical damage and data theft. In case of any such observation or incident which is likely to cause any damage, the User is expected to inform IT / HR immediately.

3. User should sign the form of undertaking while accepting any movable IT asset (Laptop / Data Card / Mobile / Pen Drives etc.) issued by XS CAD, for which he / she will be liable for penalty in case of any damage / loss.

4. It is understood that the User is having sufficient knowledge to operate functions of the allocated IT asset. In case any training is required in order to use the allocated asset, User must inform IT in advance to avoid any malfunction and mishandling. Only upon provision of such training should User proceed to use the said asset. User is solely responsible for any consequences related to the use of the allocated IT asset. Any dispute arising due to the same shall not be entertained.

5. Any change in configuration of allocated Hardware / installed Software is strictly not permitted. Any upgrade of existing configurations will be taken care by IT department. Such requests should be routed to IT department using internal departmental procedures.

6. Any pirated Software / Trialware / Utility / Drivers / Versions should not be installed by User under any circumstances. For any such business requirements, User should raise a request to the reporting manager / IT team.

7. Any data residing in the IT asset (Allocated Desktop / Laptop etc.) including all email communication, instant messengers, cloud services, audio / video collaboration tools, data residing on Network / Shared drives, cloud or any portable media such as pen drives, CD ROMs etc. should be used solely for business purpose of XS CAD and / or it's associates, subsidiaries. All such information is the exclusive property of XSCAD. User is expected to ensure Data Security and Data Confidentiality while having access to any available business information. Such data should not be shared with anyone else under any circumstances without written authorization from the reporting manager.

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8. Connection to LAN/WAN and internet, Mail on Mobile will be allocated according to the role assigned to respective User's profile. User is expected to adhere to the same. Any attempt(s) of breaching the same can be recorded and treated as violation of XS CAD's IT policy.

9. Transfer of data over non-official mails, Instant messengers, FTP, SFTP, Large file transfer systems, any cloud storage, except allowed credentials / methods / conditions, is strictly prohibited. Any requirement in exceptional conditions should be communicated and further should be approved by reporting manager / IT in advance before using.

10. Mass mailing / Spam is strictly not allowed.

11. User should not move the equipment from its allocated location. It would be carried out only by IT / Admin Department after prior authorization.

12. Any information stored on allocated IT assets, on emails and on any storage media can be monitored, recorded, inspected, intercepted and audited by using systems controlled by XS CAD. User hereby provides full consent to do the same and adhere to these policies.

13. Downloads of songs, video or playing music via internet (any streaming) is not allowed. It also includes storing personal video, images or any personal data on IT assets of XS CAD.

14. Any user should not attempt to install any personal software / applications without written permission from the IT department. Before copying any data from external pen drives or any portable media source, User should take assistance of IT Helpdesk to scan it appropriately to eliminate any chances of viruses, trojans, malware etc. which may be present on the source.

15. User shall not indulge in any illegal activity whilst in possession of and while using the allocated IT asset.

16. User should not modify a third party / colleagues' email and use that to misrepresent the facts. User should be very careful while sending out sensitive information over email and should ensure that no incorrect or illegal information is communicated.

17. Upon the ceasing of employment with XS CAD for any reason whatsoever, the User will ensure that all IT assets are handed over and that User will not access / misuse any email ID / social media sites / websites or any other area online, under the control or responsibility of XS CAD, for which the User may have passwords / access information to during his / her tenure with XS CAD. Doing so will result in necessary Legal action under the IT Act.

18. User will strictly not make any copies of officially procured software for any reason whatsoever and will be considered an offence and breach of XS CAD's IT policies.

19. In case of any requirement for use of Guest Wi – Fi Connection or LAN Connectivity to any external system, User must take assistance of the IT Helpdesk. User should not attempt to do this without IT assistance as it is possible that an external system which is infected can damage the XS CAD network.

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20. Mails on Mobile facility is provided on demand after formal approval of Reporting Manager and IT Department. It is understood that the User will not make any other use of information shared in it. Also, on demand, the configured handset should be provided to IT for inspection and audit.

21. User shall not use Social Media accounts, personal or company, to spread incorrect information, defamatory content with respect to XS CAD or any of its stakeholders including Clients, Employees, Associates, Vendors. User should not make offensive or derogatory remarks about XSI employees or stakeholders and do not post obscene or derogatory images. Do not also misrepresent your role at XSI or any misrepresentation with respect to XSI. Uploading pictures of XS CAD employees without their permission is not allowed and may result in necessary action if a complaint is received to that effect. XSI reserves the right to take disciplinary action if appropriate and, in extreme cases, defamation can lead to legal action.

22. Profile and work-based folder access will be provided to User. Any access modification will require business justification and necessary approval(s). Access levels can be revised as per the decision of management at any time.

23. User must not load or distribute pornographic, racist or other offensive material on their own or colleagues' workstation / devices.

24. All the rights are reserved with XS CAD for any updates, changes in Standard IT Policy which can be termed as "Acceptable User Policy" and expected to be understood and signed by every User.

Self-Declaration: I, _____ hereby declare that I have read, understood and accept the guidelines mentioned above. All my doubts and concerns are well attended and clarified up to my satisfaction level.	
Signature	Date

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Ref - XSI_HR_A_2024-567

Date - 05-Jul-2024

To,
Akshata Appaji Gavade
205-A, K Shridhi Nagar, Vimal Dairy Lane,
Kashinagar, Bhayander East 401105

Subject - Appointment Letter

Dear Akshata,

We are pleased to appoint you for the role of **"Graduate Engineer - BIM"** at XS CAD India (Pvt.) Limited. Your employment is offered under the following key terms -

1.	Start Date	- 04-Jun-2024
2.	Remuneration (Cost to Company)	- INR 30,000/- Monthly (Inclusive of all)
3.	Notice Period	- 15 Days during Probation Period
4.	Probation Period	- 6 Months from the date of joining

As part of your employment, you will be bound by XS CAD India's Standard Terms & Conditions, Code of Conduct & all the policies laid down in the XS CAD India HR Handbook. A signed copy of the Policy Acceptance Document should be submitted to the HR Department within 7 days of this letter failing which this appointment letter would stand cancelled.

On submission of your joining documents, we will be conducting a verification / reference check. In case any discrepancy is detected with regards to your documents, this appointment letter will stand null and void.

Please confirm your acceptance of this offer by signing the duplicate copy.

For XS CAD India Private Limited
For XS CAD INDIA PRIVATE LIMITED
Authorised Signatory(ies)
Authorized Signatory

XS CAD INDIA PRIVATE LIMITED MUMBAI

I, Akshata Appaji Gavade, accept the position of Graduate Engineer - BIM at XS CAD India Private Limited with the above terms and conditions.	
SIGNATURE Agavade	DATE 08/07/2024

Encl:
1) Training Bond
2) Non-Disclosure Agreement

info@xscad.com

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info@xscad.com
www.xscad.com

XS CAD

Ref - XSI_HR_A_2024-567

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

PLACE OF WORK
XS CAD India Private Limited at Empitex House, 1st Floor, Plot no A-60 & 61, Behind, Marol Industrial Area, MIDC, Andheri East, Mumbai 400 093.

WORKING DAYS / HOURS
Monday to Friday, 8:15 AM to 5.00 PM.

NOTICE PERIOD
In case you decide to resign from the organization, you will provide the following notice periods.
1) During Probation – 15 Days' Notice. 2) After Confirmation – 30 Days' Notice.

NON-SERVING OF NOTICE PERIOD
Failure to serve any part of the notice period will result in full notice period deduction during the full and final settlement. The final clearance certificate would not be issued till full recovery of these charges.

PROBATION PERIOD
You will be under probation for a period of 6 months from the date of joining. This can be extended by an additional 3 months in case of performance deficiencies or disciplinary issues of any nature. XS CAD India reserves full right to terminate your employment during the probation period without assigning any reason whatsoever by providing a notice period of 15 days.

INSURANCES
Insurances are applicable from date of joining

TRANSFERABILITY
Your services are transferable from one place to other, which you will have no objection to and your services are liable to be transferred to any other section / department anywhere in the country or outside, solely at the discretion of management with or without extra remuneration or benefits.

STANDARD HOLIDAYS & LEAVES
The standard leaves entitlement is 21 days (Sick / Casual Leaves = 8 Days & Privilege Leaves = 13 Days) per annum in addition to the regular Indian public holidays. These leaves will be accrued only at the end of a calendar year on a pro-rata basis. Unused privilege leaves will be carried forward into the next year up to a maximum of 21 days.

ABSENCE WITHOUT PERMISSION
During the fixed tenure of your employment, if you remain absent for 10 days without prior permission, the management shall have the right to terminate your services forthwith, apart from deducting wages on 'no work no pay basis".

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info@xscad.com
www.xscad.com

Ref - XSI_HR_A_2024-567

GENERAL RULES, CODE OF CONDUCT, DISPLINARY RULES & PROCEDURES
You will be bound by all the clauses stated in the XS CAD India Employee Handbook with respect to various rules such as utilization of leaves, notice period requirements, codes of conduct, disciplinary rules and related procedures etc. If at any time in our opinion, which is final in this matter you are found to be a non - performer or guilty of fraud or you have displayed a behaviour of dishonesty, disobedience, disorderliness, negligence, indiscipline or being absent from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice with immediate effect. You will be bound by any rules & regulation enforced by the management from time to time in relation to conduct discipline, medical leave & holidays or on any matters relating or incidental to service conditions.

SUPRESSION OF INFORMATION
Your service will also be liable for termination for suppression of any information or for furnishing any incorrect / illegal information with a view to obtain employment

OUTSIDE EMPLOYMENT
You shall not take up employment with any other employer / competitor during the period of service in establishment and you shall also not disclose to any other employer, individual or body corporate or any firm, of information relating to trade, business, process or formulae or any other confidential material either during the tenure of your service or thereafter.

GRIEVANCES
The organization shall not entertain external intervention in respect of your grievances with it. You are required to address your grievances, whenever necessary, to the Management through appropriate channels only. Any violation of the clause shall be treated with contempt and as a violation of the Terms & Conditions of employment with the management and shall be held against you in your Confidential Report.

NON-DISCLOSURE / CONFIDENTIALITY / NON-COMPETE / NON-SOLICITATION AGREEMENT
You will be bound by XS CAD India's Legal Non-Disclosure / Non-Compete / Non-Solicitation Agreement which you will sign and accept separately.

IT DATA SECURITY AND FAIR USES POLICY GUIDELINES
Data Security: Any IT Assets (Desktop/Laptop) provided to you will solely be used for business purpose
Installation of Software: Any Pirated Software should not be installed by yourself or with the help of any other team member.
Data Protection: Any data residing in IT assets (Allocated Desktop/Laptop), Shared drive, Network should be used solely for Business purpose of XS CAD.
Transfer of Data: Transfer of Data over non-official mails is prohibited.
Downloads: Any downloads of songs, videos or playing music via internet is not allowed. If required, needs prior consent of IT team.
Guest Wi-Fi Connection / LAN Connectivity: For this, you will have to seek assistance of IT department only.

Training Bond
You are under a Training bond for a period of 24 Months from the date of joining. You are required to sign and accept all the Terms and Conditions as stated in the XS CAD India Training Bond document. An undated cheque of "Not Over Rs. 75,000/=" is required to be submitted to the HR Department. The same will be returned back to you upon completion of employment with XS CAD India up to the period stated in the Training Bond.

Adgawade

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www.xscad.com

Ref - XSI_HR_A_2024-567

CORRESPONDENCE
Correspondence and address for communication where company will correspond with you directly will be at the address furnished by you as under: -

Address:	b-106 Varsha Palace Vimal Dairy Lane Kashinagar Bhayander East 401105	
Residential Phone Number	Mobile Number	Email ID
9930069285	8652837251	akshatagawade2002@gmail.com

I, Akshata Appaji Gavade, accept the above terms and conditions.	
SIGNATURE AAgawade	DATE 08/07/2024

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Ref - XSI_HR_A_2024-567

DETAILS OF COST TO COMPANY

	Monthly	Annually
Basic	Rs. 15,100.00	Rs. 1,81,200.00
HRA	Rs. 9,251.00	Rs. 1,11,012.00
Conveyance	Rs. 1,600.00	Rs. 19,200.00
Medical Allowance	Rs. 1,250.00	Rs. 15,000.00
Gross Salary	**Rs. 27,201.00**	**Rs. 3,26,412.00**
Other Allowance	Rs. 0.00	Rs. 0.00
Statutory Bonus / Ex-gratia (Payable annually for previous financial year)	Rs. 583.00	Rs. 7,000.00
Company PF Contribution (B,C,M & OA)	Rs. 1,800.00	Rs. 21,600.00
Company ESIC Contribution	Rs. 0.00	Rs. 0.00
Company MLWF Contribution (GS & OA)	Rs. 6.00	Rs. 72.00
Group Term Insurance	Rs. 150.00	Rs. 1,800.00
Group Medical Insurance	Rs. 210.00	Rs. 2,520.00
Group Personal Acc. Premium	Rs. 50.00	Rs. 600.00
Fixed Cost to Company (CTC)	**Rs. 30,000.00**	**Rs. 3,60,004.00**

I, Akshata Appaji Gavade, accept the above Remuneration (Cost to Company)

SIGNATURE AAgavade

DATE 08/07/2024

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POLICY ACCEPTANCE DOCUMENT

Ref - XSI_HR_A_2024-567

Date - 05-Jul-2024

To,
The HR Department
XS CAD India Pvt. Ltd.
Empitex House, 1st Floor, Plot No A-60 & 61,
Industrial area, MIDC, Andheri East, Mumbai 400 093.

This is to confirm that I have been provided the necessary opportunity to go through the **XS CAD India HR Handbook.** I also confirm that I have gone through the same and have understood the various Codes of Conduct, Rules & Regulations as well as the various Policies & Procedures stated therein.

I hereby confirm acceptance of the various Codes of Conduct, Rules & Regulations as well as Policies & Procedures stated in the XS CAD India HR Handbook and more specifically, the ones mentioned below. I confirm to abide by all of them at all times.

1	Standard Terms and Conditions	12	Leave Policy
2	Code of Conduct	13	Sickness Absence Procedure
3	Working Hours Policy	14	Information Technology Policy
4	Extra Hours Policy	15	Training and Development Policy
5	Remuneration Policy	16	Health and Safety Policy
6	Performance Management Policy	17	Quality Policy Statement
7	Internal Communication Procedure	18	Environmental Policy
8	Disciplinary Rules and Procedure	19	Employee Loan Policy
9	Grievance Procedure	20	Fun at Work Policy
10	Bullying and Harassment Policy	21	Foreign Training Travel Policy
11	Substance Misuse Policy	22	Organizational Change Policy
		23	Leavers Guidelines

I, Akshata Appaji Gavade, accept the various rules, codes, guidelines, policies & procedures mentioned in the XS CAD India HR Handbook.

SIGNATURE	DATE
AAgawade	08/07/2024

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Ref - XSI_HR_A_2024-567

ACCEPTABLE USER POLICY

While the Information Technology Policy delivers the overarching nature of the IT policy in place at XSI, Acceptable User Policy is necessitated considering the importance of User awareness and education on this matter and the risks that unfold in case of failure to adhere to the policy. This can be considered only as a subset of the entire IT Policy laid out in sections 1.1 to 1.7 above.

The following set of guidelines set out to explain in simple terminology some of the key aspects covered under the IT Policy.

1. Any IT asset (Desktop / Laptop etc.) provided to the Employee / End User (further termed as "User") will solely be used for business purposes of XS CAD India Pvt. Ltd. or its associates, subsidiary, sister companies (further terms as "XS CAD"). Other / personal use of IT assets allocated, even after working hours or beyond office premises is strictly prohibited.

2. Allocated IT asset will remain the property of XS CAD. User should take necessary care of the allocated IT asset and prevent any form physical damage and data theft. In case of any such observation or incident which is likely to cause any damage, the User is expected to inform IT / HR immediately.

3. User should sign the form of undertaking while accepting any movable IT asset (Laptop / Data Card / Mobile / Pen Drives etc.) issued by XS CAD, for which he / she will be liable for penalty in case of any damage / loss.

4. It is understood that the User is having sufficient knowledge to operate functions of the allocated IT asset. In case any training is required in order to use the allocated asset, User must inform IT in advance to avoid any malfunction and mishandling. Only upon provision of such training should User proceed to use the said asset. User is solely responsible for any consequences related to the use of the allocated IT asset. Any dispute arising due to the same shall not be entertained.

5. Any change in configuration of allocated Hardware / installed Software is strictly not permitted. Any upgrade of existing configurations will be taken care by IT department. Such requests should be routed to IT department using internal departmental procedures.

6. Any pirated Software / Trialware / Utility / Drivers / Versions should not be installed by User under any circumstances. For any such business requirements, User should raise a request to the reporting manager / IT team.

7. Any data residing in the IT asset (Allocated Desktop / Laptop etc.) including all email communication, instant messengers, cloud services, audio / video collaboration tools, data residing on Network / Shared drives, cloud or any portable media such as pen drives, CD ROMs etc. should be used solely for business purpose of XS CAD and / or it's associates, subsidiaries. All such information is the exclusive property of XSCAD. User is expected to ensure Data Security and Data Confidentiality while having access to any available business information. Such data should not be shared with anyone else under any circumstances without written authorization from the reporting manager.

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8. Connection to LAN/WAN and internet, Mail on Mobile will be allocated according to the role assigned to respective User's profile. User is expected to adhere to the same. Any attempt(s) of breaching the same can be recorded and treated as violation of XS CAD's IT policy.

9. Transfer of data over non-official mails, Instant messengers, FTP, SFTP, Large file transfer systems, any cloud storage, except allowed credentials / methods / conditions, is strictly prohibited. Any requirement in exceptional conditions should be communicated and further should be approved by reporting manager / IT in advance before using.

10. Mass mailing / Spam is strictly not allowed.

11. User should not move the equipment from its allocated location. It would be carried out only by IT / Admin Department after prior authorization.

12. Any information stored on allocated IT assets, on emails and on any storage media can be monitored, recorded, inspected, intercepted and audited by using systems controlled by XS CAD. User hereby provides full consent to do the same and adhere to these policies.

13. Downloads of songs, video or playing music via internet (any streaming) is not allowed. It also includes storing personal video, images or any personal data on IT assets of XS CAD.

14. Any user should not attempt to install any personal software / applications without written permission from the IT department. Before copying any data from external pen drives or any portable media source, User should take assistance of IT Helpdesk to scan it appropriately to eliminate any chances of viruses, trojans, malware etc. which may be present on the source.

15. User shall not indulge in any illegal activity whilst in possession of and while using the allocated IT asset.

16. User should not modify a third party / colleagues' email and use that to misrepresent the facts. User should be very careful while sending out sensitive information over email and should ensure that no incorrect or illegal information is communicated.

17. Upon the ceasing of employment with XS CAD for any reason whatsoever, the User will ensure that all IT assets are handed over and that User will not access / misuse any email ID / social media sites / websites or any other area online, under the control or responsibility of XS CAD, for which the User may have passwords / access information to during his / her tenure with XS CAD. Doing so will result in necessary Legal action under the IT Act.

