Swami Vivekanand College of Engineering
(Approved by: AICTE, New Delhi • Affiliated to RGPV, Bhopal and DAVV, Indore• Recognised by : DTE Govt. of MP)
Campus : Khandwa Road, Indore-452020 (M.P.) Phone : +91- 07324-405000
• Email : info@svceindore.ac.in • Website : www.svce.vivekanandgroup.com

Declaration

Metric 5.2.1

I declare that all the data, pictures, reports and other information enclosed in the metric are authentic to the best of my knowledge.

Criteria-V In-charge

Mr. Ashish Tiwari

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bels +

Shivani Malviya <shimalviya@bestpeers.com> Tue, Jan 10, 2:48 PM
to me

Hi Sohan,

Greetings of the day!

We are pleased to extend the offer to below mentioned students. After interviewing all the candidates, we found these the most suitable candidates for the job. We believe that their addition to the team will add great value to our company.

Date of Joining - 16th Jan 2023.

Requesting you to kindly ask the students to submit their documents on the link mentioned. Also they have to bring a cheque of their own name.
Documents to be Submitted

We once again congratulate all the students and wish them luck for future endeavours.

Arbaz Ali
Ankita Palle
Saikanhaiya Rathore
Varsha Bagde
Sahil Rathore
Karina Sawariya
Shivani Chouhan

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Genesis Technologies Campus Drive 2023 Result

External Inbox ×

hr@genesistechnologies.in
to me

Thu, Dec 8, 2022, 8:27 PM

Hello Sir,

Greetings from Genesis Technologies!!!

We are pleased to inform you that in the final interview round, we choose 1 student for the software testing profile & 1 student for software development profile. Their employment with us will begin on **January 2, 2023 (Monday).** Their reporting time will be 12:30 PM. Once they will be in office, we will provide them other necessary documents.

Here is a list of the chosen students:

S.No.	Name	Contact No.	Email ID
		Software Testing	
1	Aman Lowanshi	9926114449	ce19.amanlowanshi@svceindore.ac.in
		Software Development	
2	Pravin Birla	7610633692	pravinbirla5555@gmail.com

Kindly mail us following documents of the selected candidates:
1. PAN card - scanned copy
2. Aadhar card - scanned copy

Also, please ask them to bring the following documents with them on joining day:
1. PAN card - hard copy
2. Aadhar card - hard copy
3. Passport size photo

We are looking forward to work with them.

Besides that, we want to reinterview 1 student for software development profile. We provided her some feedback to improve during the final interview round and asked her to come back for the interview. The date of interview is –

S.No.	Name	Contact No.	Email ID	Interview Date	Time
			Software Development		
1	Yashita Saini	9691[illegible]	[illegible]gmail.com	09, Dec 2022	03:00 PM

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Once again Thank you for all your help and support in organizing this campus drive, we will maintain a long-term relationship

jagdish gupta <jagdish.14aug@gmail.com>
to me, vikasjoshi

Mon, Nov 21, 2022, 2:45 PM

Dear Sir,

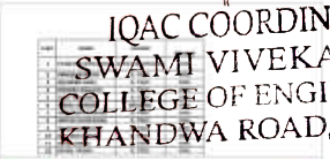
Please find attachment of Shortlisted Student name list.

Thanking You,

For,
On Behalf Of,
Gupta Construction Company

Jagdish Gupta
6261025563

One attachment • Scanned by Gmail



FINAL SHORT LIS...

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Selected Candidate List From Campus Placement @ Swami Vivekanand Group of Institutions, Indore, MP !!Indore

External Inbox ×

Ankur Tiwari <ankur.tiwari@ics-india.co.in> Wed, Feb 15, 2023, 11:50 AM

to me, Niharika, Raman, Paras, Balkrishn, Balkrishn, Anil, ravi.bawaniya, Ved, Anubhav

Dear Sir,

Greetings from ICS !!!

Thank you for arranging such a wonderful campus hiring, please check selected candidate list.

Sr. No.	Name	Branch	Deparment
1	Sourabh Sahu	Mechanical	Engineering Services Validation
2	Ankit Yadav	EC	Engineering Services Validation
3	Chanchal Verma	Mechanical	Engineering Services Validation
4	Pravin Kumar	EC	Engineering Services Validation
5	Nafees Shaikh	EC	Engineering Services Validation
6	Sourabh Raghuvanshi	Mechanical	Engineering Services Validation
7	Pankaj Singh	EC	Engineering Services Validation
8	Pratik Pal	Mechanical	Engineering Services Validation
9	Nitesh Malviya	Mechanical	Engineering Services IT
10	Abhishek Singh Kushwaha	EE	Engineering Services IT
11	Akshay Nimore	EC	Engineering Services IT
12	Irfan Sheikh	EC	Engineering Services IT
13	Ankur Patel	EC	Engineering Services IT

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Show all

2:35 PM
1/5/2024

OORJA Technical Services Pvt. Ltd.
Calibration, Validation, Mapping

Name : Mr/Mrs/Miss Irfan Khan
Designation : Jr. Executive (Calibration)
Location : Cipla Pithampur But PAN India

Salary Slab	
Basic	8500
HRA	0
TA	0
Other Allowance	0
Bonus (8.33% Of Basic)	708
Insurance Amount	0
Gross Salary	9208
EI(Gross Salary *1.3 Approx)	425
Total Earning	9633
PF @12%	1071
ESIC @0.75%	72
PT	0
Insurance Deduction	241
Take Home Salary	8249
PF @13%	1160
ESIC @3.25%	313
Employer's Contribution	1473
Monthly CTC	11106
Yearly CTC	133276

Yours Sincerely,

Admin & HR Department
Email : Administration@oorjatechnical.Com

Electronically signed by
Neha verma(E859)
Date:17/04/2021 13:32:34 (GMT +5:30)

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Joining Details :: Cialfor Research Labs Pvt. Ltd. External Inbox ×

Ayushee Nema <hr@cialfor.com> Fri, Jan 20, 12:19 PM
to RIYA, Team, me

Hello Riya,
I hope you are doing well!

Kindly, find the internship details as well as joining details given below:

Joining date - **16th March 2023**
Note: Please find the office address below my signature.

During the internship period, the candidate will be entitled to a stipend of **Rs. 10,800.**

Also, the travel allowance for a third AC train ticket to and fro will be reimbursed after the candidate completes a **minimum of 3 months internship.**

After the candidate is **rolled out a PPO (Pre Placement Offer)** and **she submits the provisional degree certificate**, the candidate will be offered probation for 11 months, these details will be shared later.

Kindly, acknowledge the same.

Feel free to revert for queries if any.

Regards,
Ayushee Nema
Assistant Manager - Human Resources

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bluest mettle solutions (P) Ltd.

31 December 2022

Aman Kushwah
cs19.amankushwah@svceindore.ac.in
8982823559

Sub: "Provisional Appointment Letter"

Dear **Aman Kushwah,**

Congratulations! We are pleased to appoint you as Data Science Trainee at TuringMinds, a division of INSOFE Education Private Limited ("Company") basis this letter, on the following terms and conditions (the "Agreement"):

A detailed appointment letter stating the terms and conditions of your employment may be issued to at the time of your joining. This Agreement entails the general terms and conditions of the employment offer including compensation benefit, general employment benefit, and professional requirements.

Please review the summary of terms and conditions for your anticipated employment with the Company.