18. User will strictly not make any copies of officially procured software for any reason whatsoever and will be considered an offence and breach of XS CAD's IT policies.

19. In case of any requirement for use of Guest Wi – Fi Connection or LAN Connectivity to any external system, User must take assistance of the IT Helpdesk. User should not attempt to do this without IT assistance as it is possible that an external system which is infected can damage the XS CAD network.

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20. Mails on Mobile facility is provided on demand after formal approval of Reporting Manager and IT Department. It is understood that the User will not make any other use of information shared in it. Also, on demand, the configured handset should be provided to IT for inspection and audit.

21. User shall not use Social Media accounts, personal or company, to spread incorrect information, defamatory content with respect to XS CAD or any of its stakeholders including Clients, Employees, Associates, Vendors. User should not make offensive or derogatory remarks about XSI employees or stakeholders and do not post obscene or derogatory images. Do not also misrepresent your role at XSI or any misrepresentation with respect to XSI. Uploading pictures of XS CAD employees without their permission is not allowed and may result in necessary action if a complaint is received to that effect. XSI reserves the right to take disciplinary action if appropriate and, in extreme cases, defamation can lead to legal action.

22. Profile and work-based folder access will be provided to User. Any access modification will require business justification and necessary approval(s). Access levels can be revised as per the decision of management at any time.

23. User must not load or distribute pornographic, racist or other offensive material on their own or colleagues' workstation / devices.

24. All the rights are reserved with XS CAD for any updates, changes in Standard IT Policy which can be termed as "Acceptable User Policy" and expected to be understood and signed by every User.

Self-Declaration:

I, AKSHATA APPAJI GAVADE. hereby declare that I have read, understood and accept the guidelines mentioned above. All my doubts and concerns are well attended and clarified up to my satisfaction level.

Signature	Date
AAGawade	08/07/2024

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Ref - XSI_HR_A_2024-571

Date - 05-Jul-2024

To,
Loukik Santosh Jathar
B/601 Sairajdham Chsl, Ram Maruti Road, Opp Hotel Sindhudurg,
Shivaji Park, Dadar, West, Mumbai,400 028.

Subject - Appointment Letter

Dear Loukik,

We are pleased to appoint you for the role of **"Graduate Engineer - BIM"** at XS CAD India (Pvt.) Limited. Your employment is offered under the following key terms -

1. Start Date - 12-Jun-2024
2. Remuneration (Cost to Company) - INR **30,000**/- Monthly (Inclusive of all)
3. Notice Period - 15 Days during Probation Period
4. Probation Period - 6 Months from the date of joining

As part of your employment, you will be bound by XS CAD India's Standard Terms & Conditions, Code of Conduct & all the policies laid down in the XS CAD India HR Handbook. A signed copy of the Policy Acceptance Document should be submitted to the HR Department within 7 days of this letter failing which this appointment letter would stand cancelled.

On submission of your joining documents, we will be conducting a verification / reference check. In case any discrepancy is detected with regards to your documents, this appointment letter will stand null and void.

Please confirm your acceptance of this offer by signing the duplicate copy.

For XS CAD India Private Limited
For XS CAD INDIA PRIVATE LIMITED
Authorised Signatory(ies)
Authorized Signatory

XS CAD INDIA PRIVATE LIMITED MUMBAI

I, **Loukik Santosh Jathar**, accept the position of **Graduate Engineer - BIM** at XS CAD India Private Limited with the above terms and conditions.	
SIGNATURE Loukik	DATE 10-07-2024

Encl:
1) Training Bond
2) Non-Disclosure Agreement

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www.xscad.com

Ref - XSI_HR_A_2024-571

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

PLACE OF WORK
XS CAD India Private Limited at Empitex House, 1st Floor, Plot no A-60 & 61, Behind, Marol Industrial Area, MIDC, Andheri East, Mumbai 400 093.

WORKING DAYS / HOURS
Monday to Friday, 8:15 AM to 5.00 PM.

NOTICE PERIOD
In case you decide to resign from the organization, you will provide the following notice periods.
1) During Probation – **15** Days' Notice. 2) After Confirmation – **30** Days' Notice.

NON-SERVING OF NOTICE PERIOD
Failure to serve any part of the notice period will result in full notice period deduction during the full and final settlement. The final clearance certificate would not be issued till full recovery of these charges.

PROBATION PERIOD
You will be under probation for a period of 6 months from the date of joining. This can be extended by an additional 3 months in case of performance deficiencies or disciplinary issues of any nature. XS CAD India reserves full right to terminate your employment during the probation period without assigning any reason whatsoever by providing a notice period of 15 days.

INSURANCES
Insurances are applicable from date of joining

TRANSFERABILITY
Your services are transferable from one place to other, which you will have no objection to and your services are liable to be transferred to any other section / department anywhere in the country or outside, solely at the discretion of management with or without extra remuneration or benefits.

STANDARD HOLIDAYS & LEAVES
The standard leaves entitlement is 21 days (Sick / Casual Leaves = 8 Days & Privilege Leaves = 13 Days) per annum in addition to the regular Indian public holidays. These leaves will be accrued only at the end of a calendar year on a pro-rata basis. Unused privilege leaves will be carried forward into the next year up to a maximum of 21 days.

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During the fixed tenure of your employment, if you remain absent for 10 days without prior permission, the management shall have the right to terminate your services forthwith, apart from deducting wages on 'no work no pay basis".

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GENERAL RULES, CODE OF CONDUCT, DISPLINARY RULES & PROCEDURES

You will be bound by all the clauses stated in the XS CAD India Employee Handbook with respect to various rules such as utilization of leaves, notice period requirements, codes of conduct, disciplinary rules and related procedures etc. If at any time in our opinion, which is final in this matter you are found to be a non - performer or guilty of fraud or you have displayed a behaviour of dishonesty, disobedience, disorderliness, negligence, indiscipline or being absent from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice with immediate effect. You will be bound by any rules & regulation enforced by the management from time to time in relation to conduct discipline, medical leave & holidays or on any matters relating or incidental to service conditions.

SUPRESSION OF INFORMATION

Your service will also be liable for termination for suppression of any information or for furnishing any incorrect / illegal information with a view to obtain employment

OUTSIDE EMPLOYMENT

You shall not take up employment with any other employer / competitor during the period of service in establishment and you shall also not disclose to any other employer, individual or body corporate or any firm, of information relating to trade, business, process or formulae or any other confidential material either during the tenure of your service or thereafter.

GRIEVANCES

The organization shall not entertain external intervention in respect of your grievances with it. You are required to address your grievances, whenever necessary, to the Management through appropriate channels only. Any violation of the clause shall be treated with contempt and as a violation of the Terms & Conditions of employment with the management and shall be held against you in your Confidential Report.

NON-DISCLOSURE / CONFIDENTIALITY / NON-COMPETE / NON-SOLICITATION AGREEMENT

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IT DATA SECURITY AND FAIR USES POLICY GUIDELINES

Data Security: Any IT Assets (Desktop/Laptop) provided to you will solely be used for business purpose
Installation of Software: Any Pirated Software should not be installed by yourself or with the help of any other team member.
Data Protection: Any data residing in IT assets (Allocated Desktop/Laptop), Shared drive, Network should be used solely for Business purpose of XS CAD.
Transfer of Data: Transfer of Data over non-official mails is prohibited.
Downloads: Any downloads of songs, videos or playing music via internet is not allowed. If required, needs prior consent of IT team.
Guest Wi-Fi Connection / LAN Connectivity: For this, you will have to seek assistance of IT department only.

Training Bond

You are under a Training bond for a period of **24** Months from the date of joining. You are required to sign and accept all the Terms and Conditions as stated in the XS CAD India Training Bond document. An undated cheque of "Not Over Rs. 75,000/=" is required to be submitted to the HR Department. The same will be returned back to you upon completion of employment with XS CAD India up to the period stated in the Training Bond.

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Ref - XSI_HR_A_2024-571

CORRESPONDENCE

Correspondence and address for communication where company will correspond with you directly will be at the address furnished by you as under: -

Address:	B/601 Sairajdham Chsl, Ram Maruti Road, Opp Hotel Sindhudurg, Shivaji Park, Dadar, West, Mumbai,400028	
Residential Phone Number	Mobile Number	Email ID
9892334377	9987544377	jatharloukik19@gmail.com

I, **Loukik Santosh Jathar**, accept the above terms and conditions.	
SIGNATURE Loukik	DATE 10-02-2024

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Ref - XSI_HR_A_2024-571

DETAILS OF COST TO COMPANY

	Monthly	Annually
Basic	Rs. 15,100.00	Rs. 1,81,200.00
HRA	Rs. 9,251.00	Rs. 1,11,012.00
Conveyance	Rs. 1,600.00	Rs. 19,200.00
Medical Allowance	Rs. 1,250.00	Rs. 15,000.00
Gross Salary	**Rs. 27,201.00**	Rs. 3,26,412.00
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Company MLWF Contribution	Rs. 6.00	Rs. 72.00
Group Term Insurance	Rs. 150.00	Rs. 1,800.00
Group Medical Insurance	Rs. 210.00	Rs. 2,520.00
Group Personal Acc. Premium	Rs. 50.00	Rs. 600.00
Fixed Cost to Company (CTC)	**Rs. 30,000.00**	**Rs. 3,60,004.00**

I, **Loukik Santosh Jathar**, accept the above Remuneration (Cost to Company)	
SIGNATURE	DATE 10-07-2024

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POLICY ACCEPTANCE DOCUMENT

Ref - XSI_HR_A_2024-571

Date - 05-Jul-2024

To,
The HR Department
XS CAD India Pvt. Ltd.
Empitex House, 1st Floor, Plot No A-60 & 61,
Industrial area, MIDC, Andheri East, Mumbai 400 093.

This is to confirm that I have been provided the necessary opportunity to go through the XS CAD India HR Handbook. I also confirm that I have gone through the same and have understood the various Codes of Conduct, Rules & Regulations as well as the various Policies & Procedures stated therein.

I hereby confirm acceptance of the various Codes of Conduct, Rules & Regulations as well as Policies & Procedures stated in the XS CAD India HR Handbook and more specifically, the ones mentioned below. I confirm to abide by all of them at all times.

1	Standard Terms and Conditions	12	Leave Policy
2	Code of Conduct	13	Sickness Absence Procedure
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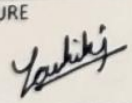
7	Internal Communication Procedure	18	Environmental Policy
8	Disciplinary Rules and Procedure	19	Employee Loan Policy
9	Grievance Procedure	20	Fun at Work Policy
10	Bullying and Harassment Policy	21	Foreign Training Travel Policy
11	Substance Misuse Policy	22	Organizational Change Policy
		23	Leavers Guidelines

I, **Loukik Santosh Jathar**, accept the various rules, codes, guidelines, policies & procedures mentioned in the XS CAD India HR Handbook.	
SIGNATURE Loukik	DATE 10-07-2024



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ACCEPTABLE USER POLICY

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12. Any information stored on allocated IT assets, on emails and on any storage media can be monitored, recorded, inspected, intercepted and audited by using systems controlled by XS CAD. User hereby provides full consent to do the same and adhere to these policies.

13. Downloads of songs, video or playing music via internet (any streaming) is not allowed. It also includes storing personal video, images or any personal data on IT assets of XS CAD.

14. Any user should not attempt to install any personal software / applications without written permission from the IT department. Before copying any data from external pen drives or any portable media source, User should take assistance of IT Helpdesk to scan it appropriately to eliminate any chances of viruses, trojans, malware etc. which may be present on the source.

15. User shall not indulge in any illegal activity whilst in possession of and while using the allocated IT asset.

16. User should not modify a third party / colleagues' email and use that to misrepresent the facts. User should be very careful while sending out sensitive information over email and should ensure that no incorrect or illegal information is communicated.

17. Upon the ceasing of employment with XS CAD for any reason whatsoever, the User will ensure that all IT assets are handed over and that User will not access / misuse any email ID / social media sites / websites or any other area online, under the control or responsibility of XS CAD, for which the User may have passwords / access information to during his / her tenure with XS CAD. Doing so will result in necessary Legal action under the IT Act.

18. User will strictly not make any copies of officially procured software for any reason whatsoever and will be considered an offence and breach of XS CAD's IT policies.

19. In case of any requirement for use of Guest Wi – Fi Connection or LAN Connectivity to any external system, User must take assistance of the IT Helpdesk. User should not attempt to do this without IT assistance as it is possible that an external system which is infected can damage the XS CAD network.

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Ref - XSI_HR_A_2024-571

20. Mails on Mobile facility is provided on demand after formal approval of Reporting Manager and IT Department. It is understood that the User will not make any other use of information shared in it. Also, on demand, the configured handset should be provided to IT for inspection and audit.

21. User shall not use Social Media accounts, personal or company, to spread incorrect information, defamatory content with respect to XS CAD or any of its stakeholders including Clients, Employees, Associates, Vendors. User should not make offensive or derogatory remarks about XSI employees or stakeholders and do not post obscene or derogatory images. Do not also misrepresent your role at XSI or any misrepresentation with respect to XSI. Uploading pictures of XS CAD employees without their permission is not allowed and may result in necessary action if a complaint is received to that effect. XSI reserves the right to take disciplinary action if appropriate and, in extreme cases, defamation can lead to legal action.

22. Profile and work-based folder access will be provided to User. Any access modification will require business justification and necessary approval(s). Access levels can be revised as per the decision of management at any time.

23. User must not load or distribute pornographic, racist or other offensive material on their own or colleagues' workstation / devices.

24. All the rights are reserved with XS CAD for any updates, changes in Standard IT Policy which can be termed as "Acceptable User Policy" and expected to be understood and signed by every User.

Self-Declaration:

I, Loukik Santosh Jathar hereby declare that I have read, understood and accept the guidelines mentioned above. All my doubts and concerns are well attended and clarified up to my satisfaction level.

Signature	Date
Loukikj	10-07-2024

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03-06-2024

Ahtesham Khan

, Room no B-6 3rd floor hajrabi Abdul gafoor rajjab estate kurla (E) ,

, - 400070

Sub: Appointment Letter

Dear Ahtesham Khan

Employee Code: LL1241

With reference to your application and subsequent interview, we are pleased to offer you the position of Graduate Engineer Trainee in Band T in our firm on the following terms and conditions: -

1. Date of Joining: 03-06-2024
2. Business Unit: Mumbai
3. CTC: 3,00,000
4. Deployment: You are deployed at our Mumbai office under Performance Manager - Akshay Dilip Mokashi
5. Duties and Responsibilities
    a. You shall carry out duties allotted to you by your superiors to the satisfaction of your reporting authority from time to time.
    b. You will abide by all the rules and regulations framed by the Company for its employees on a timely basis.
    c. This appointment letter is issued to you based on the information given by you to the HR Department about yourself and subsequent proof of submission.
    d. In the event the information regarding your qualification, date of birth, backgrounds and other personal details etc. furnished by you at the time of your selection and recruitment are found to be incorrect and/or false, you shall be subjected to dismissal and other disciplinary action, including forfeiture of benefits, as deemed fit and proper by the Management.
    e. You will work under the supervision of such officers as may be decided upon by the management from time to time. You shall diligently and satisfactorily carry out instructions given to you by your superiors in connection with the work assigned to you to the best of your skill and ability.

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f. You will employ yourself efficiently to the best of your ability, will devote your whole time to the work of the organization and will not engage, yourself directly or indirectly either honorary or on remuneration in any service, trade, business, vocation or occupation.

g. The continuation of your service is subject to your being found and remaining medically, physically and mentally fit.

h. The management shall have the right to require you to subject yourself at any time, during employment with the Company, to a medical examination. If you are not found medically fit, you may be terminated at any time at the discretion of the HR department.

i. Your increment/promotion will depend on the sole discretion of the management depending upon your performance, efficiency, intelligence, regular attendance, sense of discipline, loyalty and also subject to the growth of the organization.

6. Employment Commitment:

You have accepted and agreed to serve the company for a minimum of one year from the date of joining. In the event, during your employment with the company, you intend to leave the company, you will be liable to serve 30 days notice or payback to the company 30 days salary. Breach of this commitment is liable to legal action. However, during the probation period, the notice period will be 30 days from either side or at the discretion of the HR department.

7. Probation Period

You shall serve 6 months on probation. Thereafter, you shall be due for confirmation on this position on completion of this period. If your performance is not to the expectation of Management, your probationary period can be extended or terminated if deemed necessary.

8. Termination Notice

The company reserves the right to terminate your employment based on breach of company policy or dereliction of duties, the termination will be Immediate or at the discretion of HR.

9. Employee Handbook:

You have read and agreed to adhere to the policies and procedures laid down in the Employee Handbook, a copy of which is given to you during your induction.

10. Transfer:

You will be liable for transfer by the Company to any of the Sections, Departments, Divisions, and Branch Offices or any of its Factories or place (s) of work of India and Abroad.

11. Confidentiality:

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During your service period and thereafter, you shall be under a strict duty not to disclose/divulge any confidential information/documents/drawings etc. of the Company to which you may have access or otherwise to any third party, in any form without the written permission of the management. Further, you shall not take any paper, books, drawings, files, photographs, instruments, apparatus, documents or any other property of the company out of the work premises except with the written permission of the Management.

12. Non-compete:

You shall not own wholly or partially, directly or indirectly, any firm, company or business engaged in a business competitive or conflicting with that of Listenlights.

a. During the period of your engagement by or with the Company, and for 6 months from the date of your termination of this appointment, for any reason whatsoever, directly or on behalf of or in concurrence with any other person/s, company, partnership, corporation or business of whatever nature:

(i) engage, as an officer, director, shareholder, owner, partner, joint venture, or in a managerial capacity, whether as an employee, independent contractor, consultant or advisor, or as a sales representative, in any business selling any products or services in direct competition with the Company or any of the Company's subsidiaries or divisions, within India (Territory).

(ii) call upon any person who is, at that time, within the Territory, an employee of the Company (including its subsidiaries) in a managerial capacity for the purpose or with the intent of enticing such employee away from or out of the employment of the Company (including its subsidiaries);

(iii) call upon any person or entity which is, at that time, or which has been, within one 1 year before that time, a customer of the Company (including its subsidiaries) within the Territory to solicit or sell products or services in direct competition with the Company within the Territory;

13. Disciplinary Action:

At all times you shall conduct yourself in the discharge of your duties, in the best interests of the Company and your failure to act accordingly will render you liable for disciplinary action. In case of any breach in the code of conduct or in exhibiting any aberrant behaviours and/or indiscipline, negligence in performing your duties you shall be liable for disciplinary action, which may lead to termination of services or any other penal action deemed proper by the Company.

14. Loss of Lien:

In case you overstay the sanctioned leave or for any absence without permission for more than 7 days, you shall lose a lien on your services and the company will be entitled to strike off your name from its rolls without any reference to you.

15. Liquidated Damages:

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In case of breach of the terms of this appointment, the employee hereby unconditionally agrees to pay the Company, pre-determined liquidated damages as stipulated by the Company. The above shall be without prejudice to the Company's other rights in law.

16. Retirement:

You will automatically retire from the service of the company on completing the age of 60 years. Your date of birth mentioned in the Matriculation / Higher Secondary Certificate will be deemed to be Conclusive Proof of your date of birth.

We take this opportunity to welcome you to Listenlights and wish you all the best in your career with us. Please return a copy of this appointment letter, acknowledging receipt and acceptance of the same.

Thanking You,

This is a system-generated letter and does not require a signature.

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Annexure

Name: Ahtesham Khan

Designation: Graduate Engineer Trainee

Employee Code: LL1241

Department: Projects

Band: T

Location: Mumbai

Component	ANNUAL (INR)	MONTHLY (INR)
Basic	3,00,000	25,000
Gross	**3,00,000**	**25,000**
CTC	**3,00,000**	**25,000**
Total CTC	**3,00,000**	

APRAAVA ENERGY

APRAAVA RENEWABLE ENERGY PRIVATE LIMITED

Date: 15/07/2024

To: Human Resources Department
Apraava Renewable Energy Private Limited

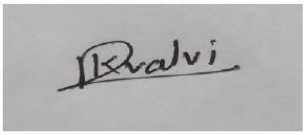
From: Karan Valvi

Sub: Joining services at Apraava Renewable Energy Private Limited as Graduate Engineer Trainee

This is to inform you that I have joined the services of Apraava Renewable Energy Private Limited as **Graduate Engineer Trainee** ***(Position)*** w.e.f. **15/07/2024** ***(Date)*** at **Mumbai** ***(Location).***

I request you to kindly inform all concerned that the above date may be recorded as the "Joining date with Apraava Renewable Energy Private Limited" for all records.

Regards,



(Signature)

Salary Heads	Monthly	Yearly
Basic Salary	9,000	1,08,000
House Rent Allowance	3,600	43,200
Conveyance Allowance	1,600	19,200
Medical Reimbursement	1,250	15,000
CCA	2,550	30,600
Gross Salary (A)	**18,000**	**2,16,000**
Statutory Contribution from Company		
Bonus (B) (@ 8.33% * Annual of Basic Salary)	1,800	21,600
Gratuity @ 4.81 %	433	5,195
ESIC (C) (@ 3.25% *Gross)	533	6,396
Employer's contribution to Provident Fund (D) @12%	1,728	20,736
	4,494	**53,927**
Statutory Deduction from Employee		
Employee contribution to Provident Fund @12%	1,728	20,736
ESIC (@ .75% *Gross)	123	1,476
Total Deduction (F)	**1,851**	22,212
Net Pay	**16,149**	**1,93,788**
*Standard Deduction of PT/TDS will be applicable as per law		
Annual CTC (A+B+C+D)	**22,494**	**2,69,927**

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Ref - XSI_HR_A_2024-576

Date – 08-Jul-2024

To,
Shrijita Yogesh Bangera
B/6 Avinash CHS LT, P.P Marg,Near National High School,Virat Nagar,
Virar(West), Thane,Virar 401 305.

Subject - Appointment Letter

Dear Shrijita,

We are pleased to appoint you for the role of **"Graduate Engineer - BIM"** at XS CAD India (Pvt.) Limited. Your employment is offered under the following key terms -

1. Start Date - 12-Jun-2024
2. Remuneration (Cost to Company) - INR **30,000/-** Monthly (Inclusive of all)
3. Notice Period - 15 Days during Probation Period
4. Probation Period - 6 Months from the date of joining

As part of your employment, you will be bound by XS CAD India's Standard Terms & Conditions, Code of Conduct & all the policies laid down in the XS CAD India HR Handbook. A signed copy of the Policy Acceptance Document should be submitted to the HR Department within 7 days of this letter failing which this appointment letter would stand cancelled.

On submission of your joining documents, we will be conducting a verification / reference check. In case any discrepancy is detected with regards to your documents, this appointment letter will stand null and void.

Please confirm your acceptance of this offer by signing the duplicate copy.

For XS CAD India Private Limited
For XS CAD INDIA PRIVATE LIMITED

Authorised Signatory(ies)
Authorized Signatory

XS CAD INDIA PRIVATE LIMITED MUMBAI

I, **Shrijita Yogesh Bangera**, accept the position of **Graduate Engineer - BIM** at XS CAD India Private Limited with the above terms and conditions.	
SIGNATURE Bangera	DATE 10/07/24

Encl:
1) Training Bond
2) Non-Disclosure Agreement

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www.xscad.com

Ref - XSI_HR_A_2024-576

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

PLACE OF WORK
XS CAD India Private Limited at Empitex House, 1st Floor, Plot no A-60 & 61, Behind, Marol Industrial Area, MIDC, Andheri East, Mumbai 400 093.

WORKING DAYS / HOURS
Monday to Friday, 8:15 AM to 5.00 PM.

NOTICE PERIOD
In case you decide to resign from the organization, you will provide the following notice periods.
1) During Probation – **15** Days' Notice. 2) After Confirmation – **30** Days' Notice.

NON-SERVING OF NOTICE PERIOD
Failure to serve any part of the notice period will result in full notice period deduction during the full and final settlement. The final clearance certificate would not be issued till full recovery of these charges.

PROBATION PERIOD
You will be under probation for a period of 6 months from the date of joining. This can be extended by an additional 3 months in case of performance deficiencies or disciplinary issues of any nature. XS CAD India reserves full right to terminate your employment during the probation period without assigning any reason whatsoever by providing a notice period of 15 days.

INSURANCES
Insurances are applicable from date of joining

TRANSFERABILITY
Your services are transferable from one place to other, which you will have no objection to and your services are liable to be transferred to any other section / department anywhere in the country or outside, solely at the discretion of management with or without extra remuneration or benefits.

STANDARD HOLIDAYS & LEAVES
The standard leaves entitlement is 21 days (Sick / Casual Leaves = 8 Days & Privilege Leaves = 13 Days) per annum in addition to the regular Indian public holidays. These leaves will be accrued only at the end of a calendar year on a pro-rata basis. Unused privilege leaves will be carried forward into the next year up to a maximum of 21 days.

ABSENCE WITHOUT PERMISSION
During the fixed tenure of your employment, if you remain absent for 10 days without prior permission, the management shall have the right to terminate your services forthwith, apart from deducting wages on 'no work no pay basis".

S Bangera

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Ref - XSI_HR_A_2024-576

GENERAL RULES, CODE OF CONDUCT, DISPLINARY RULES & PROCEDURES
You will be bound by all the clauses stated in the XS CAD India Employee Handbook with respect to various rules such as utilization of leaves, notice period requirements, codes of conduct, disciplinary rules and related procedures etc. If at any time in our opinion, which is final in this matter you are found to be a non - performer or guilty of fraud or you have displayed a behaviour of dishonesty, disobedience, disorderliness, negligence, indiscipline or being absent from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice with immediate effect. You will be bound by any rules & regulation enforced by the management from time to time in relation to conduct discipline, medical leave & holidays or on any matters relating or incidental to service conditions.

SUPRESSION OF INFORMATION
Your service will also be liable for termination for suppression of any information or for furnishing any incorrect / illegal information with a view to obtain employment

OUTSIDE EMPLOYMENT
You shall not take up employment with any other employer / competitor during the period of service in establishment and you shall also not disclose to any other employer, individual or body corporate or any firm, of information relating to trade, business, process or formulae or any other confidential material either during the tenure of your service or thereafter.

GRIEVANCES
The organization shall not entertain external intervention in respect of your grievances with it. You are required to address your grievances, whenever necessary, to the Management through appropriate channels only. Any violation of the clause shall be treated with contempt and as a violation of the Terms & Conditions of employment with the management and shall be held against you in your Confidential Report.

NON-DISCLOSURE / CONFIDENTIALITY / NON-COMPETE / NON-SOLICITATION AGREEMENT
You will be bound by XS CAD India's Legal Non-Disclosure / Non-Compete / Non-Solicitation Agreement which you will sign and accept separately.

IT DATA SECURITY AND FAIR USES POLICY GUIDELINES
Data Security: Any IT Assets (Desktop/Laptop) provided to you will solely be used for business purpose
Installation of Software: Any Pirated Software should not be installed by yourself or with the help of any other team member.
Data Protection: Any data residing in IT assets (Allocated Desktop/Laptop), Shared drive, Network should be used solely for Business purpose of XS CAD.
Transfer of Data: Transfer of Data over non-official mails is prohibited.
Downloads: Any downloads of songs, videos or playing music via internet is not allowed. If required, needs prior consent of IT team.
Guest Wi-Fi Connection / LAN Connectivity: For this, you will have to seek assistance of IT department only.

Training Bond
You are under a Training bond for a period of 24 Months from the date of joining. You are required to sign and accept all the Terms and Conditions as stated in the XS CAD India Training Bond document. An undated cheque of "Not Over Rs. 75,000/=" is required to be submitted to the HR Department. The same will be returned back to you upon completion of employment with XS CAD India up to the period stated in the Training Bond.

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CORRESPONDENCE

Correspondence and address for communication where company will correspond with you directly will be at the address furnished by you as under: -

Address:	B/6 Avinash CHS LT, P.P Marg,Near National High School,Virat Nagar,Virar(West), Thane,Virar Maharashtra,401305	
Residential Phone Number 9975623568	Mobile Number 7021430657	Email ID shrijita2001@gmail.com

I, Shrijita Yogesh Bangera, accept the above terms and conditions.	
SIGNATURE Bangera	DATE 10/09/24

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www.xscad.com

Ref - XSI_HR_A_2024-576

DETAILS OF COST TO COMPANY

	Monthly	Annually
Basic	Rs. 15,100.00	Rs. 1,81,200.00
HRA	Rs. 9,251.00	Rs. 1,11,012.00
Conveyance	Rs. 1,600.00	Rs. 19,200.00
Medical Allowance	Rs. 1,250.00	Rs. 15,000.00
Gross Salary	**Rs. 27,201.00**	**Rs. 3,26,412.00**
Other Allowance	Rs. 0.00	Rs. 0.00
Statutory Bonus / Ex-gratia (Payable annually for previous financial year)	Rs. 583.00	Rs. 7,000.00
Company PF Contribution	Rs. 1,800.00	Rs. 21,600.00
Company ESIC Contribution	Rs. 0.00	Rs. 0.00
Company MLWF Contribution	Rs. 6.00	Rs. 72.00
Group Term Insurance	Rs. 150.00	Rs. 1,800.00
Group Medical Insurance	Rs. 210.00	Rs. 2,520.00
Group Personal Acc. Premium	Rs. 50.00	Rs. 600.00
Fixed Cost to Company (CTC)	**Rs. 30,000.00**	**Rs. 3,60,004.00**

I, **Shrijita Yogesh Bangera**, accept the above Remuneration (Cost to Company)	
SIGNATURE S Bangera	DATE 10/07/24

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www.xscad.com

POLICY ACCEPTANCE DOCUMENT

Ref - XSI_HR_A_2024-576

Date – 08-Jul-2024

To,
The HR Department
XS CAD India Pvt. Ltd.
Empitex House, 1st Floor, Plot No A-60 & 61,
Industrial area, MIDC, Andheri East, Mumbai 400 093.

This is to confirm that I have been provided the necessary opportunity to go through the **XS CAD India HR Handbook.** I also confirm that I have gone through the same and have understood the various Codes of Conduct, Rules & Regulations as well as the various Policies & Procedures stated therein.

I hereby confirm acceptance of the various Codes of Conduct, Rules & Regulations as well as Policies & Procedures stated in the XS CAD India HR Handbook and more specifically, the ones mentioned below. I confirm to abide by all of them at all times.

1	Standard Terms and Conditions	12	Leave Policy
2	Code of Conduct	13	Sickness Absence Procedure
3	Working Hours Policy	14	Information Technology Policy
4	Extra Hours Policy	15	Training and Development Policy
5	Remuneration Policy	16	Health and Safety Policy
6	Performance Management Policy	17	Quality Policy Statement
7	Internal Communication Procedure	18	Environmental Policy
8	Disciplinary Rules and Procedure	19	Employee Loan Policy
9	Grievance Procedure	20	Fun at Work Policy
10	Bullying and Harassment Policy	21	Foreign Training Travel Policy
11	Substance Misuse Policy	22	Organizational Change Policy
		23	Leavers Guidelines

I, **Shrijita Yogesh Bangera**, accept the various rules, codes, guidelines, policies & procedures mentioned in the XS CAD India HR Handbook.	
SIGNATURE Bangera	DATE 10/07/24

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Ref - XSI_HR_A_2024-576

ACCEPTABLE USER POLICY

While the Information Technology Policy delivers the overarching nature of the IT policy in place at XSI, Acceptable User Policy is necessitated considering the importance of User awareness and education on this matter and the risks that unfold in case of failure to adhere to the policy. This can be considered only as a subset of the entire IT Policy laid out in sections 1.1 to 1.7 above.

The following set of guidelines set out to explain in simple terminology some of the key aspects covered under the IT Policy.

1. Any IT asset (Desktop / Laptop etc.) provided to the Employee / End User (further termed as "User") will solely be used for business purposes of XS CAD India Pvt. Ltd. or its associates, subsidiary, sister companies (further terms as "XS CAD"). Other / personal use of IT assets allocated, even after working hours or beyond office premises is strictly prohibited.

2. Allocated IT asset will remain the property of XS CAD. User should take necessary care of the allocated IT asset and prevent any form physical damage and data theft. In case of any such observation or incident which is likely to cause any damage, the User is expected to inform IT / HR immediately.

3. User should sign the form of undertaking while accepting any movable IT asset (Laptop / Data Card / Mobile / Pen Drives etc.) issued by XS CAD, for which he / she will be liable for penalty in case of any damage / loss.

4. It is understood that the User is having sufficient knowledge to operate functions of the allocated IT asset. In case any training is required in order to use the allocated asset, User must inform IT in advance to avoid any malfunction and mishandling. Only upon provision of such training should User proceed to use the said asset. User is solely responsible for any consequences related to the use of the allocated IT asset. Any dispute arising due to the same shall not be entertained.

5. Any change in configuration of allocated Hardware / installed Software is strictly not permitted. Any upgrade of existing configurations will be taken care by IT department. Such requests should be routed to IT department using internal departmental procedures.

6. Any pirated Software / Trialware / Utility / Drivers / Versions should not be installed by User under any circumstances. For any such business requirements, User should raise a request to the reporting manager / IT team.

7. Any data residing in the IT asset (Allocated Desktop / Laptop etc.) including all email communication, instant messengers, cloud services, audio / video collaboration tools, data residing on Network / Shared drives, cloud or any portable media such as pen drives, CD ROMs etc. should be used solely for business purpose of XS CAD and / or it's associates, subsidiaries. All such information is the exclusive property of XSCAD. User is expected to ensure Data Security and Data Confidentiality while having access to any available business information. Such data should not be shared with anyone else under any circumstances without written authorization from the reporting manager.

S Bangera

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Ref - XSI_HR_A_2024-576

8. Connection to LAN/WAN and internet, Mail on Mobile will be allocated according to the role assigned to respective User's profile. User is expected to adhere to the same. Any attempt(s) of breaching the same can be recorded and treated as violation of XS CAD's IT policy.

9. Transfer of data over non-official mails, Instant messengers, FTP, SFTP, Large file transfer systems, any cloud storage, except allowed credentials / methods / conditions, is strictly prohibited. Any requirement in exceptional conditions should be communicated and further should be approved by reporting manager / IT in advance before using.

10. Mass mailing / Spam is strictly not allowed.

11. User should not move the equipment from its allocated location. It would be carried out only by IT / Admin Department after prior authorization.

12. Any information stored on allocated IT assets, on emails and on any storage media can be monitored, recorded, inspected, intercepted and audited by using systems controlled by XS CAD. User hereby provides full consent to do the same and adhere to these policies.

13. Downloads of songs, video or playing music via internet (any streaming) is not allowed. It also includes storing personal video, images or any personal data on IT assets of XS CAD.

14. Any user should not attempt to install any personal software / applications without written permission from the IT department. Before copying any data from external pen drives or any portable media source, User should take assistance of IT Helpdesk to scan it appropriately to eliminate any chances of viruses, trojans, malware etc. which may be present on the source.

15. User shall not indulge in any illegal activity whilst in possession of and while using the allocated IT asset.

16. User should not modify a third party / colleagues' email and use that to misrepresent the facts. User should be very careful while sending out sensitive information over email and should ensure that no incorrect or illegal information is communicated.

17. Upon the ceasing of employment with XS CAD for any reason whatsoever, the User will ensure that all IT assets are handed over and that User will not access / misuse any email ID / social media sites / websites or any other area online, under the control or responsibility of XS CAD, for which the User may have passwords / access information to during his / her tenure with XS CAD. Doing so will result in necessary Legal action under the IT Act.

18. User will strictly not make any copies of officially procured software for any reason whatsoever and will be considered an offence and breach of XS CAD's IT policies.

19. In case of any requirement for use of Guest Wi – Fi Connection or LAN Connectivity to any external system, User must take assistance of the IT Helpdesk. User should not attempt to do this without IT assistance as it is possible that an external system which is infected can damage the XS CAD network.

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Ref - XSI_HR_A_2024-576

20. Mails on Mobile facility is provided on demand after formal approval of Reporting Manager and IT Department. It is understood that the User will not make any other use of information shared in it. Also, on demand, the configured handset should be provided to IT for inspection and audit.

21. User shall not use Social Media accounts, personal or company, to spread incorrect information, defamatory content with respect to XS CAD or any of its stakeholders including Clients, Employees, Associates, Vendors. User should not make offensive or derogatory remarks about XSI employees or stakeholders and do not post obscene or derogatory images. Do not also misrepresent your role at XSI or any misrepresentation with respect to XSI. Uploading pictures of XS CAD employees without their permission is not allowed and may result in necessary action if a complaint is received to that effect. XSI reserves the right to take disciplinary action if appropriate and, in extreme cases, defamation can lead to legal action.

22. Profile and work-based folder access will be provided to User. Any access modification will require business justification and necessary approval(s). Access levels can be revised as per the decision of management at any time.

23. User must not load or distribute pornographic, racist or other offensive material on their own or colleagues' workstation / devices.

24. All the rights are reserved with XS CAD for any updates, changes in Standard IT Policy which can be termed as "Acceptable User Policy" and expected to be understood and signed by every User.

Self-Declaration:

I, Shrijita Yogesh Bangera hereby declare that I have read, understood and accept the guidelines mentioned above. All my doubts and concerns are well attended and clarified up to my satisfaction level.

Signature	Date
Bangera	10/07/24

Manfred James Fernandes

Electrical Engineering

Address:

26/1432 Abhishek Building CHS LTD, MHB Colony Bandra(E)
Mobile No: 9820224839
Mail Id: manfred.fernandes2002@gmail.com

Career Objective

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Seeking a position that offers new challenges and allows for further career growth.