1. Your date of joining as a Data Scientist Intern shall be **17th January, 2023**
2. Your orientation to the employment will be on **8 January 2023**
3. Until 1st May, your internship and work will be virtual, and your work will be reviewed every 2 weeks. Provided your performance is satisfactory, you will be provided a monthly stipend of INR 20,000 during this time.
4. On 2nd May, you must report at TuringMinds Office at Delhi. For the next 12 months ("Training Period") your training and project work will be at Upgrad Education Pvt.Ltd, Plot No D-107,Vyapar Marg, D Block, Sector 2, Noida, UP - 201301. During this period, as a Data Scientist Trainee you will be paid a stipend of INR 20,000 per month subject to conditions stipulated in Annexure - B. All payments made under this Agreement shall be subject to reduction to reflect taxes or other charges required to be withheld by law.
5. This offer is conditional upon your satisfactory performance and successful completion of your course. Your offer is based on your outstanding academic record until now. The commencement of this engagement is subject to completion of your graduation on or before 01-Aug-2023, failing which this offer shall stand cancelled.
6. Top 10% of our Data Scientist Trainees in every recruitment cycle will get a chance to work on our global on-site locations subject to performance in the first 12 months and visa approval amongst other formalities. The company and you will mutually agree to modify and revise the terms and conditions of this employment.
7. Your confirmation to the employment will be based on your performance as explained in the Annexure- A and Annexure – B. Subject to fulfillment of criteria specified in Annexure – A and Annexure- B, you will be promoted to Data Scientist.
8. During the term of your employment, you agree to abide by the Company's Code of Conduct, rules, regulations, organization values and cultures.

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9. Company shall be entitled to terminate this Agreement in accordance with the performance and behavioral criteria set out in Annexure- A and Annexure - B and in event of violations of the Company's code of conduct by giving a 1 week notice in writing to you. Similarly, you will be entitled to terminate this Agreement by serving a 2 months' notice period to Company.
10. If the information you provided is incorrect or you resort to any unethical/objectionable behavior, the Company reserves the right to terminate the employment without any notice and liability on the Company.
11. You will not receive any financial support (Compensation/reimbursement of academic training) from the Company upon relieving you from your services.
12. The terms of this Agreement shall be governed in accordance with the law of India, and the competent courts in Hyderabad, Telangana shall have exclusive jurisdiction.
13. The Company will collect and process personal information, as defined under applicable data protection laws, as may be submitted by you from time to time for the purpose of its employment.
14. You acknowledge that you have had the opportunity to consult legal counsel and financial advisors, you have read and fully understand this letter and signing this Agreement voluntarily and of your own free will to obtain the benefits of this Agreement.

We are all delighted to be able to extend you this offer and look forward to working with you. To indicate your acceptance of the Company's offer, please sign and date this letter in the space provided below and return it to us as per the timeline mentioned below.

Offer Acceptance	02 January 2023
Onboarding documentation	05 January 2023

This offer will stand revoked if the above timelines are not being met and your candidature will be treated as a fresh application for recruitment if you would like to join us in the future.

For TuringMinds.ai
(A Division of upGrad INSOFE)

Himanshi Sah
Sr. Manager - Human Resources

ACCEPTED AND AGREED:

Aman Kushwah

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ANNEXURE -A

TERMS AND CONDITIONS OF EMPLOYMENT

I. Performance Criteria

a) You will be evaluated during your term with Company on different assessments and shall be accordingly provided with ratings depending upon your performance. We consider your conduct, performance in the training, participation etc. for evaluation. We will provide you quarterly feedback of the same.

II. Training during 12 months commencing from May 2, 2023

a) You shall undergo several assessments and training as mandated by the Company to evaluate your performance during the Training Period. You shall be rated based on your performance in different training and assessment tests.

b) You are expected to reach out to the human resources team of Company at least 15 (fifteen) days before completion of your final examinations to finalize a reporting date.

III. Completion of Training

a) Subject to your performance in different assessments and on your completion of Training Period, Company at its sole discretion reserves the right to appoint you as an employee directly with Company or with any other group company. Company also reserves the right to deploy you on a temporary or permanent basis with our customers.

IV. **Nomination to the Program**

a) As a part of this employment, based on your performance in the assessment process as specified in clause I above, during Training Period and your interest in the location of posting, Company will nominate you to the programs ("Program") mentioned below:

Location	University	Program
India	Golden Gate University, San Francisco, CA	MS in Artificial Intelligence and Machine Learning
India	Case Western Reserve University Cleveland, OH	Post Graduate Certification Program in Full-Stack AI and ML engineering

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V. **Nomination Process for the Program**

a) The Company shall help you secure an admission with the above mentioned Programs and once the admission is confirmed, the Company at its sole discretion may help you secure an education loan from one of our partner financial institutions.

b) Unless specified otherwise, you shall pay the fee directly to the University.

c) Complete details of the Program along with all the curriculum, duration, terms, and conditions shall be shared with you separately prior to the commencement of the Program.

VI. Completion of Program

a) The assessment by the University to complete the Program shall be in addition to assessment and training by Company during the Training Period.

b) You will be entitled to a Master's degree from the University on completion of the Program.

TuringMinds.Ai

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ANNEXURE – B

Until 1-May-2023, you will be paid a Joining Bonus of INR 20,000 per month

From May 2, 2023, based on the result of assessment tests as mentioned below you shall be entitled to compensation ("Compensation") as captured in chart below:

Performance Ratings*	First 6 months*	7-12 Months*	13-18 Months*	19-24 Months*	25-36 Months*
>70%	INR 20,000	INR 20,000	INR 50,000	INR 50,000	INR 64,000
60-70%	INR 20,000	INR 20,000	INR 30,000	INR 30,000	INR 40,000
<60%	INR 20,000	INR 14,000	0	Terminated	Terminated

- The date mentioned above (May 02, 2023) ,may be subject to change. Accordingly, You are expected to reach out to the human resources team of Company at least 15 (fifteen) days before completion of your final examinations to finalize a reporting date.
- Performance rating will be based on assessments, participation in projects and behavior. You will be given a thorough assessment every quarter.
- The Compensation prescribed in the chart is your entitlement per month based on your performance.
- In event of failure to secure more than 60% on assessment tests after 12 months, you shall be subject to further training for a period of 6 months. During such an extended training period, you shall not be entitled to any Compensation from the Company.
- In case of failure to secure more than 60% after undergoing an extended training period of 6 months as mentioned above, Company shall be entitled to terminate your employment without any further intimation and any obligation to pay.
- In the event of termination of this Agreement, you shall be entitled to continue the Program with the University but your employment with the Company will be terminated.
- It shall be always your responsibility to repay the loan to bank/financial institutions including in the event you drop out of the Program, discontinue employment, or are terminated based on any policy violation or performance criteria.
- The Company shall not have any financial liability to you or any bank / financial institution in any case whatsoever.
- After completion of 36 months from your date of joining, revised Compensation structure shall be shared with you, if applicable.

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31 December 2022

Sanskar Suryawanshi
sanskar.suryawanshi07@gmail.com
7877048277

Sub: "Provisional Appointment Letter"

Dear **Sanskar Suryawanshi,**

Congratulations! We are pleased to appoint you as Data Science Trainee at TuringMinds, a division of INSOFE Education Private Limited ("Company") basis this letter, on the following terms and conditions (the "Agreement"):

A detailed appointment letter stating the terms and conditions of your employment may be issued to at the time of your joining. This Agreement entails the general terms and conditions of the employment offer including compensation benefit, general employment benefit, and professional requirements.

Please review the summary of terms and conditions for your anticipated employment with the Company.

1. Your date of joining as a Data Scientist Intern shall be **17th January, 2023**
2. Your orientation to the employment will be on **8 January 2023**
3. Until 1st May, your internship and work will be virtual, and your work will be reviewed every 2 weeks. Provided your performance is satisfactory, you will be provided a monthly stipend of INR 20,000 during this time.
4. On 2nd May, you must report at TuringMinds Office at Delhi. For the next 12 months ("Training Period") your training and project work will be at Upgrad Education Pvt.Ltd, Plot No D-107,Vyapar Marg, D Block, Sector 2, Noida, UP - 201301. During this period, as a Data Scientist Trainee you will be paid a stipend of INR 20,000 per month subject to conditions stipulated in Annexure - B. All payments made under this Agreement shall be subject to reduction to reflect taxes or other charges required to be withheld by law.
5. This offer is conditional upon your satisfactory performance and successful completion of your course. Your offer is based on your outstanding academic record until now. The commencement of this engagement is subject to completion of your graduation on or before 01-Aug-2023, failing which this offer shall stand cancelled.
6. Top 10% of our Data Scientist Trainees in every recruitment cycle will get a chance to work on our global on-site locations subject to performance in the first 12 months and visa approval amongst other formalities. The company and you will mutually agree to modify and revise the terms and conditions of this employment.
7. Your confirmation to the employment will be based on your performance as explained in the Annexure- A and Annexure – B. Subject to fulfillment of criteria specified in Annexure – A and Annexure- B, you will be promoted to Data Scientist.
8. During the term of your employment, you agree to abide by the Company's Code of Conduct, rules, regulations, organization values and cultures.

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9. Company shall be entitled to terminate this Agreement in accordance with the performance and behavioral criteria set out in Annexure- A and Annexure - B and in event of violations of the Company's code of conduct by giving a 1 week notice in writing to you. Similarly, you will be entitled to terminate this Agreement by serving a 2 months' notice period to Company.
10. If the information you provided is incorrect or you resort to any unethical/objectionable behavior, the Company reserves the right to terminate the employment without any notice and liability on the Company.
11. You will not receive any financial support (Compensation/reimbursement of academic training) from the Company upon relieving you from your services.
12. The terms of this Agreement shall be governed in accordance with the law of India, and the competent courts in Hyderabad, Telangana shall have exclusive jurisdiction.
13. The Company will collect and process personal information, as defined under applicable data protection laws, as may be submitted by you from time to time for the purpose of its employment.
14. You acknowledge that you have had the opportunity to consult legal counsel and financial advisors, you have read and fully understand this letter and signing this Agreement voluntarily and of your own free will to obtain the benefits of this Agreement.

We are all delighted to be able to extend you this offer and look forward to working with you. To indicate your acceptance of the Company's offer, please sign and date this letter in the space provided below and return it to us as per the timeline mentioned below.

Offer Acceptance	02 January 2023
Onboarding documentation	05 January 2023

This offer will stand revoked if the above timelines are not being met and your candidature will be treated as a fresh application for recruitment if you would like to join us in the future.

For TuringMinds.ai
(A Division of upGrad INSOFE)

Himanshi Sah
Sr. Manager - Human Resources

ACCEPTED AND AGREED:

Sanskar Suryawanshi

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ANNEXURE -A

TERMS AND CONDITIONS OF EMPLOYMENT

I. Performance Criteria

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a) You shall undergo several assessments and training as mandated by the Company to evaluate your performance during the Training Period. You shall be rated based on your performance in different training and assessment tests.

b) You are expected to reach out to the human resources team of Company at least 15 (fifteen) days before completion of your final examinations to finalize a reporting date.

III. Completion of Training

a) Subject to your performance in different assessments and on your completion of Training Period, Company at its sole discretion reserves the right to appoint you as an employee directly with Company or with any other group company. Company also reserves the right to deploy you on a temporary or permanent basis with our customers.

IV. **Nomination to the Program**

a) As a part of this employment, based on your performance in the assessment process as specified in clause I above, during Training Period and your interest in the location of posting, Company will nominate you to the programs ("Program") mentioned below:

Location	University	Program
India	Golden Gate University, San Francisco, CA	MS in Artificial Intelligence and Machine Learning
India	Case Western Reserve University Cleveland, OH	Post Graduate Certification Program in Full-Stack AI and ML engineering

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V. **Nomination Process for the Program**

a) The Company shall help you secure an admission with the above mentioned Programs and once the admission is confirmed, the Company at its sole discretion may help you secure an education loan from one of our partner financial institutions.

b) Unless specified otherwise, you shall pay the fee directly to the University.

c) Complete details of the Program along with all the curriculum, duration, terms, and conditions shall be shared with you separately prior to the commencement of the Program.

VI. Completion of Program

a) The assessment by the University to complete the Program shall be in addition to assessment and training by Company during the Training Period.

b) You will be entitled to a Master's degree from the University on completion of the Program.

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ANNEXURE – B

Until 1-May-2023, you will be paid a Joining Bonus of INR 20,000 per month

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<60%	INR 20,000	INR 14,000	0	Terminated	Terminated

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- In the event of termination of this Agreement, you shall be entitled to continue the Program with the University but your employment with the Company will be terminated.
- It shall be always your responsibility to repay the loan to bank/financial institutions including in the event you drop out of the Program, discontinue employment, or are terminated based on any policy violation or performance criteria.
- The Company shall not have any financial liability to you or any bank / financial institution in any case whatsoever.
- After completion of 36 months from your date of joining, revised Compensation structure shall be shared with you, if applicable.

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KHANDWA ROAD, INDORE

31 December 2022

Shruti Sharma
shru6977@gmail.co
9926930623

Sub: "Provisional Appointment Letter"

Dear **Shruti Sharma,**

Congratulations! We are pleased to appoint you as Data Science Trainee at TuringMinds, a division of INSOFE Education Private Limited ("Company") basis this letter, on the following terms and conditions (the "Agreement"):

A detailed appointment letter stating the terms and conditions of your employment may be issued to at the time of your joining. This Agreement entails the general terms and conditions of the employment offer including compensation benefit, general employment benefit, and professional requirements.

Please review the summary of terms and conditions for your anticipated employment with the Company.

1. Your date of joining as a Data Scientist Intern shall be **17th January, 2023**
2. Your orientation to the employment will be on **8 January 2023**
3. Until 1st May, your internship and work will be virtual, and your work will be reviewed every 2 weeks. Provided your performance is satisfactory, you will be provided a monthly stipend of INR 20,000 during this time.
4. On 2nd May, you must report at TuringMinds Office at Delhi. For the next 12 months ("Training Period") your training and project work will be at Upgrad Education Pvt.Ltd, Plot No D-107,Vyapar Marg, D Block, Sector 2, Noida, UP - 201301. During this period, as a Data Scientist Trainee you will be paid a stipend of INR 20,000 per month subject to conditions stipulated in Annexure - B. All payments made under this Agreement shall be subject to reduction to reflect taxes or other charges required to be withheld by law.
5. This offer is conditional upon your satisfactory performance and successful completion of your course. Your offer is based on your outstanding academic record until now. The commencement of this engagement is subject to completion of your graduation on or before 01-Aug-2023, failing which this offer shall stand cancelled.
6. Top 10% of our Data Scientist Trainees in every recruitment cycle will get a chance to work on our global on-site locations subject to performance in the first 12 months and visa approval amongst other formalities. The company and you will mutually agree to modify and revise the terms and conditions of this employment.
7. Your confirmation to the employment will be based on your performance as explained in the Annexure- A and Annexure – B. Subject to fulfillment of criteria specified in Annexure – A and Annexure- B, you will be promoted to Data Scientist.
8. During the term of your employment, you agree to abide by the Company's Code of Conduct, rules, regulations, organization values and cultures.