Skills

- Measurement and instrumentation
- Project Management
- Attention to details
- Willingness to learn
- Adaptable to new environment

Education

St. Francis Institute Of Technology — CGPA
January 2021- June 2024, Mumbai — 8.9
University Of Mumbai
BE in Electrical Engineering

DG Ruparel — Percentage
Aug 2018 - May 2020, Mahim — 86.15
H.S.C
Maharashtra state board

St Stanislaus High School, Bandra — Percentage
S.S.C — 92.6
Maharashtra State Board

Interest	Power system Exploring new places Reading new Innovations and Books Interest in learning new technology
Projects	>Dc-Dc Boost Converter >Electric Fence System Using Sensor **>Single Phase Inverter using Gate Driver IC**

KDU ENTERPRISES PVT. LTD.

B-2, UDYOG SADAN-3, MIDC, MAROL INDUSTRIAL AREA, ANDHERI EAST Mumbai 400093 @ .com

Pay Slip For The Month of July - 2024

EmpCode/Name KD213 - TANMAY BHAVESH GALA

Gender Male
Father BHAVESH GALA
Designation TRAINEE SALES ENGINEER
Department SALES
Joining Date 01/07/2024 DOB 07/10/2002
E-Mail tanmaygala99@gmail.com
Pan No DJZPG9839N Aadhar No 301611496938

Attendance/Leave	Opening	Earned	Taken/Adj	Closing
Days Worked		31.00		
Days Paid		31.00		

Allowances	Rate	Amount	Arrears
BASIC	9000.00	9000.00	
HRA	3600.00	3600.00	
CONV	1600.00	1600.00	
MEDICAL AL	1250.00	1250.00	
CCA	2550.00	2550.00	
Gross Pay	**18000.00**	**18000.00**	

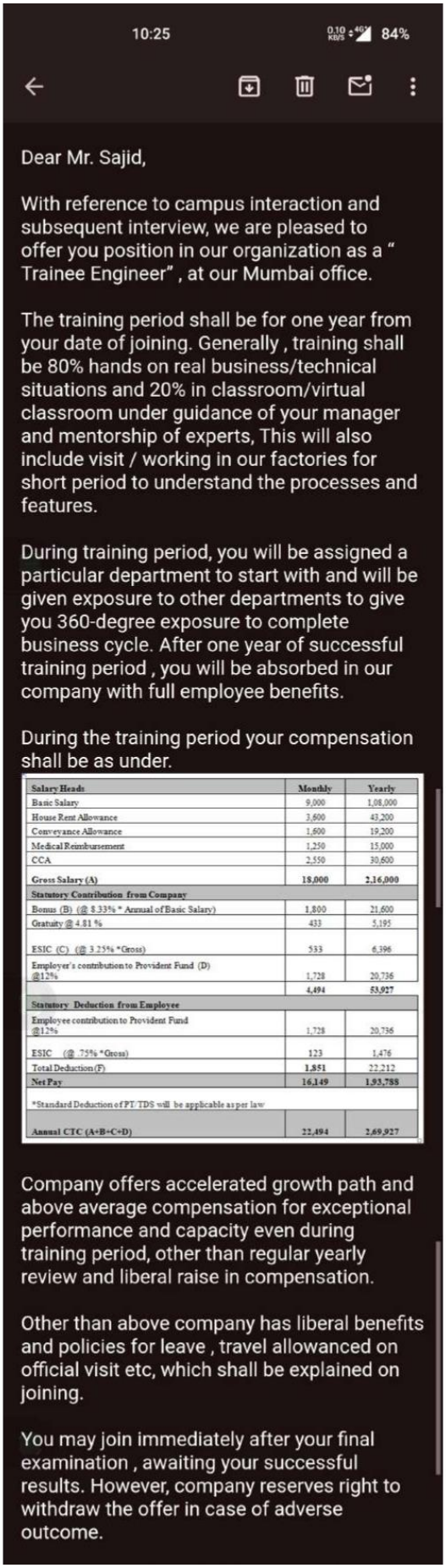
Deduction	Amount
PT	200.00
PF	1728.00
ESIC	123.00
Total	2051.00

Net Payable 18000 - 2051 = 15949 **Transfered From bank To**

Rs. Fifteen Thousand Nine Hundred Forty-Nine Only.

Employee' s Sign **Checked by.** **Company Stamp and Sign**

" This is a computer generated salary slip and requires no physical signature or stamp"



10:25 0.10 KB/S 84%

Dear Mr. Sajid,

With reference to campus interaction and subsequent interview, we are pleased to offer you position in our organization as a " Trainee Engineer" , at our Mumbai office.

The training period shall be for one year from your date of joining. Generally , training shall be 80% hands on real business/technical situations and 20% in classroom/virtual classroom under guidance of your manager and mentorship of experts, This will also include visit / working in our factories for short period to understand the processes and features.

During training period, you will be assigned a particular department to start with and will be given exposure to other departments to give you 360-degree exposure to complete business cycle. After one year of successful training period , you will be absorbed in our company with full employee benefits.

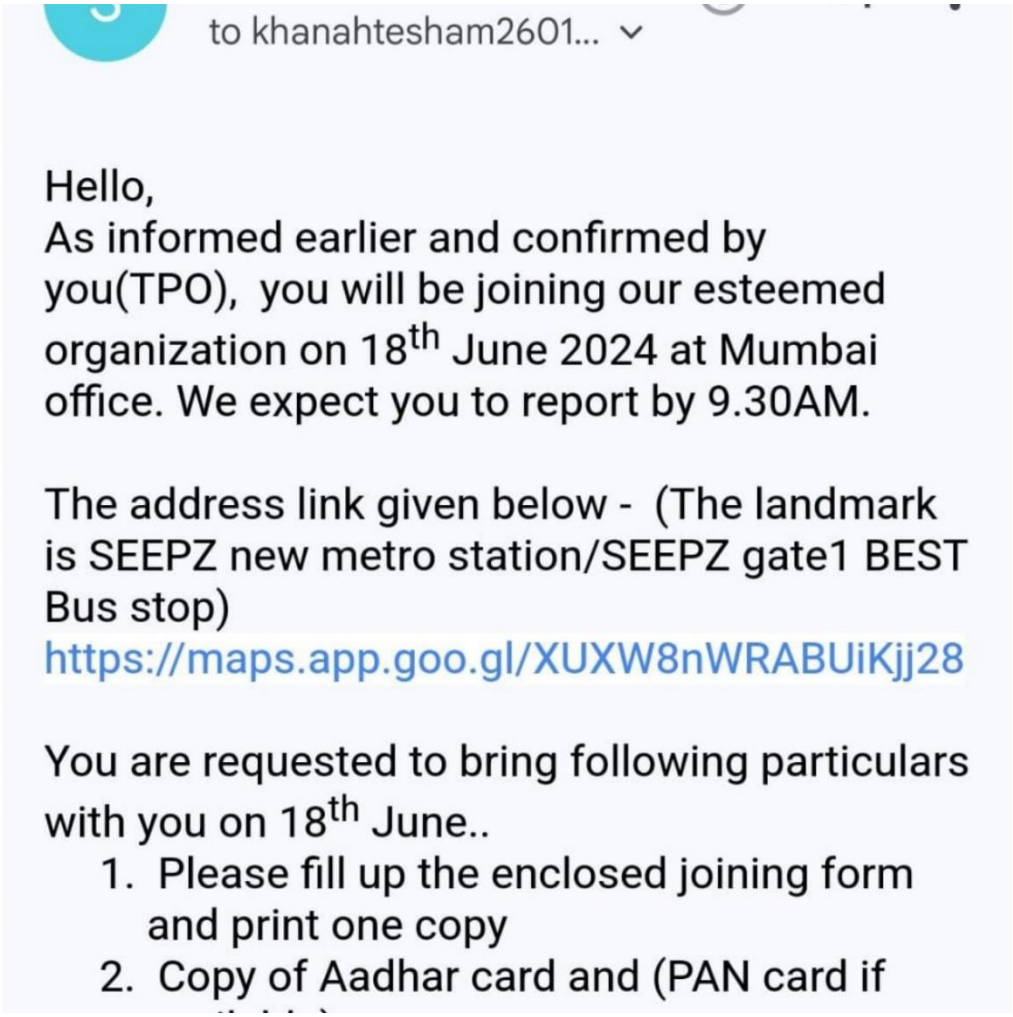
During the training period your compensation shall be as under.

Salary Heads	Monthly	Yearly
Basic Salary	9,000	1,08,000
House Rent Allowance	3,600	43,200
Conveyance Allowance	1,600	19,200
Medical Reimbursement	1,250	15,000
CCA	2,550	30,600
Gross Salary (A)	**18,000**	**2,16,000**
Statutory Contribution from Company		
Bonus (B) (@ 8.33% * Annual of Basic Salary)	1,800	21,600
Gratuity @ 4.81 %	433	5,195
ESIC (C) (@ 3.25% *Gross)	533	6,396
Employer's contribution to Provident Fund (D) @12%	1,728	20,736
	4,494	**53,927**
Statutory Deduction from Employee		
Employee contribution to Provident Fund @12%	1,728	20,736
ESIC (@ .75% *Gross)	123	1,476
Total Deduction (F)	**1,851**	22,212
Net Pay	**16,149**	**1,93,788**
*Standard Deduction of PT/TDS will be applicable as per law		
Annual CTC (A+B+C+D)	**22,494**	**2,69,927**

Company offers accelerated growth path and above average compensation for exceptional performance and capacity even during training period, other than regular yearly review and liberal raise in compensation.

Other than above company has liberal benefits and policies for leave , travel allowanced on official visit etc, which shall be explained on joining.

You may join immediately after your final examination , awaiting your successful results. However, company reserves right to withdraw the offer in case of adverse outcome.



to khanahtesham2601...

Hello,
As informed earlier and confirmed by you(TPO), you will be joining our esteemed organization on 18th June 2024 at Mumbai office. We expect you to report by 9.30AM.

The address link given below - (The landmark is SEEPZ new metro station/SEEPZ gate1 BEST Bus stop)
https://maps.app.goo.gl/XUXW8nWRABUiKjj28

You are requested to bring following particulars with you on 18th June..

1. Please fill up the enclosed joining form and print one copy
2. Copy of Aadhar card and (PAN card if

Salary Heads	Monthly	Yearly
Basic Salary	9,000	1,08,000
House Rent Allowance	3,600	43,200
Conveyance Allowance	1,600	19,200
Medical Reimbursement	1,250	15,000
CCA	2,550	30,600
Gross Salary (A)	**18,000**	**2,16,000**
Statutory Contribution from Company		
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*Standard Deduction of PT/TDS will be applicable as per law		
Annual CTC (A+B+C+D)	**22,494**	**2,69,927**

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03-06-2024

Mohammed Adnan Shaikh

, Room no.401, Saboo siddik staff quarters, saboo siddik road, New nagpada ,

, - 400008

Sub: Appointment Letter

Dear Mohammed Adnan Shaikh

Employee Code: LL1242

With reference to your application and subsequent interview, we are pleased to offer you the position of Graduate Engineer Trainee in Band T in our firm on the following terms and conditions: -

1. Date of Joining: 03-06-2024
2. Business Unit: Mumbai
3. CTC: 3,00,000
4. Deployment: You are deployed at our Mumbai office under Performance Manager - Akshay Dilip Mokashi
5. Duties and Responsibilities

    a. You shall carry out duties allotted to you by your superiors to the satisfaction of your reporting authority from time to time.

    b. You will abide by all the rules and regulations framed by the Company for its employees on a timely basis.

    c. This appointment letter is issued to you based on the information given by you to the HR Department about yourself and subsequent proof of submission.

    d. In the event the information regarding your qualification, date of birth, backgrounds and other personal details etc. furnished by you at the time of your selection and recruitment are found to be incorrect and/or false, you shall be subjected to dismissal and other disciplinary action, including forfeiture of benefits, as deemed fit and proper by the Management.

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

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f. You will employ yourself efficiently to the best of your ability, will devote your whole time to the work of the organization and will not engage, yourself directly or indirectly either honorary or on remuneration in any service, trade, business, vocation or occupation.

g. The continuation of your service is subject to your being found and remaining medically, physically and mentally fit.

h. The management shall have the right to require you to subject yourself at any time, during employment with the Company, to a medical examination. If you are not found medically fit, you may be terminated at any time at the discretion of the HR department.

i. Your increment/promotion will depend on the sole discretion of the management depending upon your performance, efficiency, intelligence, regular attendance, sense of discipline, loyalty and also subject to the growth of the organization.

6. Employment Commitment:

You have accepted and agreed to serve the company for a minimum of one year from the date of joining. In the event, during your employment with the company, you intend to leave the company, you will be liable to serve 30 days notice or payback to the company 30 days salary. Breach of this commitment is liable to legal action. However, during the probation period, the notice period will be 30 days from either side or at the discretion of the HR department.

7. Probation Period

You shall serve 6 months on probation. Thereafter, you shall be due for confirmation on this position on completion of this period. If your performance is not to the expectation of Management, your probationary period can be extended or terminated if deemed necessary.

8. Termination Notice

The company reserves the right to terminate your employment based on breach of company policy or dereliction of duties, the termination will be Immediate or at the discretion of HR.

9. Employee Handbook:

You have read and agreed to adhere to the policies and procedures laid down in the Employee Handbook, a copy of which is given to you during your induction.

10. Transfer:

You will be liable for transfer by the Company to any of the Sections, Departments, Divisions, and Branch Offices or any of its Factories or place (s) of work of India and Abroad.

11. Confidentiality:

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During your service period and thereafter, you shall be under a strict duty not to disclose/divulge any confidential information/documents/drawings etc. of the Company to which you may have access or otherwise to any third party, in any form without the written permission of the management. Further, you shall not take any paper, books, drawings, files, photographs, instruments, apparatus, documents or any other property of the company out of the work premises except with the written permission of the Management.

12. Non-compete:

You shall not own wholly or partially, directly or indirectly, any firm, company or business engaged in a business competitive or conflicting with that of Listenlights.

a. During the period of your engagement by or with the Company, and for 6 months from the date of your termination of this appointment, for any reason whatsoever, directly or on behalf of or in concurrence with any other person/s, company, partnership, corporation or business of whatever nature:

(i) engage, as an officer, director, shareholder, owner, partner, joint venture, or in a managerial capacity, whether as an employee, independent contractor, consultant or advisor, or as a sales representative, in any business selling any products or services in direct competition with the Company or any of the Company's subsidiaries or divisions, within India (Territory).

(ii) call upon any person who is, at that time, within the Territory, an employee of the Company (including its subsidiaries) in a managerial capacity for the purpose or with the intent of enticing such employee away from or out of the employment of the Company (including its subsidiaries);

(iii) call upon any person or entity which is, at that time, or which has been, within one 1 year before that time, a customer of the Company (including its subsidiaries) within the Territory to solicit or sell products or services in direct competition with the Company within the Territory;

13. Disciplinary Action:

At all times you shall conduct yourself in the discharge of your duties, in the best interests of the Company and your failure to act accordingly will render you liable for disciplinary action. In case of any breach in the code of conduct or in exhibiting any aberrant behaviours and/or indiscipline, negligence in performing your duties you shall be liable for disciplinary action, which may lead to termination of services or any other penal action deemed proper by the Company.

14. Loss of Lien:

In case you overstay the sanctioned leave or for any absence without permission for more than 7 days, you shall lose a lien on your services and the company will be entitled to strike off your name from its rolls without any reference to you.

15. Liquidated Damages:

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In case of breach of the terms of this appointment, the employee hereby unconditionally agrees to pay the Company, pre-determined liquidated damages as stipulated by the Company. The above shall be without prejudice to the Company's other rights in law.

16. Retirement:

You will automatically retire from the service of the company on completing the age of 60 years. Your date of birth mentioned in the Matriculation / Higher Secondary Certificate will be deemed to be Conclusive Proof of your date of birth.

We take this opportunity to welcome you to Listenlights and wish you all the best in your career with us. Please return a copy of this appointment letter, acknowledging receipt and acceptance of the same.

Thanking You,

This is a system-generated letter and does not require a signature.

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Annexure

Name: Mohammed Adnan Shaikh

Designation: Graduate Engineer Trainee

Employee Code: LL1242

Department: Projects

Band: T

Location: Mumbai

Component	**ANNUAL (INR)**	**MONTHLY (INR)**
Basic	3,00,000	25,000
Gross	**3,00,000**	**25,000**
CTC	**3,00,000**	**25,000**
Total CTC	**3,00,000**	

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03-06-2024

Umar Shaikh

1003/A,Nasar associates , Juhu lane, Andheri West ,

Mumbai (andheri) - New Link Road , Maharashtra - 400058

Sub: Appointment Letter

Dear Umar Shaikh

Employee Code: LL1245

With reference to your application and subsequent interview, we are pleased to offer you the position of Graduate Engineer Trainee in Band T in our firm on the following terms and conditions: -

1. Date of Joining: 03-06-2024
2. Business Unit: Mumbai
3. CTC: 3,00,000
4. Deployment: You are deployed at our Mumbai office under Performance Manager - Akshay Dilip Mokashi
5. Duties and Responsibilities

    a. You shall carry out duties allotted to you by your superiors to the satisfaction of your reporting authority from time to time.

    b. You will abide by all the rules and regulations framed by the Company for its employees on a timely basis.

    c. This appointment letter is issued to you based on the information given by you to the HR Department about yourself and subsequent proof of submission.

    d. In the event the information regarding your qualification, date of birth, backgrounds and other personal details etc. furnished by you at the time of your selection and recruitment are found to be incorrect and/or false, you shall be subjected to dismissal and other disciplinary action, including forfeiture of benefits, as deemed fit and proper by the Management.

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

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f. You will employ yourself efficiently to the best of your ability, will devote your whole time to the work of the organization and will not engage, yourself directly or indirectly either honorary or on remuneration in any service, trade, business, vocation or occupation.

g. The continuation of your service is subject to your being found and remaining medically, physically and mentally fit.

h. The management shall have the right to require you to subject yourself at any time, during employment with the Company, to a medical examination. If you are not found medically fit, you may be terminated at any time at the discretion of the HR department.

i. Your increment/promotion will depend on the sole discretion of the management depending upon your performance, efficiency, intelligence, regular attendance, sense of discipline, loyalty and also subject to the growth of the organization.

6. Employment Commitment:

You have accepted and agreed to serve the company for a minimum of one year from the date of joining. In the event, during your employment with the company, you intend to leave the company, you will be liable to serve 30 days notice or payback to the company 30 days salary. Breach of this commitment is liable to legal action. However, during the probation period, the notice period will be 30 days from either side or at the discretion of the HR department.

7. Probation Period

You shall serve 6 months on probation. Thereafter, you shall be due for confirmation on this position on completion of this period. If your performance is not to the expectation of Management, your probationary period can be extended or terminated if deemed necessary.

8. Termination Notice

The company reserves the right to terminate your employment based on breach of company policy or dereliction of duties, the termination will be Immediate or at the discretion of HR.

9. Employee Handbook:

You have read and agreed to adhere to the policies and procedures laid down in the Employee Handbook, a copy of which is given to you during your induction.

10. Transfer:

You will be liable for transfer by the Company to any of the Sections, Departments, Divisions, and Branch Offices or any of its Factories or place (s) of work of India and Abroad.