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9. Company shall be entitled to terminate this Agreement in accordance with the performance and behavioral criteria set out in Annexure- A and Annexure - B and in event of violations of the Company's code of conduct by giving a 1 week notice in writing to you. Similarly, you will be entitled to terminate this Agreement by serving a 2 months' notice period to Company.
10. If the information you provided is incorrect or you resort to any unethical/objectionable behavior, the Company reserves the right to terminate the employment without any notice and liability on the Company.
11. You will not receive any financial support (Compensation/reimbursement of academic training) from the Company upon relieving you from your services.
12. The terms of this Agreement shall be governed in accordance with the law of India, and the competent courts in Hyderabad, Telangana shall have exclusive jurisdiction.
13. The Company will collect and process personal information, as defined under applicable data protection laws, as may be submitted by you from time to time for the purpose of its employment.
14. You acknowledge that you have had the opportunity to consult legal counsel and financial advisors, you have read and fully understand this letter and signing this Agreement voluntarily and of your own free will to obtain the benefits of this Agreement.

We are all delighted to be able to extend you this offer and look forward to working with you. To indicate your acceptance of the Company's offer, please sign and date this letter in the space provided below and return it to us as per the timeline mentioned below.

Offer Acceptance	02 January 2023
Onboarding documentation	05 January 2023

This offer will stand revoked if the above timelines are not being met and your candidature will be treated as a fresh application for recruitment if you would like to join us in the future.

For TuringMinds.ai
(A Division of upGrad INSOFE)

Himanshi Sah
Sr. Manager - Human Resources

ACCEPTED AND AGREED:

Shruti Sharma

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ANNEXURE -A

TERMS AND CONDITIONS OF EMPLOYMENT

I. Performance Criteria

a) You will be evaluated during your term with Company on different assessments and shall be accordingly provided with ratings depending upon your performance. We consider your conduct, performance in the training, participation etc. for evaluation. We will provide you quarterly feedback of the same.

II. Training during 12 months commencing from May 2, 2023

a) You shall undergo several assessments and training as mandated by the Company to evaluate your performance during the Training Period. You shall be rated based on your performance in different training and assessment tests.

b) You are expected to reach out to the human resources team of Company at least 15 (fifteen) days before completion of your final examinations to finalize a reporting date.

III. Completion of Training

a) Subject to your performance in different assessments and on your completion of Training Period, Company at its sole discretion reserves the right to appoint you as an employee directly with Company or with any other group company. Company also reserves the right to deploy you on a temporary or permanent basis with our customers.

IV. **Nomination to the Program**

a) As a part of this employment, based on your performance in the assessment process as specified in clause I above, during Training Period and your interest in the location of posting, Company will nominate you to the programs ("Program") mentioned below:

Location	University	Program
India	Golden Gate University, San Francisco, CA	MS in Artificial Intelligence and Machine Learning
India	Case Western Reserve University Cleveland, OH	Post Graduate Certification Program in Full-Stack AI and ML engineering

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V. **Nomination Process for the Program**

a) The Company shall help you secure an admission with the above mentioned Programs and once the admission is confirmed, the Company at its sole discretion may help you secure an education loan from one of our partner financial institutions.

b) Unless specified otherwise, you shall pay the fee directly to the University.

c) Complete details of the Program along with all the curriculum, duration, terms, and conditions shall be shared with you separately prior to the commencement of the Program.

VI. Completion of Program

a) The assessment by the University to complete the Program shall be in addition to assessment and training by Company during the Training Period.

b) You will be entitled to a Master's degree from the University on completion of the Program.

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ANNEXURE – B

Until 1-May-2023, you will be paid a Joining Bonus of INR 20,000 per month

From May 2, 2023, based on the result of assessment tests as mentioned below you shall be entitled to compensation ("Compensation") as captured in chart below:

Performance Ratings*	First 6 months*	7-12 Months*	13-18 Months*	19-24 Months*	25-36 Months*
>70%	INR 20,000	INR 20,000	INR 50,000	INR 50,000	INR 64,000
60-70%	INR 20,000	INR 20,000	INR 30,000	INR 30,000	INR 40,000
<60%	INR 20,000	INR 14,000	0	Terminated	Terminated

- The date mentioned above (May 02, 2023) ,may be subject to change. Accordingly, You are expected to reach out to the human resources team of Company at least 15 (fifteen) days before completion of your final examinations to finalize a reporting date.
- Performance rating will be based on assessments, participation in projects and behavior. You will be given a thorough assessment every quarter.
- The Compensation prescribed in the chart is your entitlement per month based on your performance.
- In event of failure to secure more than 60% on assessment tests after 12 months, you shall be subject to further training for a period of 6 months. During such an extended training period, you shall not be entitled to any Compensation from the Company.
- In case of failure to secure more than 60% after undergoing an extended training period of 6 months as mentioned above, Company shall be entitled to terminate your employment without any further intimation and any obligation to pay.
- In the event of termination of this Agreement, you shall be entitled to continue the Program with the University but your employment with the Company will be terminated.
- It shall be always your responsibility to repay the loan to bank/financial institutions including in the event you drop out of the Program, discontinue employment, or are terminated based on any policy violation or performance criteria.
- The Company shall not have any financial liability to you or any bank / financial institution in any case whatsoever.
- After completion of 36 months from your date of joining, revised Compensation structure shall be shared with you, if applicable.

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Offer: Computer Consultancy
Ref: TCSL/DT20222799025/Mumbai
Date: 24/11/2022

Mr. Ajay Vishwakarma
182Govind Colony,
Near Sanjay Public School,
Indore-452015,
Madhaya Pradesh.
Tel# -7974426723

Dear Ajay 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** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

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

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

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

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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

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

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

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

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PERFORMANCE PAY

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

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

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

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

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

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

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

OTHER BENEFITS

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

HIS offers the following benefits:

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1. **Basic Cover**

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

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

2. **Higher Hospitalisation**

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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

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RETIRALS

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

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

TERMS AND CONDITIONS

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

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

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

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

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3. **Training Period**

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

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

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

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

4. **Working Hours**

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

5. **Mobility**

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

6. **Compensation Structure / Salary components**

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

7. **Increments and Promotions**

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

8. **Alternative Occupation / Employment**

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

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Work in SBWS mode

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

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

12. Overseas International Assignment Agreement

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

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

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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

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

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

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

16. Retirement

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

17. Pre-employment Medical Certificate

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

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qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

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

19. Background Check

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

20. Submission of Documents

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

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

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

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TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Tata 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

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

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

The original documents will be returned to you after verification.

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

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

21. TCS Xperience Program

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

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

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

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

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same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

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

25. Data Privacy Clause:

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

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

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

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

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

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

Withdrawal of Offer

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

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Ajay Vishwakarma**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Others**

Table 1: Compensation Details (All Components in INR)

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

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

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

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

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

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

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

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Annexure 2

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

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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. Working in SBWS Framework:

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

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

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

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

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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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

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10. Equitable Rights

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

11. General

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

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

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

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

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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 Letter

Date: April 4, 2023

Mr. Ajay Singh Rajput,
Address: 112 Rukmani Nagar,
Chotta bagarada, Bijasan Road, Indore,
Madhya Pradesh – 452005.
Email ID: ajay.rajput2401@gmail.com
Mobile No: +918305922905

Dear Ajay Singh Rajput,

Thank you for your interest in the employment with Echelon Biztech Private Limited (dba"ArganoEchelon") (Hereinafter referred to as "Echelon"). Kindly confirm back to us with your acceptance.

At the time of joining, you must bring your originals along with the photocopies of the following for our records:

1. Echelon Offer Letter
2. Certificates + Mark sheets from Class X to Highest Qualification held.
3. Appointment & Relieving letters of previous employments
4. Salary slips for last three months and Bank statement.
5. Latest Form 16 or Provisional TDS certificate
6. Passport Size photographs 4
7. Passport Copy
8. PAN Copy
9. Aadhaar Card

Please note that you may be required to furnish additional documents on request, or its clients also reserve the right to conduct the required background check to verify all the above-mentioned details as and when required.

Any enquiries that you may have in connection may be addressed to the Recruitment team at careers@echelonsg.com

Sincerely

M.S. Arankalle

Mandar Arankalle
Associate Director - Human Resources, SAP Tower

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Dear Ajay Singh Rajput,

We are pleased to appoint you as a part of Team Echelon and the relevant employment details are as provided below:

- **Designation: Associate Consultant – Agricultural Contract Management, SAP Tower**
- **Competency: ACM**
- **Band: A/A2**
- **Base Location: Remote**
- **Reporting to: Sameer Jain**
- **Your Annual CTC is INR 7,00,000/- (Seven Lacs).** The detailed Pay structure is mentioned in Annexure-1.
- You are entitled for a joining bonus of **40,000/- (Forty Thousand)** which will be credited to you only after completion of successful BGV. Please note that 100% amount of the Joining bonus will be recovered from you in case you resign / get terminated from ArganoEchelon services in less than one year from your date of joining.
- Your appointment will be effective on or before **July 10th, 2023 (DOJ)** failing which Echelon has the right to revisit the offer.
- You will be on probation for a period of Six (6) months from the date of your joining, there after the probation period may be either extended at the discretion of the management or will continue probation until the time confirmed in writing. During probation period, if there are any disciplinary / performance issues which are highlighted against you, then management reserves the right to terminate your services with immediate effect and you would be relieved from your services immediately without serving 90 days of notice period. If there are major disciplinary or performance issues against you, Echelon can terminate your employment even after you are confirmed as a permanent employee, with no notice period,
- Echelon follows 45-hour week work schedule, and you will be expected to adhere to the rules pertaining to work timings as communicated to you from time to time. While you are deputed on an assignment, you are expected to adhere to client calendar.
- You will be entitled to 18 leaves and applicable national holidays as declared by the Government of India.
- You will be eligible for Gratuity, ESI and the Provident Fund Programs as applicable and as per the relevant statutory requirements at that time. Post age 58, employee contribution made by Employer under EPFO will be entirely allocated to PF Fund and not to Pension Fund
- Medical Insurance coverage and Personal Accidental coverage –Please refer to Annexure1.
- Professional Tax and Income Tax deduction at source (TDS) will be deducted based on individual

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declarations made & as per regulations prevailing from time to time.

- Your services are transferable to any other place or office of the Company or to any subsidiary or associate company or client place. Such Transfer/deputation will be in accordance with the policies adhered by Echelon that are in effect at that time. Also, depending upon the requirements of Echelon, you may be working in different work shifts which may include night shifts also.

- You will retire in the normal course from the services of Echelon on attaining the age of superannuation that is on the day of your 60th birthday. However, your retirement can be extended up to maximum 65 years based on mutual agreement with the company.

- Management reserves the right to re-structure salary components. You're signing this appointment letter confirms your acceptance of the terms and conditions of employment. As part of your employment as an employee of Echelon, you will have to sign and abide by Service Agreement outlining the additional terms of your employment.

Service Agreement

Terms and Conditions of Employment

1. **Employment:** Effective as of the commencement date described below, the Echelon employs you and you accept employment by the Echelon upon the terms and conditions hereafter set forth.

2. **Term of Employment:** Your employment under this agreement shall commence from the date of employment confirmation in writing. Either party shall give written notice of ninety (90) days of separation before or after probationary period. This clause is not applicable in case of termination taking place as per the clause (8) service agreement of offer letter.

2a) If you resign from the organization and serving notice period, then your early release request (notice period) needs to be approved by the Pillar lead and General Manager, India. The cost of the period, based on approval, not served by you will get recovered from your full and final settlement and the notice period will be waived for the number of days, not served by the you.
2b) If you resign from the organization and are serving notice period, then your early release request (notice period and notice cost) needs to be approved by the Pillar Lead and the General Manager, India. The LWD will be moved to approved date and F&F will be paid till the new LWD.

3. **Scope of Duties:** During the Employment Period, you shall be employed in the capacity as stated in the Letter of Appointment as well as such other duties and responsibilities which may be assigned to you from time to time. You shall perform such service in good faith and comply with all rules, regulations and policies established or issued by Echelon.

4. **Extent of Service:** You shall devote your entire time, attention and energies to the business of Echelon, and shall not during the Employment period engage in any other business activity which in the judgment of Echelon conflicts with your duties hereunder. You agree not to undertake employment whether full-time or part-time, as the Director / Partner/ Member/ Employee of any organisation/ entity engaged in any form of business activity without the consent of Echelon. The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at any time at the discretion of the Company. You here by acknowledge and agree to abide by all internal policies of the company, which you will be able to access, upon joining in Echelon. The Company reserves the right to change these polices at any time in its absolute discretion. If you are found to be in non-compliance with this clause,

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Echelon reserves the right to terminate your services immediately (withholding your relieving letter and Full & Final statement) and pursue legal action against you to recover necessary dues as deemed necessary.

5. **Compensation:** In consideration of the services rendered by you hereunder, the Echelon shall pay you an aggregate base salary as per the agreement in the letter of appointment. In addition to the Base` Salary, you will be eligible for the benefits which Echelon may from time to time make available generally to its employees in accordance with the terms of such benefit and welfare plans.

6. **Business Expenses:** During the Employment period, the Echelon shall reimburse you for all reasonable and necessary travel expenses in line with the business expense policy and other expenses incurred by you for or on behalf of Echelon in the performance of your duties hereunder (hereinafter referred to as "Business Expenses") upon presentation by you to Echelon of appropriate expense reports.

7. **Death:** In the event of unforeseen situation during the Employment Period, your employment hereunder shall be deemed to terminate as of the last day of the month during which the death occurs. In such situation, neither you nor the beneficiaries shall have any further rights or claims against the Echelon, except the right to receive: The unpaid portion of the Base Salary, computed on a pro rata basis to the date of termination; Any earned, but unpaid commissions or other sales incentives; and Reimbursement for any unpaid business expenses.

8. **Termination for Cause:** Upon furnishing of notice to you, Echelon may terminate your employment for cause at any time during the Employment period by reason of (i) neglect of your duties hereunder, (ii) breach of or negligence with respect to your obligations under this Agreement, (iii) engaging in misconduct injurious to Echelon, or (iv) your commission of an act constituting common law fraud or a felony. If your employment is terminated by Echelon for cause as herein defined, your Base Salary and your eligibility for all other benefits provided by Echelon shall cease as of your termination date, after which time Echelon shall have no other further liability or obligation of any kind to the Employee under this Agreement.

In case of termination of services due to BGV RED or any other reason, the Company will not owe you any money for the number of days you may have worked. You cannot claim or ask for any salary or compensation or relieving letter once you are terminated due to BGV RED feedback or for any other reason.

In case you are not reachable on your contact number provided to HR as per your master data during the notice period and stop responding to managers/ client 's call / working on the project and assigned tasks, then Company is well within its right to hold your salary for the number of days that you may have worked. You cannot claim or ask for any salary or compensation or relieving letter once you are terminated / ask to leave during resignation notice period.

In case you get terminated due to Performance issues (PIP Failures), dual employment, or any other termination reasons, then company does not owe you any money for the number of days that you have worked. You cannot claim or ask for any salary or compensation or relieving letter once you are terminated due to Performance issues, dual employment, or any other termination reasons.

In case you are terminated for any reason not limited to red BGV report, lack of performance, misbehavior, then you need to return all assets to Echelon IT team within 3 days. Failure to return our assets fill lead to legal action including filing a police complaint with your local police station.