11. Confidentiality:

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During your service period and thereafter, you shall be under a strict duty not to disclose/divulge any confidential information/documents/drawings etc. of the Company to which you may have access or otherwise to any third party, in any form without the written permission of the management. Further, you shall not take any paper, books, drawings, files, photographs, instruments, apparatus, documents or any other property of the company out of the work premises except with the written permission of the Management.

12. Non-compete:

You shall not own wholly or partially, directly or indirectly, any firm, company or business engaged in a business competitive or conflicting with that of Listenlights.

a. During the period of your engagement by or with the Company, and for 6 months from the date of your termination of this appointment, for any reason whatsoever, directly or on behalf of or in concurrence with any other person/s, company, partnership, corporation or business of whatever nature:

(i) engage, as an officer, director, shareholder, owner, partner, joint venture, or in a managerial capacity, whether as an employee, independent contractor, consultant or advisor, or as a sales representative, in any business selling any products or services in direct competition with the Company or any of the Company's subsidiaries or divisions, within India (Territory).

(ii) call upon any person who is, at that time, within the Territory, an employee of the Company (including its subsidiaries) in a managerial capacity for the purpose or with the intent of enticing such employee away from or out of the employment of the Company (including its subsidiaries);

(iii) call upon any person or entity which is, at that time, or which has been, within one 1 year before that time, a customer of the Company (including its subsidiaries) within the Territory to solicit or sell products or services in direct competition with the Company within the Territory;

13. Disciplinary Action:

At all times you shall conduct yourself in the discharge of your duties, in the best interests of the Company and your failure to act accordingly will render you liable for disciplinary action. In case of any breach in the code of conduct or in exhibiting any aberrant behaviours and/or indiscipline, negligence in performing your duties you shall be liable for disciplinary action, which may lead to termination of services or any other penal action deemed proper by the Company.

14. Loss of Lien:

In case you overstay the sanctioned leave or for any absence without permission for more than 7 days, you shall lose a lien on your services and the company will be entitled to strike off your name from its rolls without any reference to you.

15. Liquidated Damages:

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In case of breach of the terms of this appointment, the employee hereby unconditionally agrees to pay the Company, pre-determined liquidated damages as stipulated by the Company. The above shall be without prejudice to the Company's other rights in law.

16. Retirement:

You will automatically retire from the service of the company on completing the age of 60 years. Your date of birth mentioned in the Matriculation / Higher Secondary Certificate will be deemed to be Conclusive Proof of your date of birth.

We take this opportunity to welcome you to Listenlights and wish you all the best in your career with us. Please return a copy of this appointment letter, acknowledging receipt and acceptance of the same.

Thanking You,

This is a system-generated letter and does not require a signature.

LISTENLIGHTS
Let's Grow Together

Annexure

Name: Umar Shaikh

Designation: Graduate Engineer Trainee

Employee Code: LL1245

Department: Projects

Band: T

Location: Mumbai

Component	ANNUAL (INR)	MONTHLY (INR)
Basic	3,00,000	25,000
Gross	**3,00,000**	**25,000**
CTC	**3,00,000**	**25,000**
Total CTC	**3,00,000**	

XS CAD

+91 73036 56657
info@xscad.com
www.xscad.com

Ref - XSI_HR_A_2024-575

Date – 08-Jul-2024

To,
Darshana Vilas Thorat
Bldg No. 9, Near Police Comissioner Shanti Garden,
Mira Road(E) 401107

Subject - Appointment Letter

Dear Darshana,

We are pleased to appoint you for the role of **"Graduate Engineer - BIM"** at XS CAD India (Pvt.) Limited. Your employment is offered under the following key terms -

1. Start Date - 12-Jun-2024
2. Remuneration (Cost to Company) - INR **30,000**/- Monthly (Inclusive of all)
3. Notice Period - 15 Days during Probation Period
4. Probation Period - 6 Months from the date of joining

As part of your employment, you will be bound by XS CAD India's Standard Terms & Conditions, Code of Conduct & all the policies laid down in the XS CAD India HR Handbook. A signed copy of the Policy Acceptance Document should be submitted to the HR Department within 7 days of this letter failing which this appointment letter would stand cancelled.

On submission of your joining documents, we will be conducting a verification / reference check. In case any discrepancy is detected with regards to your documents, this appointment letter will stand null and void.

Please confirm your acceptance of this offer by signing the duplicate copy.

For XS CAD India Private Limited

For XS CAD INDIA PRIVATE LIMITED
Authorised Signatory(ies)

XS CAD INDIA PRIVATE LIMITED MUMBAI

Authorized Signatory

I, **Darshana Vilas Thorat**, accept the position of **Graduate Engineer - BIM** at XS CAD India Private Limited with the above terms and conditions.	
SIGNATURE	DATE

Encl:
1) Training Bond
2) Non-Disclosure Agreement

XS CAD

+91 73036 56657
info@xscad.com
www.xscad.com

Ref - XSI_HR_A_2024-575

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

PLACE OF WORK
XS CAD India Private Limited at Empitex House, 1st Floor, Plot no A-60 & 61, Behind, Marol Industrial Area, MIDC, Andheri East, Mumbai 400 093.

WORKING DAYS / HOURS
Monday to Friday, 8:15 AM to 5.00 PM.

NOTICE PERIOD
In case you decide to resign from the organization, you will provide the following notice periods.
1) During Probation – **15** Days' Notice. 2) After Confirmation – **30** Days' Notice.

NON-SERVING OF NOTICE PERIOD
Failure to serve any part of the notice period will result in full notice period deduction during the full and final settlement. The final clearance certificate would not be issued till full recovery of these charges.

PROBATION PERIOD
You will be under probation for a period of 6 months from the date of joining. This can be extended by an additional 3 months in case of performance deficiencies or disciplinary issues of any nature. XS CAD India reserves full right to terminate your employment during the probation period without assigning any reason whatsoever by providing a notice period of 15 days.

INSURANCES
Insurances are applicable from date of joining

TRANSFERABILITY
Your services are transferable from one place to other, which you will have no objection to and your services are liable to be transferred to any other section / department anywhere in the country or outside, solely at the discretion of management with or without extra remuneration or benefits.

STANDARD HOLIDAYS & LEAVES
The standard leaves entitlement is 21 days (Sick / Casual Leaves = 8 Days & Privilege Leaves = 13 Days) per annum in addition to the regular Indian public holidays. These leaves will be accrued only at the end of a calendar year on a pro-rata basis. Unused privilege leaves will be carried forward into the next year up to a maximum of 21 days.

ABSENCE WITHOUT PERMISSION
During the fixed tenure of your employment, if you remain absent for 10 days without prior permission, the management shall have the right to terminate your services forthwith, apart from deducting wages on 'no work no pay basis".

XS CAD

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info@xscad.com
www.xscad.com

Ref - XSI_HR_A_2024-575

GENERAL RULES, CODE OF CONDUCT, DISPLINARY RULES & PROCEDURES

You will be bound by all the clauses stated in the XS CAD India Employee Handbook with respect to various rules such as utilization of leaves, notice period requirements, codes of conduct, disciplinary rules and related procedures etc. If at any time in our opinion, which is final in this matter you are found to be a non - performer or guilty of fraud or you have displayed a behaviour of dishonesty, disobedience, disorderliness, negligence, indiscipline or being absent from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice with immediate effect. You will be bound by any rules & regulation enforced by the management from time to time in relation to conduct discipline, medical leave & holidays or on any matters relating or incidental to service conditions.

SUPRESSION OF INFORMATION

Your service will also be liable for termination for suppression of any information or for furnishing any incorrect / illegal information with a view to obtain employment

OUTSIDE EMPLOYMENT

You shall not take up employment with any other employer / competitor during the period of service in establishment and you shall also not disclose to any other employer, individual or body corporate or any firm, of information relating to trade, business, process or formulae or any other confidential material either during the tenure of your service or thereafter.

GRIEVANCES

The organization shall not entertain external intervention in respect of your grievances with it. You are required to address your grievances, whenever necessary, to the Management through appropriate channels only. Any violation of the clause shall be treated with contempt and as a violation of the Terms & Conditions of employment with the management and shall be held against you in your Confidential Report.

NON-DISCLOSURE / CONFIDENTIALITY / NON-COMPETE / NON-SOLICITATION AGREEMENT

You will be bound by XS CAD India's Legal Non-Disclosure / Non-Compete / Non-Solicitation Agreement which you will sign and accept separately.

IT DATA SECURITY AND FAIR USES POLICY GUIDELINES

Data Security: Any IT Assets (Desktop/Laptop) provided to you will solely be used for business purpose
Installation of Software: Any Pirated Software should not be installed by yourself or with the help of any other team member.
Data Protection: Any data residing in IT assets (Allocated Desktop/Laptop), Shared drive, Network should be used solely for Business purpose of XS CAD.
Transfer of Data: Transfer of Data over non-official mails is prohibited.
Downloads: Any downloads of songs, videos or playing music via internet is not allowed. If required, needs prior consent of IT team.
Guest Wi-Fi Connection / LAN Connectivity: For this, you will have to seek assistance of IT department only.

Training Bond

You are under a Training bond for a period of **24** Months from the date of joining. You are required to sign and accept all the Terms and Conditions as stated in the XS CAD India Training Bond document. An undated cheque of "Not Over Rs. 75,000/=" is required to be submitted to the HR Department. The same will be returned back to you upon completion of employment with XS CAD India up to the period stated in the Training Bond.

XS CAD

+91 73036 56657
info@xscad.com
www.xscad.com

Ref - XSI_HR_A_2024-575

CORRESPONDENCE

Correspondence and address for communication where company will correspond with you directly will be at the address furnished by you as under: -

Address:	At post Goleshwar behide Ganpati mandir,Tal-Karad, Dist.-Satara	
Residential Phone Number 8080029350	Mobile Number 7972656696	Email ID darshanathorat1011@gmail.com

I, **Darshana Vilas Thorat**, accept the above terms and conditions.	
SIGNATURE	DATE

XS CAD

+91 73036 56657
info@xscad.com
www.xscad.com

Ref - XSI_HR_A_2024-575

DETAILS OF COST TO COMPANY

	Monthly	Annually
Basic	Rs. 15,100.00	Rs. 1,81,200.00
HRA	Rs. 9,251.00	Rs. 1,11,012.00
Conveyance	Rs. 1,600.00	Rs. 19,200.00
Medical Allowance	Rs. 1,250.00	Rs. 15,000.00
Gross Salary	**Rs. 27,201.00**	**Rs. 3,26,412.00**
Other Allowance	**Rs. 0.00**	Rs. 0.00
Statutory Bonus / Ex-gratia (Payable annually for previous financial year)	Rs. 583.00	Rs. 7,000.00
Company PF Contribution	Rs. 1,800.00	Rs. 21,600.00
Company ESIC Contribution	Rs. 0.00	Rs. 0.00
Company MLWF Contribution	Rs. 6.00	Rs. 72.00
Group Term Insurance	**Rs. 150.00**	Rs. 1,800.00
Group Medical Insurance	**Rs. 210.00**	Rs. 2,520.00
Group Personal Acc. Premium	Rs. 50.00	Rs. 600.00
Fixed Cost to Company (CTC)	**Rs. 30,000.00**	**Rs. 3,60,004.00**

I, **Darshana Vilas Thorat**, accept the above Remuneration (Cost to Company)	
SIGNATURE	DATE

XS CAD

+91 73036 56657
info@xscad.com
www.xscad.com

POLICY ACCEPTANCE DOCUMENT

Ref - XSI_HR_A_2024-575

Date – 08-Jul-2024

To,
The HR Department
XS CAD India Pvt. Ltd.
Empitex House, 1st Floor, Plot No A-60 & 61,
Industrial area, MIDC, Andheri East, Mumbai 400 093.

This is to confirm that I have been provided the necessary opportunity to go through the **XS CAD India HR Handbook.** I also confirm that I have gone through the same and have understood the various Codes of Conduct, Rules & Regulations as well as the various Policies & Procedures stated therein.

I hereby confirm acceptance of the various Codes of Conduct, Rules & Regulations as well as Policies & Procedures stated in the XS CAD India HR Handbook and more specifically, the ones mentioned below. I confirm to abide by all of them at all times.

1	Standard Terms and Conditions	12	Leave Policy
2	Code of Conduct	13	Sickness Absence Procedure
3	Working Hours Policy	14	Information Technology Policy
4	Extra Hours Policy	15	Training and Development Policy
5	Remuneration Policy	16	Health and Safety Policy
6	Performance Management Policy	17	Quality Policy Statement
7	Internal Communication Procedure	18	Environmental Policy
8	Disciplinary Rules and Procedure	19	Employee Loan Policy
9	Grievance Procedure	20	Fun at Work Policy
10	Bullying and Harassment Policy	21	Foreign Training Travel Policy
11	Substance Misuse Policy	22	Organizational Change Policy
		23	Leavers Guidelines

I, **Darshana Vilas Thorat**, accept the various rules, codes, guidelines, policies & procedures mentioned in the XS CAD India HR Handbook.	
SIGNATURE	DATE

XS CAD

+91 73036 56657
info@xscad.com
www.xscad.com

Ref - XSI_HR_A_2024-575

ACCEPTABLE USER POLICY

While the Information Technology Policy delivers the overarching nature of the IT policy in place at XSI, Acceptable User Policy is necessitated considering the importance of User awareness and education on this matter and the risks that unfold in case of failure to adhere to the policy. This can be considered only as a subset of the entire IT Policy laid out in sections 1.1 to 1.7 above.

The following set of guidelines set out to explain in simple terminology some of the key aspects covered under the IT Policy.

1. Any IT asset (Desktop / Laptop etc.) provided to the Employee / End User (further termed as "User") will solely be used for business purposes of XS CAD India Pvt. Ltd. or its associates, subsidiary, sister companies (further terms as "XS CAD"). Other / personal use of IT assets allocated, even after working hours or beyond office premises is strictly prohibited.

2. Allocated IT asset will remain the property of XS CAD. User should take necessary care of the allocated IT asset and prevent any form physical damage and data theft. In case of any such observation or incident which is likely to cause any damage, the User is expected to inform IT / HR immediately.

3. User should sign the form of undertaking while accepting any movable IT asset (Laptop / Data Card / Mobile / Pen Drives etc.) issued by XS CAD, for which he / she will be liable for penalty in case of any damage / loss.

4. It is understood that the User is having sufficient knowledge to operate functions of the allocated IT asset. In case any training is required in order to use the allocated asset, User must inform IT in advance to avoid any malfunction and mishandling. Only upon provision of such training should User proceed to use the said asset. User is solely responsible for any consequences related to the use of the allocated IT asset. Any dispute arising due to the same shall not be entertained.

5. Any change in configuration of allocated Hardware / installed Software is strictly not permitted. Any upgrade of existing configurations will be taken care by IT department. Such requests should be routed to IT department using internal departmental procedures.

6. Any pirated Software / Trialware / Utility / Drivers / Versions should not be installed by User under any circumstances. For any such business requirements, User should raise a request to the reporting manager / IT team.

7. Any data residing in the IT asset (Allocated Desktop / Laptop etc.) including all email communication, instant messengers, cloud services, audio / video collaboration tools, data residing on Network / Shared drives, cloud or any portable media such as pen drives, CD ROMs etc. should be used solely for business purpose of XS CAD and / or it's associates, subsidiaries. All such information is the exclusive property of XSCAD. User is expected to ensure Data Security and Data Confidentiality while having access to any available business information. Such data should not be shared with anyone else under any circumstances without written authorization from the reporting manager.

XS CAD

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Ref - XSI_HR_A_2024-575

8. Connection to LAN/WAN and internet, Mail on Mobile will be allocated according to the role assigned to respective User's profile. User is expected to adhere to the same. Any attempt(s) of breaching the same can be recorded and treated as violation of XS CAD's IT policy.

9. Transfer of data over non-official mails, Instant messengers, FTP, SFTP, Large file transfer systems, any cloud storage, except allowed credentials / methods / conditions, is strictly prohibited. Any requirement in exceptional conditions should be communicated and further should be approved by reporting manager / IT in advance before using.

10. Mass mailing / Spam is strictly not allowed.

11. User should not move the equipment from its allocated location. It would be carried out only by IT / Admin Department after prior authorization.

12. Any information stored on allocated IT assets, on emails and on any storage media can be monitored, recorded, inspected, intercepted and audited by using systems controlled by XS CAD. User hereby provides full consent to do the same and adhere to these policies.

13. Downloads of songs, video or playing music via internet (any streaming) is not allowed. It also includes storing personal video, images or any personal data on IT assets of XS CAD.

14. Any user should not attempt to install any personal software / applications without written permission from the IT department. Before copying any data from external pen drives or any portable media source, User should take assistance of IT Helpdesk to scan it appropriately to eliminate any chances of viruses, trojans, malware etc. which may be present on the source.

15. User shall not indulge in any illegal activity whilst in possession of and while using the allocated IT asset.

16. User should not modify a third party / colleagues' email and use that to misrepresent the facts. User should be very careful while sending out sensitive information over email and should ensure that no incorrect or illegal information is communicated.

17. Upon the ceasing of employment with XS CAD for any reason whatsoever, the User will ensure that all IT assets are handed over and that User will not access / misuse any email ID / social media sites / websites or any other area online, under the control or responsibility of XS CAD, for which the User may have passwords / access information to during his / her tenure with XS CAD. Doing so will result in necessary Legal action under the IT Act.

18. User will strictly not make any copies of officially procured software for any reason whatsoever and will be considered an offence and breach of XS CAD's IT policies.

19. In case of any requirement for use of Guest Wi – Fi Connection or LAN Connectivity to any external system, User must take assistance of the IT Helpdesk. User should not attempt to do this without IT assistance as it is possible that an external system which is infected can damage the XS CAD network.

XS CAD

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Ref - XSI_HR_A_2024-575

20. Mails on Mobile facility is provided on demand after formal approval of Reporting Manager and IT Department. It is understood that the User will not make any other use of information shared in it. Also, on demand, the configured handset should be provided to IT for inspection and audit.

21. User shall not use Social Media accounts, personal or company, to spread incorrect information, defamatory content with respect to XS CAD or any of its stakeholders including Clients, Employees, Associates, Vendors. User should not make offensive or derogatory remarks about XSI employees or stakeholders and do not post obscene or derogatory images. Do not also misrepresent your role at XSI or any misrepresentation with respect to XSI. Uploading pictures of XS CAD employees without their permission is not allowed and may result in necessary action if a complaint is received to that effect. XSI reserves the right to take disciplinary action if appropriate and, in extreme cases, defamation can lead to legal action.

22. Profile and work-based folder access will be provided to User. Any access modification will require business justification and necessary approval(s). Access levels can be revised as per the decision of management at any time.

23. User must not load or distribute pornographic, racist or other offensive material on their own or colleagues' workstation / devices.

24. All the rights are reserved with XS CAD for any updates, changes in Standard IT Policy which can be termed as "Acceptable User Policy" and expected to be understood and signed by every User.