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Upon termination (within 1 year of joining), Argano will recover all investment made on your behalf. This includes but is not limited to all sort of training expenses, SAP Learning Hub license cost, SAP training cost, SAP license cost. Argano reserves the right to determine the cost it will recover from you upon termination within 1 year of joining.

9. **Employee Acknowledgments:** You recognize and acknowledge that in the course of your employment it will be necessary for you to acquire information which could include, in whole or in part, information concerning Echelon sales, sales volume, sales methods, sales proposals, customers and prospective customers, suppliers and prospective suppliers, identity, practices and procedures of key purchasing and other personnel in the employ of customers and prospective customers and suppliers and prospective suppliers, amount or kind of customer's purchases from Echelon, research reports, the Echelon computer program, system documentation, special hardware, related software development, the Echelon manuals, methods, ideas, improvements or other confidential or proprietary information belonging to Echelon or relating to Echelon affairs (collectively referred to herein as "Confidential Information") and that such information is the property of the Echelon.

You further agree that the use, misappropriation or disclosure of the Confidential Information would constitute a breach of trust and could cause irreparable injury to Echelon, and it is essential to the protection of the Echelon good will and to the maintenance of Echelon competitive position that the Confidential Information be kept secret and you agree not to disclose the Confidential Information to others or use the Confidential Information to your own advantage or the advantage of others.

You recognize and acknowledge that it is essential for the proper protection of the business of Echelon that you be restrained from soliciting or inducing any employee of Echelon to leave the employment of the Company or hiring or attempting to hire any employee of the Company.

10. **Non-Disclosure of Confidential Information:** You shall hold and safeguard the Confidential Information in trust for Echelon and its successors and shall not, without the prior written consent of Echelon, misappropriate or disclose or make available to anyone for use outside the Echelon organization at any time, either during your employment with Echelon or subsequent to the termination of your employment with Echelon for any reason, including, without limitation, termination by Echelon for cause or without cause, any of the Confidential Information, whether or not developed by you, except as required in the performance of your duties to Echelon.

11. **Return of Materials:** Upon the termination of your employment with Echelon for any reason, including without limitation termination by Echelon for cause or without cause, you shall promptly deliver to Echelon all correspondence, manuals, orders, letters, notes, notebooks, reports, programs, proposals and any documents and copies concerning the Echelon' s customers or concerning products or processes used by Echelon and, without limiting the foregoing, will promptly deliver to Echelon any and all other documents or material containing or constituting Confidential Information.

12. **Non-Solicitation of Customers and Suppliers:** You shall not during the time of your employment with Echelon, directly or indirectly, solicit the trade of, or do business with, any customer or prospective customer, or supplier or prospective supplier of Echelon for any business purpose other than for the benefit of the Echelon. You further acknowledge that, in consideration of the promises contained in the Agreement and to induce Echelon to enter into this Agreement, you shall not for One (1) year following the termination of your employment with Echelon, including, without limitation, termination by the

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Echelon for cause or without cause, directly or indirectly, solicit the trade of, or do business with, any person or entity whatsoever who or which is or was a customer or supplier of Echelon in any of the territory or territories assigned to you during the Employment Period, with respect to products of the same or similar kind as those presently or in the future distributed by Echelon.

13. **Non-Solicitation of Employees:** You shall not during your employment with Echelon and for One (1) year following termination of your employment with Echelon, including, without limitation, termination by the Echelon for cause or without cause, directly or indirectly, solicit or induce, or attempt to solicit or induce, any employee, current or future, of the Echelon to leave the Echelon for any reason whatsoever, or hire any current or future employee of Echelon.

All the terms of employment specified in this document can change, based on changes in the business scenario, from time to time. You will be informed about all such changes and will have to comply with the revised changes.

14. **Remote working:** For employees not physically associated with our Pune or Hyderabad office, you shall WFH as a remote employee for the foreseeable future. Though you are not mandated to relocate to Pune or Hyderabad, we expect you to travel to our offices (short-term visit) in Hyderabad and Pune, as and when required, for important events such as team connect meetings, business meetings, crucial project phase and trainings.

15. **Background Verification:** All offers of employment at Echelon Biztech Private Limited (dba"ArganoEchelon") are contingent upon clear results of a thorough background check. Background checks will be conducted on all the new hires.
Background checks will include:

- Identity Check: Validates the applicant's Aadhar card and Pan card number, date of birth and former addresses.
- Prior Employment Verification: Confirms applicant's employment with the listed companies, including dates of employment, position held and additional information available pertaining to performance rating, reason for departure and eligibility for rehire. This verification will be run on the past two employers.
- Personal and Professional References: Calls will be placed to individuals listed as references by the applicant.
- Educational Verification: Confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received.

Based on the BGV report, Echelon can request the employee to furnish more details or provide clarifications should the report require so. In the event the employee is not able to provide the supporting documents or details within 15 days of receiving the request, Echelon Biztech Private Limited (dba"ArganoEchelon") could terminate the employment.

Employee Signature:

Employee Name:

Date:

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Annexure-1

Salary Components	Monthly	Annualized
Basic	Rs. 23,145	Rs. 2,77,744
House Rent Allowance	Rs. 9,258	Rs. 1,11,098
Conveyance	Rs. 1,600	Rs. 19,200
Other Benefits	Rs. 20,947	Rs. 2,51,359
Gross Salary	**Rs. 54,950**	**Rs. 6,59,401**
Employee contribution to PF	Rs. 1,800	Rs. 21,600
Employee contribution to ESI	Rs. 0	Rs. 0
Net Take Home	**Rs. 53,150**	**Rs. 6,37,801**
FIXED SALARY	**Rs. 57,863**	**Rs. 6,94,360**
Company contribution to PF	Rs. 1,800	Rs. 21,600
Gratuity	Rs. 1,113	Rs. 13,359
Medical Insurance	Rs. 470	Rs. 5,640
Quarterly Variable Compensation	Rs. 0	Rs. 0
Annual Variable Compensation	Rs. 0	Rs. 0
PLVI Percentage	Rs. 0	0%
Cost To Company (CTC)	**Rs. 58,333**	**Rs. 7,00,000**

Calculation details of Salary Structure		
A	Fixed salary	Annual CTC – Medical Insurance – Variable Pay Compensation
N	Basic	35% of Fixed salary or EPF monthly wage ceiling to INR 15000/-
N	HRA	40% of Basic, if Applicable
U	Conveyance	19200/- per year
L	Gross salary	Basic+HRA+Conveyance +Medical+Other Benefits
	Other benefits	Fixed Salary - (Basic + HRA + Conveyance + Medical) - (Employer Contribution +Gratuity)
	PF -Employee Contribution	12% of Basic or Statutory contribution Rs. 1800/- (Whichever is higher)
	PF- Employer Contribution	12% of Basic or Statutory contribution Rs. 1800/- (Whichever is higher)
	Gratuity	4.81% on Basic
	ESI	As per the Employee State Insurance Act (If applicable 1.75% on Gross Salary)
	PT	As per the Telangana State Professional Tax Slab Rates
	IT	As per the Income Tax Rules
	Mediclaim	INR. 5640/- coverage of INR 5,00,000/-
	Monthly Gross	Annual Gross/12
	Net take Home	Monthly gross – Other Deductions

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Motherson Sumi Wiring India Ltd.
Head Office: C-14 A & B, Sector 1, Noida - 201301, Distt. Gautam Budh Nagar, U.P., India
Tel: +91-120-675 2100, 675 2278, Fax: +91-120-252 1866, 252 1966, Website: www.mswil.motherson.com

WORKS: Plot No- 03, Sector-05, Industrial Area/Growth Centre, Pithampur, Mhow- Ghatabillod Road, Distt- Dhar, Madhya Pradesh.

25th July, 2023

Mr. Chanchal Verma
Kushwah Colony Dhmanod Dhar
MP.

LETTER OF OFFER

Dear, **Chanchal**

This has reference to your application and subsequent discussions with us for employment, in our organization.

We are pleased to offer you the employment in our organization as **"Graduate Engineer Trainee"** on remuneration mutually discussed and agreed upon. You are requested to join your duty on or before **31ST July, 2023** at **9.00AM**.

You are requested to bring the following documents at the time of joining:

- All Educational and Professional Qualification certificates (Original).
- Original Testimonials in support of Date of Birth (Certificate of Class X).
- All original Employment records (Relieving Letter & Experience Certificate from all previous Employers)
- Passport/Voter ID card/UID card & PAN card (mandatory)
- Aadhaar Card/Aadhaar No. (Mandatory)
- Photocopy of all the above testimonials.
- Four Colored Passport size Photographs in formal attire with white background.

The offer has been made based on information furnished by you. However if there is any discrepancy found 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

Employment as per this offer is subject to your being medically fit.

Please note that you shall be eligible for your annual salary review on completion of one year of service and thereafter on 1st April every year on prorate basis.

You shall be issued a regular letter of appointment on your joining the Organization.

We are confident that you will play a key role in our company's expansion into national and international markets. We assure you of our support for your professional development and growth.

Thanking you,
For Motherson Sumi Wiring India Ltd.

Surbhi Chaturvedi
Deputy General Manager- HRM

Regd Office:
Unit - 705, C Wing, ONE BKC, G Block Bandra
Kurla Complex, Bandra East
Mumbai - 400051, Maharashtra, India
Tel: +91-22-613 54800, Fax: +91-22-613 54801
CIN No. U35506MH2020PLC341326

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Proud to be part of samvardhana motherson

Subject: Congratulation On Your Selection With **Wangoes technologies Pvt Ltd.** as a **React Native Trainee**

Dear **Chirag Gupta,**

Hearty Congratulations!!

Welcome to our team! We are pleased to have you working with us. You were selected for employment due to the attributes you displayed that match our employee's qualities.
We are looking forward to seeing you grow and develop into an outstanding employee that exhibits a high level of care, concern, and compassion for others. We hope that you will find your work to be rewarding, challenging, and meaningful. Please find the attachment for your Offer Letter. Please get it signed, and send me the scan copy, as a confirmation from your end.
If you accept this offer you are required to join on or before **7.03.2022** at 11 AM if you are unable to report for joining on the said date you are requested to inform the company in writing. The following documents are required to be produced before 01.03.2022. Please provide originals and self-attested Photocopies; originals will be returned after verification. This offer is valid until **Date Of Documentations (10 Days Prior To Date Of Joining).**

1. Relieving Letter from all your previous employers.
2. Salary slip (last 3 months) or salary certificate from the most recent employer.
3. Experience Certificate from all previous employers.
4. Proof of Academic Qualification (Class 10th Equivalent and above):
    - 10th & 12th mark lists
    - Undergraduate/degree mark list and degree certificates
    - Post-graduation mark list and degree certificates (if any)
    - Other qualifications - mark lists and certificates (if any)
5. Proof of identity i.e. PAN card, driving licence, Electoral card, Passport.
6. Photographs (2 copies)

We take great pleasure in welcoming you to our Organisation and sincerely hope that your period of service with us will be long, pleasant, and of mutual benefit. We hope you will find this offer acceptable and wait to welcome you to the **Wangoes Technologies Pvt. Ltd** family.

Thanks & Regards

Aishwarya Rathore
Manager - Human Resource || Wangoes Technologies Pvt. Ltd

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10th January, 2023

To,
Ibbadur Rahman

Subject: Offer Letter

Dear Ibbadur,

*With reference to the selection process, you had with us, we are pleased to inform you that you have been selected for the position of **Software Engineer** in our organization.*

*The date of joining would be **Feb 1st, 2023***

this offer is based on your profile, relevant work experience and performance in the selection process. Your Cost to Company (CTC) will be Rs.4,00,000 /- per annum.

On joining and successful completion of your joining formalities, you will be issues a Letter of Appointment by Santophy Infotech Pvt. Ltd.

You are requested to bring the following documents at the time of joining:

1) *Signed copy of the offer letter.*
2) *Two recent passport-sized photographs.*
3) *Copy of Academic and Professional qualifications certificate.*
4) *Copy of Address Proof - Aadhar card, Electricity Bill, Passport, Bank Statement.*
5) *One copy of Identity Proof Pan Card, Identity card issued by Institutions.*
6) *Relieving/Experience certificate and Offer letter issued by previous company (if applicable).*

Looking forward to having you with us and wishing you great success!!

For, Santophy Infotech PVT. LTD.

Regards

Pooja Tailor
HR Head

[Signature]

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Agreed and accepted

Ibbadur Rahman

[Signature]

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OFFER OF EMPLOYMENT

(Private & Confidential)

Innogent Technologies Private Limited

904-912, 9th Floor Shekhar Central Building

Palasiya, Indore, MP, India, 452001

Offer Letter Summary

S.N.	Offer Letter Items	Value and Details	Comments
1	Date of Offer Letter	01/09/2022	
2	Name of the Employee	Sourabh Verma	
3	Address of the Employee	55,Old By Pass Road, Sonkatch, District Dewas, PIN Code - 455118	
4	Joining Date	01/09/2022	
5	Position offered in the Company	Software Developer	
6	Department	Core Engineering	
7	Salary Amount (INR) P.A(Annually)	350000	
8	Probation Period (Months)	NA	
9	Base Location	Indore	
10	Working Hours	10.30AM to 7.30PM	Time zone IST

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Salary Break up

CTC	350,000
In hand Salary per Year	294,512
Inhand Salary per Month	24,543

Salary Break Up		
Earnings		
	Per year	Per Month
Basic wage (45%)	175,000	14,583
HRA	70,000	5,833
Conveyance Allowances	22,225	1,852
Medical Allowances	14,578	1,215
Other Allowances	68,198	5,683
Total Earnings (Gross Salary)	350,000	29,167
Deductions		
PF	43,200	3,600
Health Insurance	9,792	816
Professional Tax	2,496	208
TDS(Income Tax)	0	0
Total Deductions	55,488	4,624
Net Salary	294,512	24,543

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Offer Letter Details

Further to recent discussions, I am delighted to offer you the position as listed above **[S.N.-5]**in the above mentioned department at **Innogent Technologies Private Limited** (mention as **Innogent** thereafter).

Due to nature of start-up, we combined the salary review with the company & your performance instead of traditional yearly salary appraisal. We outsourced our payroll and they will provide the bracket of salary as per government norms applicable to the startups.

I have enclosed two contracts of employment, and would be grateful if you would sign and return one of these to confirm your acceptance of the Terms and Conditions stated.

Your annual holiday entitlement, in addition to bank holidays that fall on your contracted days to work, will be 20 days (pro-rata for part-year employment).

You base location would be same as mentioned in the summary section above **[S.N.- 9]** but if any requirement comes then you may need to relocate to client or other office location.

Your normal working hours would be same as mentioned in the summary section above **[S.N.- 10].** We strongly support flexible and relaxed hour policy.It must be agreed with your manager. Innogent's business requirement may require you to work on different hours than specified.

Notice Period- 2 months notice from you and 15 days notice from company. Company may choose to pay in lieu of notice.