Self-Declaration: I, _____ hereby declare that I have read, understood and accept the guidelines mentioned above. All my doubts and concerns are well attended and clarified up to my satisfaction level.	
Signature	Date

SINCE 1974

JYOTI STRUCTURES LTD
Corporate Office : Valecha Chambers,
6th Floor, New Link Road Oshiwara,
Andheri (West), Mumbai 400 053
Corporate Identity No.: L45200MH1974PLC017494

Ref No : JS/NSK/HR/TR_APPT/2024-25/ 07 Date : - 10-08-2024

Name:-Mr.Abhay Kumar Jeetlal Maurya
Employee No :-3200019
Location :-Project

Sub :- Trainee Appointment Letter

Dear Mr.Maurya ,

With reference to your interview you had with us, we are pleased to appoint you as **Graduate Engineer Trainee** w.e.f. **08/07/2024** for the period of One Year on following terms and conditions.

During your training period your consolidated monthly stipend will be **Rs.30,000/-** p.m. (Rupees Thirty Thousand Only) as per enclosed annexure.

The other terms & conditions of your appointment as a trainee are enclosed herewith for your reference.

Please confirm your acceptance of the appointment and return one copy of this appointment letter and terms & conditions duly signed by you as a token of your acceptance of the employment.

We hope, we have found in you a loyal and efficient trainee and your relationship with us will be happy and prosperous.

Thanking You,
Yours faithfully,
For Jyoti Structures Limited

Prasanna Kalkar
Sr.General Manager (IIR & P&A)

Encl : Terms & Conditions

ACCEPTANCE

I have read the terms & conditions of my appointment order dated **10/08/2024**, I confirm that I have understood the contents of the appointment order. I agree to work on the terms indicated in the same and any rules & regulations that are in force or in force from time to time.

Date :- _____ Signature: -
Place :- Name:-

ANNEXURE 'A'

Name	:- Mr. Abhay Kumar Jeetlal Maurya
Designation	:- Graduate Engineer Trainee
Grade	:- T-III
Basic	:- Rs.15600/-
HRA	:- Rs.1560 /- (10% on Basic)
All Allownces	:- Rs. 11040/-
Co'S PF Contribution	:- If Applicable
Co'S ESIC Contribution (3.25%)	:- If Applicable
Total Per Month CTC	:- Rs.30,000 /-
Per Annum CTC	:- Rs. 360,000/-

Provident Fund @ 12% of Basic Per month on Maximum Rs. 15000 which are less earned per month shall be deducted from your Salary & Employee's State Insurance Corporation @ 0.75% of your gross earned per month if applicable.

JYOTI STRUCTURES LTD, NASIK.
TERMS AND CONDITIONS OF SERVICE

(Forming part of the Trainee Appointment Letter)

Please read the following terms and conditions carefully & return one copy of the same duly signed by you as a token of acceptance:-

1. Your training period shall be of 12 months from your Date of Joining **08/07/2024** The Company, however, shall have the right to extend or curtail the said period of 12 months having regard to the performance shown by you.
2. You shall not be entitled to the benefits arising from Bonus or any other benefits or allowances which are applicable to our regular employee.
3. The Company shall have the sole discretion of setting out your training programme. You may be required to be posted from one shift to another or from one department to another, if the Company is of the opinion that it is so necessary for the purpose of your training.
4. If you remain absent for any reason whatsoever from your training programme for a continuous period of 10 days or more, without informing the Company, it shall be considered that you have no intention of continuing with your training programme and that you have put an end to your training of your own free will and accord.
5. During training period you shall not be entitled to any kind of leave or any benefits thereof. The leave so sanctioned shall be without pay. In case of emergency/personal work, your immediate Supervisor/Departmental Head may be approached by you.
6. The Company will review your training progress from time to time and for that purpose may give you same trade tests if it so desires.
7. During the period of your training you shall fully comply with all rules & regulations and orders as are in force on the date of your being taken-up as a trainee and to all such other rules & regulations made or order, in that behalf thereafter.
8. Your training period shall automatically come to an end on completion of a period of 12 months, or the extended period, if any. This shall, however, be without prejudice to the right of the Company to so terminate your traineeship at any time without assigning any reason or without giving you any notice or pay in lieu thereof.

9. Nothing herein contained shall be considered as a contract of service or employment creating employer-employee relationship between the Company and the Trainee. It is clearly agreed and understood that the Company in observing you as Trainee, is under no obligation to take you in its regular employment, nor does it assure you in any way that the Company may give regular employment, even though the trainee may have completed his trainee ship to the entire satisfaction of the Company.

10. During the period of your traineeship, you shall make every sincere endeavor to imbed the training programme and shall exert yourself to the best of your ability to make training programme a success, you shall follow and give effect to all orders, instructions and guidance given to you by your Supervisor and shall preserve and maintain perfect discipline at all time.

11. During the period of your training with the Company, you will devote your whole time and attention to your training and will not engage yourself directly or indirectly in any service, trade, profession, business or occupation. You shall be under obligation to observe secrecy in respect of business of the Company.

12. The Company will not be liable to pay any damage or compensation to you on account of any injury sustained, or disability suffered, during the training programme.

13. In the event of your causing any damage to machinery in the course of your training period or of your losing or spoiling any tools or accessories given under your case or charge or causing any damage to the property of the Company willfully or out of sheer neglect, then, in all such cases, the Company hereby reserves its right to deduct from the stipend of the trainee such amount Company may deem fit and of which the Company shall be the sole judge.

For Jyoti Structures Ltd,

Prasanna Kalkar
Sr.General Manager – (HR & P&A)

I accept the above terms & conditions.

Abhay Kumar Jeetlal Maurya

JYOTI STRUCTURES LIMITED
Corporate Office: Valecha Chambers
6th Floor, New Link Road Oshiwara
Andheri (West) Mumbai -400053
Corporate Identity No: L45200MH1974PLC017491

Ref: - JS/HR/Offer/87/2024-25

Date: 24-05-2024

Mr. Avdhut Sudhir Tambe
313, Mayekar Chwal,
Ghatkopar (W),
Mumbai, MH-400 084.

Sub: Offer Letter

Dear Mr. Avdhut,

With reference to the selection process, you had participated in for JSL, we are pleased to offer you the position of "Graduate Engineer Trainee", with a Cost to Company (CTC) of Rs. 3,60,000/- (Rupees Three Lakhs Sixty Thousand Only) per year, payable in equal monthly instalments.

You are requested to join on 8th of July 2024, upon receiving the Offer letter, at Company's Head office at Mumbai, Maharashtra, failing which, this offer shall remain automatically withdrawn. At the time of joining, you will be given a detailed Appointment letter.

Kindly bring original as well as copies of certificates of your educational qualification (school leaving certificate, semester marksheets and degree certificate, if available), PAN card, Aadhar card, cancelled cheque, UAN Card, and 3 copies of color photograph, at the time of joining.

Please acknowledge receipt within one day after receipt of this Offer letter and send one copy duly signed, as a token of your unconditional acceptance via email.

We look forward to having you in our team on a long-term association.

Thanking you,
Yours faithfully,
For Jyoti Structures Ltd.

Prasanna Kalkar
HR Department

Accepted by

Avdhut Sudhir Tambe

SINCE 1974

JYOTI STRUCTURES LTD
Corporate Office : Valecha Chambers,
6th Floor, New Link Road Oshiwara,
Andheri (West), Mumbai 400 053
Corporate Identity No.: L45200MH1974PLC017494

Ref No : JS/NSK/HR/TR_APPT/2024-25/ 10 Date : - 10-08-2024

Name:-Mr.Mohd Usaid Mohd Kadir Khan
Employee No :-3200022
Location :-Project

Sub :- Trainee Appointment Letter

Dear Mr.Khan ,

With reference to your interview you had with us, we are pleased to appoint you as **Graduate Engineer Trainee** w.e.f. **08/07/2024** for the period of One Year on following terms and conditions.

During your training period your consolidated monthly stipend will be **Rs.30,000/-** p.m. (Rupees Thirty Thousand Only) as per enclosed annexure.

The other terms & conditions of your appointment as a trainee are enclosed herewith for your reference.

Please confirm your acceptance of the appointment and return one copy of this appointment letter and terms & conditions duly signed by you as a token of your acceptance of the employment.

We hope, we have found in you a loyal and efficient trainee and your relationship with us will be happy and prosperous.

Thanking You,
Yours faithfully,
For Jyoti Structures Limited

Prasanna Kalkar
Sr.General Manager (HR & P&A)

Encl : Terms & Conditions

ACCEPTANCE

I have read the terms & conditions of my appointment order dated **10/08/2024**, I confirm that I have understood the contents of the appointment order. I agree to work on the terms indicated in the same and any rules & regulations that are in force or in force from time to time.

Date :- _____ Signature: -
Place :- Name:-

ANNEXURE 'A'

Name	:- Mr. Mohd Usaid Mohd Kadir Khan
Designation	:- Graduate Engineer Trainee
Grade	:- T-III
Basic	:- Rs.15600/-
HRA	:- Rs.1560 /- (10% on Basic)
All Allownces	:- Rs. 11040/-
Co'S PF Contribution	:- If Applicable
Co'S ESIC Contribution (3.25%)	:- If Applicable
Total Per Month CTC	:- Rs.30,000 /-
Per Annum CTC	:- Rs. 360,000/-

Provident Fund @ 12% of Basic Per month on Maximum Rs. 15000 which are less earned per month shall be deducted from your Salary & Employee's State Insurance Corporation @ 0.75% of your gross earned per month if applicable.

JYOTI STRUCTURES LTD, NASIK.
TERMS AND CONDITIONS OF SERVICE

(Forming part of the Trainee Appointment Letter)

Please read the following terms and conditions carefully & return one copy of the same duly signed by you as a token of acceptance:-

1. Your training period shall be of 12 months from your Date of Joining **08/07/2024** The Company, however, shall have the right to extend or curtail the said period of 12 months having regard to the performance shown by you.
2. You shall not be entitled to the benefits arising from Bonus or any other benefits or allowances which are applicable to our regular employee.
3. The Company shall have the sole discretion of setting out your training programme. You may be required to be posted from one shift to another or from one department to another, if the Company is of the opinion that it is so necessary for the purpose of your training.
4. If you remain absent for any reason whatsoever from your training programme for a continuous period of 10 days or more, without informing the Company, it shall be considered that you have no intention of continuing with your training programme and that you have put an end to your training of your own free will and accord.
5. During training period you shall not be entitled to any kind of leave or any benefits thereof. The leave so sanctioned shall be without pay. In case of emergency/personal work, your immediate Supervisor/Departmental Head may be approached by you.
6. The Company will review your training progress from time to time and for that purpose may give you same trade tests if it so desires.
7. During the period of your training you shall fully comply with all rules & regulations and orders as are in force on the date of your being taken-up as a trainee and to all such other rules & regulations made or order, in that behalf thereafter.
8. Your training period shall automatically come to an end on completion of a period of 12 months, or the extended period, if any. This shall, however, be without prejudice to the right of the Company to so terminate your traineeship at any time without assigning any reason or without giving you any notice or pay in lieu thereof.

9. Nothing herein contained shall be considered as a contract of service or employment creating employer-employee relationship between the Company and the Trainee. It is clearly agreed and understood that the Company in observing you as Trainee, is under no obligation to take you in its regular employment, nor does it assure you in any way that the Company may give regular employment, even though the trainee may have completed his trainee ship to the entire satisfaction of the Company.

10. During the period of your traineeship, you shall make every sincere endeavor to imbed the training programme and shall exert yourself to the best of your ability to make training programme a success, you shall follow and give effect to all orders, instructions and guidance given to you by your Supervisor and shall preserve and maintain perfect discipline at all time.

11. During the period of your training with the Company, you will devote your whole time and attention to your training and will not engage yourself directly or indirectly in any service, trade, profession, business or occupation. You shall be under obligation to observe secrecy in respect of business of the Company.

12. The Company will not be liable to pay any damage or compensation to you on account of any injury sustained, or disability suffered, during the training programme.

13. In the event of your causing any damage to machinery in the course of your training period or of your losing or spoiling any tools or accessories given under your case or charge or causing any damage to the property of the Company willfully or out of sheer neglect, then, in all such cases, the Company hereby reserves its right to deduct from the stipend of the trainee such amount Company may deem fit and of which the Company shall be the sole judge.

For Jyoti Structures Ltd,

Prasanna Kalkar
Sr.General Manager – (HR & P&A)

I accept the above terms & conditions.

Mohd Usaid Mohd Kadir Khan

SINCE 1974

JYOTI STRUCTURES LTD
Corporate Office : Valecha Chambers,
6th Floor, New Link Road Oshiwara,
Andheri (West), Mumbai 400 053
Corporate Identity No.: L45200MH1974PLC017494

Ref No : JS/NSK/HR/TR_APPT/2024-25/ 08 Date : - 10-08-2024

Name:-Mr.Pratik Ambadas Ingole
Employee No :-3200020
Location :-Project

Sub :- Trainee Appointment Letter

Dear Mr.Ingole ,

With reference to your interview you had with us, we are pleased to appoint you as **Graduate Engineer Trainee** w.e.f. **08/07/2024** for the period of One Year on following terms and conditions.

During your training period your consolidated monthly stipend will be **Rs.30,000/-** p.m. (Rupees Thirty Thousand Only) as per enclosed annexure.

The other terms & conditions of your appointment as a trainee are enclosed herewith for your reference.

Please confirm your acceptance of the appointment and return one copy of this appointment letter and terms & conditions duly signed by you as a token of your acceptance of the employment.

We hope, we have found in you a loyal and efficient trainee and your relationship with us will be happy and prosperous.

Thanking You,
Yours faithfully,
For Jyoti Structures Limited

Prasanna Kalkar
Sr.General Manager (HR & P&A)

Encl : Terms & Conditions

ACCEPTANCE

I have read the terms & conditions of my appointment order dated **10/08/2024**, I confirm that I have understood the contents of the appointment order. I agree to work on the terms indicated in the same and any rules & regulations that are in force or in force from time to time.

Date :- _____ Signature: -
Place :- Name:-

ANNEXURE 'A'

Name	:- Mr. Pratik Ambadas Ingole
Designation	:- Graduate Engineer Trainee
Grade	:- T-III
Basic	:- Rs.15600/-
HRA	:- Rs.1560 /- (10% on Basic)
All Allownces	:- Rs. 11040/-
Co'S PF Contribution	:- If Applicable
Co'S ESIC Contribution (3.25%)	:- If Applicable
Total Per Month CTC	:- Rs.30,000 /-
Per Annum CTC	:- Rs. 360,000/-

Provident Fund @ 12% of Basic Per month on Maximum Rs. 15000 which are less earned per month shall be deducted from your Salary & Employee's State Insurance Corporation @ 0.75% of your gross earned per month if applicable.

JYOTI STRUCTURES LTD, NASIK.
TERMS AND CONDITIONS OF SERVICE

(Forming part of the Trainee Appointment Letter)

Please read the following terms and conditions carefully & return one copy of the same duly signed by you as a token of acceptance:-

1. Your training period shall be of 12 months from your Date of Joining **08/07/2024** The Company, however, shall have the right to extend or curtail the said period of 12 months having regard to the performance shown by you.
2. You shall not be entitled to the benefits arising from Bonus or any other benefits or allowances which are applicable to our regular employee.
3. The Company shall have the sole discretion of setting out your training programme. You may be required to be posted from one shift to another or from one department to another, if the Company is of the opinion that it is so necessary for the purpose of your training.
4. If you remain absent for any reason whatsoever from your training programme for a continuous period of 10 days or more, without informing the Company, it shall be considered that you have no intention of continuing with your training programme and that you have put an end to your training of your own free will and accord.
5. During training period you shall not be entitled to any kind of leave or any benefits thereof. The leave so sanctioned shall be without pay. In case of emergency/personal work, your immediate Supervisor/Departmental Head may be approached by you.
6. The Company will review your training progress from time to time and for that purpose may give you same trade tests if it so desires.
7. During the period of your training you shall fully comply with all rules & regulations and orders as are in force on the date of your being taken-up as a trainee and to all such other rules & regulations made or order, in that behalf thereafter.
8. Your training period shall automatically come to an end on completion of a period of 12 months, or the extended period, if any. This shall, however, be without prejudice to the right of the Company to so terminate your traineeship at any time without assigning any reason or without giving you any notice or pay in lieu thereof.

9. Nothing herein contained shall be considered as a contract of service or employment creating employer-employee relationship between the Company and the Trainee. It is clearly agreed and understood that the Company in observing you as Trainee, is under no obligation to take you in its regular employment, nor does it assure you in any way that the Company may give regular employment, even though the trainee may have completed his trainee ship to the entire satisfaction of the Company.

10. During the period of your traineeship, you shall make every sincere endeavor to imbed the training programme and shall exert yourself to the best of your ability to make training programme a success, you shall follow and give effect to all orders, instructions and guidance given to you by your Supervisor and shall preserve and maintain perfect discipline at all time.

11. During the period of your training with the Company, you will devote your whole time and attention to your training and will not engage yourself directly or indirectly in any service, trade, profession, business or occupation. You shall be under obligation to observe secrecy in respect of business of the Company.

12. The Company will not be liable to pay any damage or compensation to you on account of any injury sustained, or disability suffered, during the training programme.

13. In the event of your causing any damage to machinery in the course of your training period or of your losing or spoiling any tools or accessories given under your case or charge or causing any damage to the property of the Company willfully or out of sheer neglect, then, in all such cases, the Company hereby reserves its right to deduct from the stipend of the trainee such amount Company may deem fit and of which the Company shall be the sole judge.

For Jyoti Structures Ltd,

Prasanna Kalkar
Sr.General Manager – (HR & P&A)

I accept the above terms & conditions.

Pratik Ambadas Ingole

NIPPEN
driven by values

NIPPEN ELECTRICAL INSTRUMENTS CO.
Manufacturer of Measuring Instruments & Control Products.

Date: 29/05/2024

To,
Mr. **NACHIKET AMBRE**
Andheri, Mumbai

Subject: Appointment letter for post of Jr. Embedded Hardware Engineer

Dear Nachiket,

We are pleased to extend this offer of employment to you for the position of Embedded Hardware Engineer at Nippen Electrical Instruments Co. We believe that your skills and experience will make a valuable contribution to our team and our ongoing projects.

Position: Jr Hardware Engineer

Start Date: 24th June 2024

Salary: 3.6 LPA

Reporting to: Samir Behera

Location: 106, New Tejpal Industrial Premises, Andheri-Kurla Road, Sakinaka, Mumbai

Roles:

- Designing and developing hardware systems for embedded applications, including microcontrollers, microprocessors, and other electronic components.
- Collaborating with cross-functional teams to define hardware requirements, specifications, and architecture.
- Selecting appropriate components and technologies based on project requirements.
- Conducting hardware debugging, testing, and troubleshooting to ensure functionality and performance.
- Supporting hardware bring-up, validation, and verification activities.
- Researching and evaluating new technologies and components to improve product performance and reliability.

NIPPEN
driven by values

NIPPEN ELECTRICAL INSTRUMENTS CO.
Manufacturer of Measuring Instruments & Control Products.

Responsibilities:

- Develop high-quality software design and architecture.
- Develop hardware specifications and documentation for manufacturing and testing.
- Participate in design reviews and provide input to improve the quality and manufacturability of hardware designs.
- Identify and mitigate risks associated with hardware development and deployment.
- Work closely with software engineers to define hardware interfaces and requirements.
- Continuously learn and stay updated on emerging technologies and industry trends in embedded hardware design.

We are excited about the prospect of you joining our team and are confident that you will thrive in our dynamic work environment. Please review the attached employment contract for detailed terms and conditions of your employment.

Upon receipt of your acceptance, we will provide further instructions regarding the on boarding process.

Once again, congratulations on your offer of employment! We look forward to welcoming you to Nippen Electrical Instruments Co. and working together to achieve our goals.

If you have any questions or require further clarification, please feel free to contact us at info@nippenco.com.

With best wishes,

Nippen Electrical Instruments Co.

JYOTI STRUCTURES LIMITED
Corporate Office: Valecha Chambers
6th Floor, New Link Road Oshiwara
Andheri (West) Mumbai -400053
Corporate Identity No: L45200MH1974PLC017494

Ref: - JS/HR/Offer/222/2024-25

Date: 25-07-2024

Mr. Abhishek Nagare
At post-Deshwandi,
Sinnar, Nashik,
MH-422 103.

Sub: Offer Letter

Dear Mr. Abhishek,

With reference to the selection process, you had participated in for JSL, we are pleased to offer you the position of "Graduate Engineer Trainee," with a Cost to Company (CTC) of Rs. 3,60,000/- (Rupees Three Lakhs Sixty Thousand Only) per year, payable in equal monthly instalments.

You are requested to join on 1st of August 2024, upon receiving the Offer letter, at Company's Head office at **Mumbai, Maharashtra,** failing which, this offer shall remain automatically withdrawn. At the time of joining, you will be given a detailed Appointment letter.

Kindly bring original as well as copies of certificates of your educational qualification (school leaving certificate, semester marksheets and degree certificate, if available), PAN card, Aadhar card, cancelled cheque, UAN Card, and 3 copies of color photograph, at the time of joining.

Please acknowledge receipt within one day after receipt of this Offer letter and send one copy duly signed, as a token of your unconditional acceptance via email.

We look forward to having you in our team on a long-term association.

Thanking you,
Yours faithfully,
For Jyoti Structures Ltd.

Prasanna Kalkar
HR Department

Accepted by

Abhishek Nagare

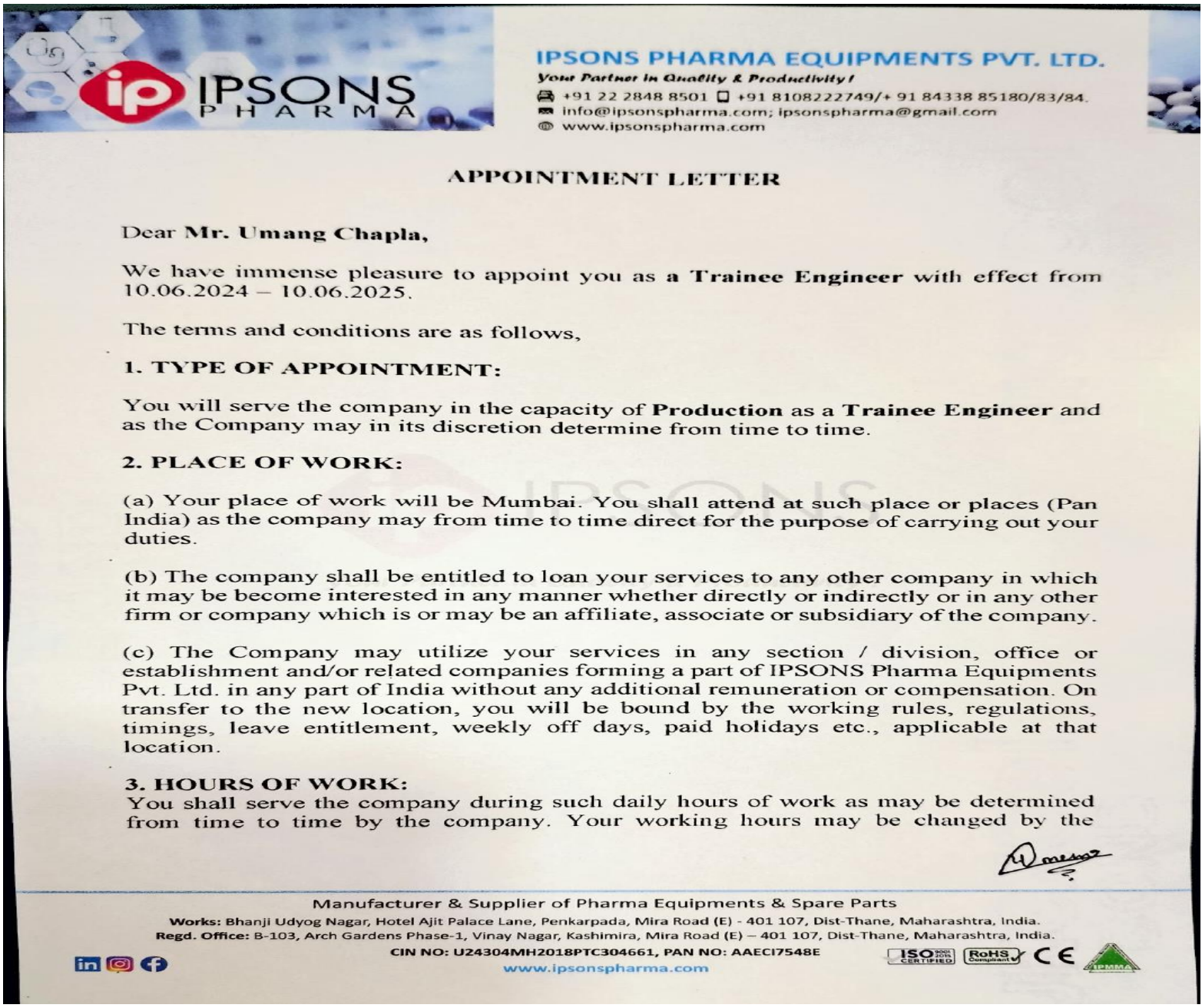
CTC Breakup

Name - Abhishek Nagare
Structure for 3.60 L 30,000 3,60,000
Graduate Engineer Trainee T-III
Trainee

Salary Heads	INR Per Month	INR Per Annum
Basic 52% of monthly gross	15,600	1,87,200
HRA %age	10	
HRA amount	1,560	18,720
Convey. Allow.	-	-
Medical Allow.	-	-
Washing Allow.	-	-
Other Allow.	11,040	1,32,480
Gross	28,200	3,38,400
PF Employer Contribution	1,800	21,600
Cost to the Company	30,000	3,60,000

Note- Any Statutory deduction as & when applicable, shall be deducted.

MECH



IPSONS PHARMA

IPSONS PHARMA EQUIPMENTS PVT. LTD.
Your Partner in Quality & Productivity!
+91 22 2848 8501 +91 8108222749/+ 91 84338 85180/83/84.
info@ipsonspharma.com; ipsonspharma@gmail.com
www.ipsonspharma.com

APPOINTMENT LETTER

Dear **Mr. Umang Chapla,**

We have immense pleasure to appoint you as a **Trainee Engineer** with effect from 10.06.2024 – 10.06.2025.

The terms and conditions are as follows,

1. TYPE OF APPOINTMENT:

You will serve the company in the capacity of **Production** as a **Trainee Engineer** and as the Company may in its discretion determine from time to time.

2. PLACE OF WORK:

(a) Your place of work will be Mumbai. You shall attend at such place or places (Pan India) as the company may from time to time direct for the purpose of carrying out your duties.

(b) The company shall be entitled to loan your services to any other company in which it may be become interested in any manner whether directly or indirectly or in any other firm or company which is or may be an affiliate, associate or subsidiary of the company.

(c) The Company may utilize your services in any section / division, office or establishment and/or related companies forming a part of IPSONS Pharma Equipments Pvt. Ltd. in any part of India without any additional remuneration or compensation. On transfer to the new location, you will be bound by the working rules, regulations, timings, leave entitlement, weekly off days, paid holidays etc., applicable at that location.

3. HOURS OF WORK:
You shall serve the company during such daily hours of work as may be determined from time to time by the company. Your working hours may be changed by the

Manufacturer & Supplier of Pharma Equipments & Spare Parts
Works: Bhanji Udyog Nagar, Hotel Ajit Palace Lane, Penkarpada, Mira Road (E) - 401 107, Dist-Thane, Maharashtra, India.
Regd. Office: B-103, Arch Gardens Phase-1, Vinay Nagar, Kashimira, Mira Road (E) – 401 107, Dist-Thane, Maharashtra, India.
CIN NO: U24304MH2018PTC304661, PAN NO: AAECI7548E
www.ipsonspharma.com

XS CAD

+91 73036 56657
info@xscad.com
www.xscad.com

Ref - XSI_HR_O_24-538

Date – 02-April-2024

To
Kalyani Vyankatesh Joshi
Swati Sadan, A/202,
Navyug Nagar, New Dewanman,
Vasai West, Umele, Bassein Road,
Thane Maharashtra – 401202

Subject - Offer Letter

Dear Kalyani,

We are pleased to offer you the post of **Graduate Engineer - BIM @ Rs.30,000/- CTC per month**. Your date of joining would be **4-June-2024**. Your reporting time on this first day of joining will be **08:15** AM.

You are requested to accept this offer letter latest by **4-April-2024** via return email. Kindly note that in case your acceptance is not received by us within the above stated date then this offer letter will stand cancelled.

On the day of joining, you are requested to carry the following documents -

- Aadhar Card (Original for verification + 2 Photocopies)
- PAN Card (Original for verification + 2 Photocopies)
- Present Residence Address Proof
- Educational Documents (Originals for verification + 1 Photocopy set)
- Experience Certificate and / or Resignation Letter acceptance of previous employer (Originals for verification + 1 Photocopy set)
- Last drawn Salary Slip and / or Last 3 months bank statements with salary credits (1 Photocopy set)
- Form 16 and / or Salary Certificate of **2022-2023** of previous employer/s (1 Photocopy set)
- 2 Passport sized photographs
- 1 Original signed copy of this Offer Letter set.

Please ensure that the above documents are valid as we conduct a background verification / reference check. In case any discrepancy is detected in your documents then the organization retains the right to take appropriate action at any point of time including cancellation of this Offer Letter and any future Appointment Letter.

Upon your joining on the date stated above as well as collection and upon verification of all the above documents, an Appointment Letter would be issued to you. You would undergo a 6-month probation period starting from the date of joining.

We welcome you to XS CAD India Pvt Ltd and look forward to working with you.

For XS CAD India Private Limited

Prabhat Singh Digitally signed by Prabhat Singh
Date: 2024.04.03 13:42:31 +05'30'

(Authorized Signatory)
Enclosed - (a) General Terms and Conditions of Employment (b) Annexure I (CTC)

XS CAD

+91 73036 56657
info@xscad.com
www.xscad.com

Ref - XSI_HR_O_24-537

Date – 02-April-2024

To
Sakshi Mahadev Marchande
14/273, I.C.M.R. Staff Quarters,
Arun Kumar Vaidya Road,
Opp. Mangubai School,
Borivali East S. O.
Mumbai Maharashtra – 400066.

Subject - Offer Letter

Dear Sakshi,

We are pleased to offer you the post of **Graduate Engineer - BIM** @ **Rs.30,000/- CTC per month**. Your date of joining would be **4-June-2024**. Your reporting time on this first day of joining will be **08:15** AM.

You are requested to accept this offer letter latest by **4-April-2024** via return email. Kindly note that in case your acceptance is not received by us within the above stated date then this offer letter will stand cancelled.

On the day of joining, you are requested to carry the following documents -

- Aadhar Card (Original for verification + 2 Photocopies)
- PAN Card (Original for verification + 2 Photocopies)
- Present Residence Address Proof
- Educational Documents (Originals for verification + 1 Photocopy set)
- Experience Certificate and / or Resignation Letter acceptance of previous employer (Originals for verification + 1 Photocopy set)
- Last drawn Salary Slip and / or Last 3 months bank statements with salary credits (1 Photocopy set)
- Form 16 and / or Salary Certificate of **2022-2023** of previous employer/s (1 Photocopy set)
- 2 Passport sized photographs
- 1 Original signed copy of this Offer Letter set.

Please ensure that the above documents are valid as we conduct a background verification / reference check. In case any discrepancy is detected in your documents then the organization retains the right to take appropriate action at any point of time including cancellation of this Offer Letter and any future Appointment Letter.

Upon your joining on the date stated above as well as collection and upon verification of all the above documents, an Appointment Letter would be issued to you. You would undergo a 6-month probation period starting from the date of joining.

We welcome you to XS CAD India Pvt Ltd and look forward to working with you.

For XS CAD India Private Limited

Prabhat Singh Digitally signed by Prabhat Singh
Date: 2024.04.03 15:20:59 +05'30'

(Authorized Signatory)
Enclosed - (a) General Terms and Conditions of Employment (b) Annexure I (CTC)

NIDO MACHINERIES SUPPORT RENTAL AUTOMATION

NIDO Machineries Pvt. Ltd.
Corporate Office: Unit 311,
Wadala Udyog Bhavan,
Naigaon Cross Rd Wadala,
Mumbai 400031, India

Warehouse & Service Centre:
Unit 15 & 16, A16, Harihar
Corporation, Mankoli Naka,
Dapoda, Bhiwandi,
Thane 421 302, India.

M: +91 81081 15886
T: +91 22 4225 6225
E: sales@nidoworld.com
CIN: U29253MH2009PTC198182
nidoworld.com

Date: 13-05-2024

To Isha Dilip Lagad,

SUB: LETTER OF APPOINTMENT: - Trainee Buisness Analyst

Ms. Isha Dilip Lagad,

The Company is pleased to appoint you as **Trainee Buisness Analyst.** You will begin service on the opening hour of **13-05-2024** and the employment will be based on the following terms and conditions.

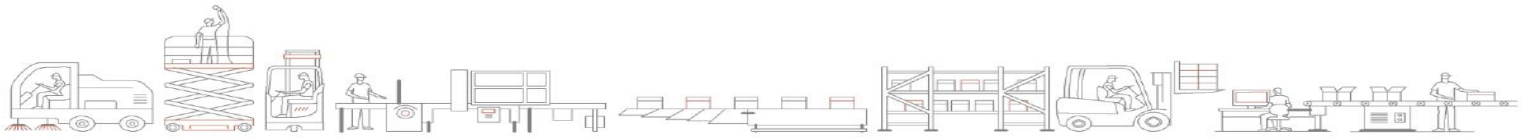
1. ANNUAL GROSS REMUNERATION (CTC)
The employee shall be paid a total annual gross remuneration of Rs. **300000/- (Three Lakh).** The breakup of Rs. **300000/-** is as per Annexure A

2. ALLOWANCES:
For all employees, not appointed at Office/Warehouse/ Factory, travel allowance at actual shall be provided upon proper timely submission of expense reports and related supporting documents to the Immediate Reporting Manager and Admin Department. For all employees traveling outside their home region for company work, all allowances shall be paid at actual as mentioned in the Company Policy Document. For employees allocated to a base location, no allowances shall be provided, as they are expected to work from the designatedbase location.

3. EMOLUMENTS
Compensation will be available to the employee within the rules and regulations of the company. The taxation of the emoluments and benefits, if any, will be borne by the employee. The compensation will be subject to deductions/contributions under such laws and regulations as may be in force from time to time. The employee shall be governed by such rules and regulations and the personnel policies that are either existing or brought into force from time to time by the management.

4. PROBATION PERIOD
The employee will be on initial probation for six months. At the end of the probation period, the company may choose to continue the probation period if work improvement has not been satisfactory OR issue a confirmation letter if the employee's services have been found to be satisfactory. All company benefits can be enjoyed only upon a confirmation letter received from the company. During the probation or even after your confirmation, continuation of employment will be subject to your job performance, your physical and mental fitness and requirement of job role for the company.

5. ANNUAL INCREMENTS
Increments shall not be automatic but shall be based solely on the efficient, satisfactory, and loyal discharge of duties and results achieved by the employee as assessed by performance appraisal systems which will be carried out at regular intervals by the management. Increments may be withheld if the performance is not found to be satisfactory or accelerated in case of exceptionally good performance. Effective 1st April 2023 increment cycle has been changed to period starting "April and ending in



XS CAD

+91 73036 56657
info@xscad.com
www.xscad.com

Ref - XSI_HR_O_24-548

Date – 02-April-2024

To
Atul Vinod Sharma
No-15, Radhabai Chawl,
Kumbhar Wada, Malad (West),
Mumbai, Maharashtra - 400064

Subject - Offer Letter

Dear Atul,

We are pleased to offer you the post of **Graduate Engineer - BIM @ Rs.30,000/- CTC per month**. Your date of joining would be **4-June-2024**. Your reporting time on this first day of joining will be **08:15** AM.

You are requested to accept this offer letter latest by **4-April-2024** via return email. Kindly note that in case your acceptance is not received by us within the above stated date then this offer letter will stand cancelled.

On the day of joining, you are requested to carry the following documents -

- Aadhar Card (Original for verification + 2 Photocopies)
- PAN Card (Original for verification + 2 Photocopies)
- Present Residence Address Proof
- Educational Documents (Originals for verification + 1 Photocopy set)
- Experience Certificate and / or Resignation Letter acceptance of previous employer (Originals for verification + 1 Photocopy set)
- Last drawn Salary Slip and / or Last 3 months bank statements with salary credits (1 Photocopy set)
- Form 16 and / or Salary Certificate of **2022-2023** of previous employer/s (1 Photocopy set)
- 2 Passport sized photographs
- 1 Original signed copy of this Offer Letter set.

Please ensure that the above documents are valid as we conduct a background verification / reference check. In case any discrepancy is detected in your documents then the organization retains the right to take appropriate action at any point of time including cancellation of this Offer Letter and any future Appointment Letter.

Upon your joining on the date stated above as well as collection and upon verification of all the above documents, an Appointment Letter would be issued to you. You would undergo a 6-month probation period starting from the date of joining.

We welcome you to XS CAD India Pvt Ltd and look forward to working with you.

For XS CAD India Private Limited

Prabhat Singh Digitally signed by Prabhat Singh
Date: 2024.04.03 12:30:49 +05'30'

(Authorized Signatory)
Enclosed - (a) General Terms and Conditions of Employment (b) Annexure I (CTC)

mahindra Rise

Mahindra & Mahindra Ltd.
Mahindra Towers, Akurli Road,
Kandivali (East)
Mumbai 400 101 India

www.mahindra.com

Date: 23 July 2024
Vaishnavi Mahesh Palkar
13/ A 401 Spring Leaf Lokhandwala
Township Kandivali East Mumbai
Mumbai,Maharashtra- 400101

Dear Vaishnavi,

We have pleasure in offering you appointment in Mahindra & Mahindra Ltd as a Graduate Apprentice Trainee under these provisions of Apprentices Act, 1973 with effect from **05 August 2024**.

- You will be paid a consolidated stipend of Rs. **35000**/- per month throughout the period of Apprenticeship Training. Your training be governed as per the terms and conditions set forth in the Apprentices Act, 1973.
- During this period it is expected that you will abide by the rules and procedures of the Company.

- You will undergo training for a period of twelve months. However, this training period could be curtailed or extended at the discre of the Company. Completion of twelve months of training does not entitle you or result in automatic confirmation, unless confirme in writing.

- So long as you are in the employment of the Company., you will, at all times, observe secrecy and confidentiality and will not divulge, disclose or make known to any unauthorized person within or outside the Company, nor will you unauthorized use any knowledge or information in respect of manufacturing, technical trade or business data (including manufacturing processes, technical know-how, customer information, business plans and like matters) which are necessarily confidential and have come to your knowledge and possession.

- You will also not remove any such information in any form whatsoever from the Company premises, nor copy or transmit the san unauthorized through any medium including social networking networks/ public sites, nor will you grant permission to assist, perm entry to, or in any manner co-operate with any unauthorized person for the purposes of accessing, obtaining, copying, transmittin or removing the above. Even after the cessation of your employment with the Company, you will not use, divulge, disclose or remove in any manner whatsoever confidential information of the type described above of which you were in possession whilst in service to the detriment of the Company.

- You will also observe all the confidentiality measures which are in existence, or which may be enforced from time to time, as well directions as to confidentiality marked on any communication, document, electronic data storage device etc. You shall indemnify and hold Company harmless and indemnified against any damage or loss caused to the Company on account of breach of confidentiality on your part. These confidentiality provisions shall survive the separation of your employment with the Company, either by way of retirement or termination or otherwise

- You will devote your full attention exclusively to the duties entrusted to you from time to time by the Company and while in

Mahindra & Mahindra Ltd.
Mahindra Towers, Akurli Road,
Kandivali (East)
Mumbai 400 101 India

www.mahindra.com

Date: 23 July 2024
Bharat Kesaram Choudhary
68/678 , M.H.B. Colony , Mahavir Nagar
Kandivali(West)
Mumbai,Maharashtra- 400067

Dear Bharat,

We have pleasure in offering you appointment in Mahindra & Mahindra Ltd as a Graduate Apprentice Trainee under these provisions of th Apprentices Act, 1973 with effect from **05 August 2024**.

- You will be paid a consolidated stipend of Rs. **35000**/- per month throughout the period of Apprenticeship Training. Your training w be governed as per the terms and conditions set forth in the Apprentices Act, 1973.
- During this period it is expected that you will abide by the rules and procedures of the Company.

- You will undergo training for a period of twelve months. However, this training period could be curtailed or extended at the discretio of the Company. Completion of twelve months of training does not entitle you or result in automatic confirmation, unless confirmed in writing.

- So long as you are in the employment of the Company., you will, at all times, observe secrecy and confidentiality and will not divulge, disclose or make known to any unauthorized person within or outside the Company, nor will you unauthorized use any knowledge or information in respect of manufacturing, technical trade or business data (including manufacturing processes, technical know-how, customer information, business plans and like matters) which are necessarily confidential and have come to your knowledge and possession.

- You will also not remove any such information in any form whatsoever from the Company premises, nor copy or transmit the same unauthorized through any medium including social networking networks/ public sites, nor will you grant permission to assist, permit entry to, or in any manner co-operate with any unauthorized person for the purposes of accessing, obtaining, copying, transmitting or removing the above. Even after the cessation of your employment with the Company, you will not use, divulge, disclose or remove in any manner whatsoever confidential information of the type described above of which you were in possession whilst in service to the detriment of the Company.

- You will also observe all the confidentiality measures which are in existence, or which may be enforced from time to time, as well a directions as to confidentiality marked on any communication, document, electronic data storage device etc. You shall indemnify and hold Company harmless and indemnified against any damage or loss caused to the Company on account of breach of confidentiality on your part. These confidentiality provisions shall survive the separation of your employment with the Company, either by way of retirement or termination or otherwise

- You will devote your full attention exclusively to the duties entrusted to you from time to time by the Company and while in

H.K. DESIGNS (IND

OFFER LETTER

To,
Kaushal Achrekar
Borivali, Mumbai.

Dear Kaushal Achrekar ,

With reference to the interview you had with us on **03/07/2024,** we are pleased to off
position as **Management Trainee** on the terms and conditions explained during the
your appointment.

As agreed, you will join us on or before by **22/07/2024 (Monday),** if you fail to join
date, this offer will stand withdrawn automatically and you will have no claim on jo
future.

You are advised to carry following document in original on the day of joining so as
joining formalities.

1) Highest Educational Qualification Certificate.-SSC/HSC/FINAL YEAR
2) Appointment letter, Relieving letter and last 3 months' salary slip of previ
   organization.
3) Aadhar Card
4) PAN Card
5) Passport copy (if holding valid passport)
6) Electricity Bill / Bank Account
7) 2 PP size photographs with white background.

Congratulations and Welcome to our organization!!

We wish you long rewarding career with us.

For H.K. Designs (India) LLP

H. K. DESIGNS (INDIA) SEEPZ Mumbai-96

Dr.Subhash Mali
Chief People Officer

Date: 17th July 24

XS CAD

+91 73036 56657
info@xscad.com
www.xscad.com

Ref - XSI_HR_O_24-567

Date – 07-June-2024

To
Yash Devkumar Thakur
Room No 709 Gandhi Nagar,
SOC BLDG No 2, Eksar Road,
Near Kabristan, Eksar Dongari,
Borivali West, Mumbai,
Maharashtra – 400092.

Subject - Offer Letter

Dear Yash,

We are pleased to offer you the post of **Graduate Engineer - BIM (Grade 3) @ Rs.30,000/- CTC per month**. Your d of joining would be **11-June-2024**. Your reporting time on this first day of joining will be **08:15** AM.

You are requested to accept this offer letter latest by **08-June-2024** via return email. Kindly note that in case y acceptance is not received by us within the above stated date then this offer letter will stand cancelled.

On the day of joining, you are requested to carry the following documents -

- Aadhar Card (Original for verification + 2 Photocopies)
- PAN Card (Original for verification + 2 Photocopies)
- Present Residence Address Proof
- Educational Documents (Originals for verification + 1 Photocopy set)
- Experience Certificate and / or Resignation Letter acceptance of previous employer (Originals for verifica + 1 Photocopy set)
- Last drawn Salary Slip and / or Last 3 months bank statements with salary credits (1 Photocopy set)
- Form 16 and / or Salary Certificate of **2023-2024** of previous employer/s (1 Photocopy set)
- 2 Passport sized photographs
- 1 Original signed copy of this Offer Letter set.

Please ensure that the above documents are valid as we conduct a background verification / reference check. In c any discrepancy is detected in your documents then the organization retains the right to take appropriate actio any point of time including cancellation of this Offer Letter and any future Appointment Letter.

Upon your joining on the date stated above as well as collection and upon verification of all the above docume an Appointment Letter would be issued to you. You would undergo a 6-month probation period starting from date of joining.

We welcome you to XS CAD India Pvt Ltd and look forward to working with you.

For XS CAD India Private Limited

Prabhat Singh Digitally signed by Prabhat Singh Date: 2024.06.07 13:21:04 +05'30'

(Authorized Signatory)
Enclosed - (a) General Terms and Conditions of Employment (b) Annexure I (CTC)

UNIVERSAL | MEP PROJECTS & ENGINEERING SERVICES LIMITED

A TATA Enterprise
A 100% wholly-owned subsidiary of Voltas Limited
(Formerly known as Rohini Industrial Electricals Limited)

Ref: MD-101/2504

08th July 2024

To
Mr. Madhav Pankaj Bhavsar
St. Francis Institute of Technology
Mumbai

Dear Madhav Pankaj Bhavsar,

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 **01st July 2024** 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 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 atthe 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

Ravinder Rao
Head HR

XS CAD

+91 73036 56657
info@xscad.com
www.xscad.com

Ref - XSI_HR_O_24-545

Date – 02-April-2024

To
Satyam Dhirendra Pathak
C/O, Nirmal Jha, Room No 4,
B.D. Tiwari Chawl, L M Road,
Navagaon, Dahisar West,
Mumbai Maharashtra – 400068.

Subject - Offer Letter

Dear Satyam,

We are pleased to offer you the post of **Graduate Engineer - BIM** @ **Rs.30,000/- CTC per month.** Your date of joining would be **4-June-2024.** Your reporting time on this first day of joining will be **08:15** AM.

You are requested to accept this offer letter latest by **4-April-2024** via return email. Kindly note that in case your acceptance is not received by us within the above stated date then this offer letter will stand cancelled.

On the day of joining, you are requested to carry the following documents -

- Aadhar Card (Original for verification + 2 Photocopies)
- PAN Card (Original for verification + 2 Photocopies)
- Present Residence Address Proof
- Educational Documents (Originals for verification + 1 Photocopy set)
- Experience Certificate and / or Resignation Letter acceptance of previous employer (Originals for verification + 1 Photocopy set)
- Last drawn Salary Slip and / or Last 3 months bank statements with salary credits (1 Photocopy set)
- Form 16 and / or Salary Certificate of **2022-2023** of previous employer/s (1 Photocopy set)
- 2 Passport sized photographs
- 1 Original signed copy of this Offer Letter set.

Please ensure that the above documents are valid as we conduct a background verification / reference check. In case any discrepancy is detected in your documents then the organization retains the right to take appropriate action at any point of time including cancellation of this Offer Letter and any future Appointment Letter.

Upon your joining on the date stated above as well as collection and upon verification of all the above documents, an Appointment Letter would be issued to you. You would undergo a 6-month probation period starting from the date of joining.

We welcome you to XS CAD India Pvt Ltd and look forward to working with you.

For XS CAD India Private Limited

Prabhat Singh Digitally signed by Prabhat Singh Date: 2024.04.03 15:08:17 +05'30'

(Authorized Signatory)

Enclosed - (a) General Terms and Conditions of Employment (b) Annexure I (CTC)

VOLTAS

Date:9th May 2024

To
Mr. Vishal Manoj Chotaliya
San Francis Institute of Technology
Mumbai

Dear Vishal Manoj Chotaliya,

Congratulations & a warm welcome to Team Voltas

Further to your successful campus selection at San Francis Institute of Technology, Mumbai on 11th Dec 2023. 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. Successful completion of the Graduation course.
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 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

Eras Lodhi
Head HR - Corporate & Support Services

SHIVAM AUTOZONE
Live the change

MARUTI SUZUKI

20-Aug-2024

Mr.Vaibhav Prakash Bavkar

603 52 Sai Prasad Co oprative,

Housing Society Limited,

Opp Ekta Nagar Charkop,

Sub: Appointment Letter for the position of Trainee Evaluator

Dear Vaibhav Prakash Bavkar,

This has reference to your application and the subsequent interview you had with us we are pleased to offer you the position of Trainee Evaluator with our organization based at our Lakshachandi.

We offer you the appointment letter for this above-mentioned position on the terms and conditions as per our final discussion and mutual agreement. Your joining date would be"22-Jul-2024 ".

You are requested to handover a duplicate signed copy of this letter along with Annexure I & Annexure II as token of acceptance to this offer. Please note that this letter stands null and void in case you do not abide by the joining terms and conditions.

We would like to extend our best wishes to you and your family.

With best regards,

Kayum Ansari

(Assistant HR Manager)

VOLTAS

Date:3rd May 2024

To
Mr. Prathamesh Kadam
San Francis Institute of Technology
Mumbai

Dear Prathamesh Kadam,

Congratulations & a warm welcome to Team Voltas

Further to your successful campus selection at San Francis Institute of Technology, Mumbai on 2nd Feb 2024. 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 Products Business Group.

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 course
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 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

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

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Aker Solutions

2nd July 2024

Mr. Chris Coelho
Mumbai

Subject: Letter of Offer for training

Dear **Chris,**

Further to the discussions, we are pleased to offer you an opportunity to undergo Graduate Engineering Training in our company.

You will undergo training at our Mumbai office in the **Mechanical - Rotary** department and you will be paid a stipend of INR.20,000/- per month. The duration of training shall be 12 months from the date of joining. Both the location and duration of training are subject to change depending on the company's situation. The training will tentatively commence in **August 2024**.

The training engagement letter with terms and conditions will be issued to you on the date of commencement of your training.

This letter and the subsequent training engagement letter will be subject to:

a) Successful completion of your graduation/post-graduation, without any active backlog of subjects and securing an average pass percentage of 60% in the last two semester examinations.

b) Submission of all mark sheets and certificates in originals for verification a week prior to your start date.

c) Medical fitness declared by our company doctors. You will be requested to undergo medical examinations prior to commencement of your training.

d) Satisfactory background verification - should the result be unsatisfactory; your training will be terminated.

In the event you are unable to meet any of the above requirements, our training offer shall be terminated with immediate effect.

Please note that your training will be registered under the Board of Apprentices Training.

Please return the duplicate copy of this letter duly signed, as a token of your acceptance to the above offer.

Yours faithfully,
For Aker Powergas Pvt. Ltd.

DocuSigned by:
Asma Lata

Asma Lata
Vice President - People & Transformation

Received & Accepted

_____

Aker Powergas Pvt. Ltd.

DS
RP

Powergas House, i-Think Techno Campus,
Kanjurmarg (East), Mumbai - 400042,
Maharashtra
India
Registered in India, registration no.
U74210MH1973 PTC 016253

Tel: +91 22 6691 5901
www.akersolutions.com

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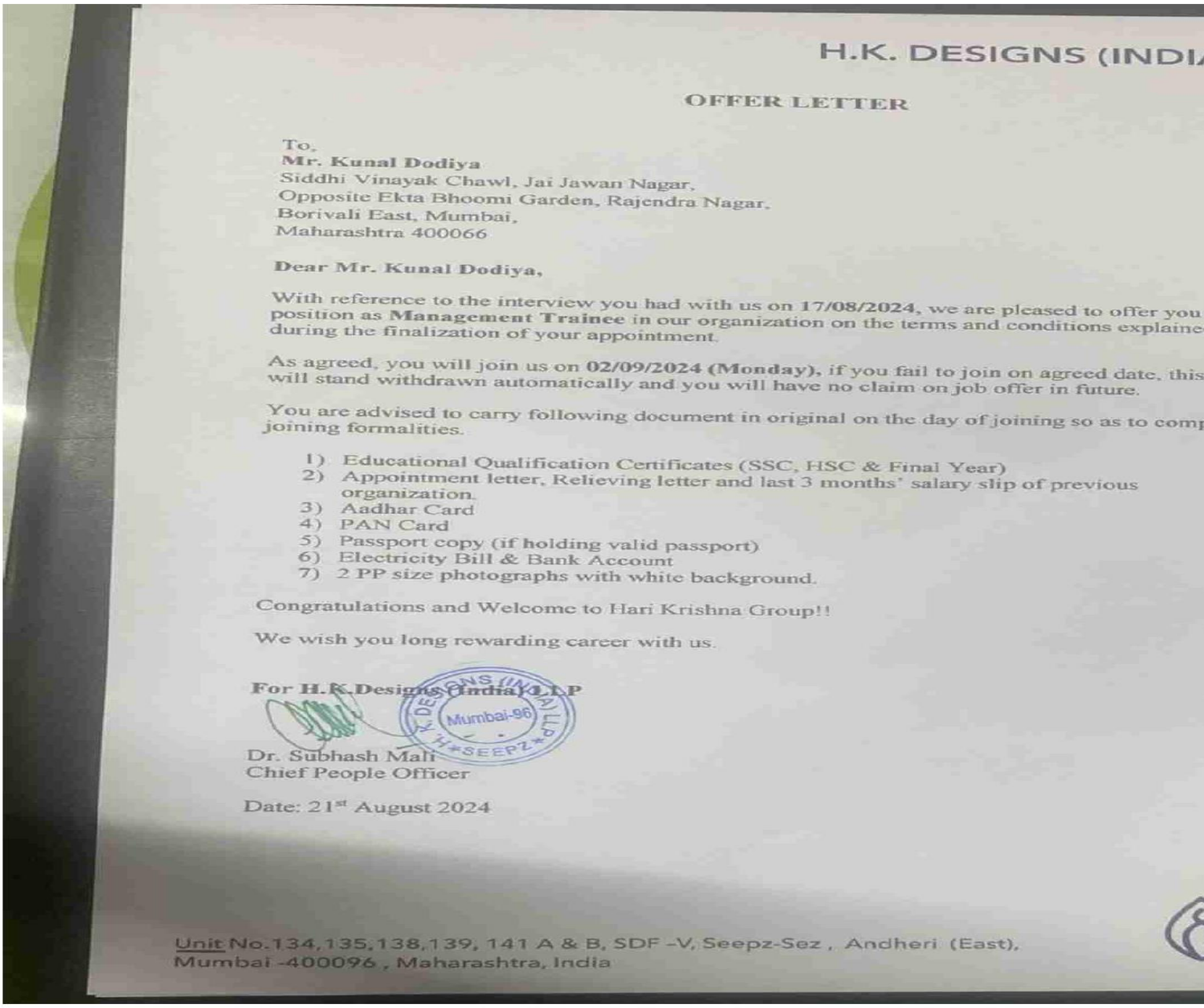

H.K. DESIGNS (INDIA

OFFER LETTER

To,
Mr. Kunal Dodiya
Siddhi Vinayak Chawl, Jai Jawan Nagar,
Opposite Ekta Bhoomi Garden, Rajendra Nagar,
Borivali East, Mumbai,
Maharashtra 400066

Dear Mr. Kunal Dodiya,

With reference to the interview you had with us on **17/08/2024**, we are pleased to offer you position as **Management Trainee** in our organization on the terms and conditions explaine during the finalization of your appointment.

As agreed, you will join us on **02/09/2024 (Monday),** if you fail to join on agreed date, this will stand withdrawn automatically and you will have no claim on job offer in future.

You are advised to carry following document in original on the day of joining so as to comp joining formalities.

1) Educational Qualification Certificates (SSC, HSC & Final Year)
2) Appointment letter, Relieving letter and last 3 months' salary slip of previous organization.
3) Aadhar Card
4) PAN Card
5) Passport copy (if holding valid passport)
6) Electricity Bill & Bank Account
7) 2 PP size photographs with white background.

Congratulations and Welcome to Hari Krishna Group!!

We wish you long rewarding career with us.

For H.K.Designs (India) LLP

Dr. Subhash Mali
Chief People Officer

Date: 21st August 2024

Unit No.134,135,138,139, 141 A & B, SDF –V, Seepz-Sez , Andheri (East),
Mumbai -400096 , Maharashtra, India

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Otis Elevator Company (India) Limited
Registered Office:
9th Floor, Magnus Towers,
Mindspace, Link Road
Malad (West), Mumbai 400 064
CIN: U29150MH1953PLC009158
otis.com

29-May-2024

Aditi Poudwal
C/404, Shree Chintamani Nagar,
Near Ashokvan, Dahisar East,
Mumbai - 400068,
India.

Dear **Aditi,**

Congratulations on your selection to the **Otis Graduate Engineer's Program**. You are being placed as a 'Graduate Engineering Trainee' for a period of one year, at **Head Office**. You are required to join the Company on or before **18-June-2024.**