[optional in old people case] This offer is subject to the receipt of satisfactory background checks and employment references, the information given at interview being correct, your satisfactory completion of the enclosed documentation. Please refer to the enclosed Pre-Screening form. Your signed acceptance of this employment contract provides us with the authorisation to carry out the background checks as detailed on attached form. Please complete all forms attaching all appropriate enclosures.

Your employment with Innogent is conditional upon the company receiving satisfactory evidence that you have the right to work in the India– this is applicable both on commencement of employment and throughout your employment thereafter. You MUST provide, prior to the commencement of your employment, an ORIGINAL document or original documents as set out in Lists A and B, as attached. For the avoidance of doubt, your employment will NOT commence until you have provided the required satisfactory evidence. Should your Right to Work in the India change during employment, you are obliged to

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IMMEDIATELY notify a member of the HR team, providing documentary evidence as required.

Please complete the enclosed forms, NDA, Consent and Confidentiality Agreement and return it with your signed contract. Failure to do so may mean you will not be able to start with Innogent. If you have any queries relating to this contract, please do not hesitate to contact me. May I take this opportunity to congratulate you and to wish you a happy and successful future with Innogent.

Hour of working:
As mentioned earlier have official hours, although these times may be flexible depending on the demands of the role. You will be entitled to an unpaid lunch break of 45 minutes.

The Company reserves the right to vary your start and finish times on a temporary or permanent basis.

Pursuant to the Working Time Regulations, you agree that the 40-hour weekly working limit shall not apply to your employment. You may give one month's written notice to terminate the application of this clause to the HR Department.

Overtime Due to the nature of the work performed by your position, longer hours or weekend work may be required from time to time. You will not be eligible for overtime payments.

Remuneration You will be paid on 10th of each month or the nearest preceding working day.

Please note: Payment of salary is subject to you returning all correct documentation to Human Resources promptly.

Right to Work This contract is subject to you being legally entitled to work in the India, including compliance with the applicable Immigration laws. If you lose your authorisation to work in India at any time, for any reason during the life of this employment contract, Innogent, will consider your circumstances, but may at its sole discretion and in compliance with applicable law, no longer be permitted to employ you pursuant to this contract and, accordingly, it will be terminated without entitlement to notice.

During the course of your employment with Innogent, you may be subject to periodic additional background checks, including, but not limited to criminal background checks and you are required to provide reasonable assistance to the Company in this regard. Any failure to cooperate with such requests from the Company or any adverse information received as a result of these checks may result in disciplinary action being taken,up to and including summary dismissal, or could otherwise affect your on-going employment with Innogent.

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Medical Insurance

Medical Assurance Subject to the rules of the scheme as amended from time to time, you are eligible to take the benefits of medical insurance policy. The Company gives no assurance that any claim will be accepted, or any benefit provided, by the insurer or benefit provider. If any claim is rejected, the Company shall not be liable to provide any such benefits itself, or to pay any compensation in lieu thereof. In addition, in the event that the insurer rejects a claims there will be no right of action against the Company.The Company reserves the right to change the benefit provider and/or to vary the entitlement as provided under the Scheme.

Sickness and Absence If you are going to be absent from work, you must notify your Manager as soon as possible on your first day of absence. On satisfactory completion of your probationary period, you will be entitled to Company Sick Pay, as detailed in the Company Absence Policy. You will not be entitled to Company Sick Pay during your probationary period.

The Company reserves the right to suspend Company Sick Pay if there is an indication that the illness is not genuine, the Company's absence notification process has not been followed, the appropriate certification forms are not provided, or otherwise at the Company's discretion.

The Company reserves the right to require you to be medically examined by a Company appointed doctor during or after periods of sickness or injury, whether paid or not.

Holidays The holiday year runs from 1 January to 31 December. On the end of your employment, where you have taken more or less than your pro-rata holiday entitlement, an adjustment of either an addition or deduction as appropriate will be made to your final pay.

The actual dates of taking holiday will be subject to staff coordination and mutual agreement with your Manager. Holiday must be authorised prior to absence.
On giving you notice, the Company may require you to take part or all of your holiday entitlement at specific times, including during a period of long term sickness absence.

Location You will be based at Indore. The Company reserves the right to change your place of work giving at least 15 days notice of any such change.

Some client/positions may be required to work overseas. This may be for periods of more than one month. Additional details will be provided at the relevant time.

Probationary Period As mentioned earlier there is a probationary period during which, either you or the Company may terminate your employment by giving one week's notice (or in the Company's case by making a payment in lieu of notice).

Notice Upon successful completion of your probation period, if you decide to leave the Company, you will be required to give one month's' notice in writing of this decision. The Company's notice

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to you will be one month, rising in line with statutory requirements (or by making a payment in lieu of notice), unless a shorter time period is applicable under the Company's disciplinary policy.

Employees shall not be entitled to any discretionary payments such as bonus or commission that might otherwise have been due had the employee worked for the Company during the notice period for which the payment in lieu is made.

For the avoidance of doubt, the Company has the right to terminate your employment without notice if you are in serious breach of the terms and conditions of your employment, or in the case of gross misconduct.

Company Property If you are entrusted with Company property, you should take all reasonable precautions to ensure that it is kept safe. The cost of repairing any damage caused by you may be deducted from salary.Deliberate or calculated misuse of, theft of, or damage to, Company property will be treated as gross misconduct and may result in dismissal and/or prosecution. Upon termination of your employment all Company property and documents must be returned to the appropriate Company office.

As company may arrange/invest in alternate when you may give the resignation notice so if you choose to revert back your notice on later stage it will be on company's discretion to consider the request of quashing the resignation notice otherwise your notice will applicable from the day of your resignation/

Code of Conduct As with other companies, Innogent has established a set of general work rules to protect the interests of the Company and its staff. These rules are intended to ensure a favourable working environment and the list of rules serves as a guideline and is not all-inclusive.

As an employee, you are expected to:

❖ Act in accordance with the highest professional integrity at all times, both when dealing with internal and external contacts

❖ Not make any statements relating to the affairs of the Company, its clients or suppliers to the press or other media either verbally or in writing unless authorised to do so

❖ Accept full responsibility for work personally undertaken and do everything possible to fulfil any commitment entered into

❖ Disclose to the HR Department any material personal facts, including but not limited to a County Court Judgement/ Bankruptcies or any unspent conviction (other than a trivial motor offence). Such information will be treated with the utmost confidentiality unless the nature of the offence impinges, or could impinge on your role, your colleagues and/or the integrity of the Company, in which case the appropriate Director will be informed.

❖ You may be asked to comply with periodic additional background checks, including, but not limited to criminal background checks verification. Any failure to cooperate with such checks or any adverse information received as a result of these checks could affect your ongoing employment

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with Innogent, including termination of contract.

- Adhere to Company policies and procedures. You are also required to adhere to all relevant legislation and / or regulations
- Be honest, dedicated, conscientious, co-operative and professional in your work, attitude and conduct at all times
- Maintain full and punctual attendance
- Be loyal to your colleagues and to the Company
- Be committed to achieving the Company's goals and targets within specified deadlines
- Support, protect and safeguard the interest and wellbeing of the Company
- Carry out all lawful and reasonable instruction from your manager or member of the management team

Standards of Dress Due to flexible culture the company operates a casual Dress Policy. If you are asked to represent the Company in any way, you will be expected to dress accordingly.

Disciplinary and Grievance

Rules, Policies and Procedures You must, at all times, comply with the Company's rules, policies and procedures, particularly those concerning security and confidentiality, including building access, IT systems and disclosures of confidential information to third parties. These may be incorporated by reference into the contract, and can be changed, replaced or withdrawn at any time at the Company's discretion.

On joining the Company you will be asked to sign an agreement relating to the protection of confidential information that you may handle during the course of your employment. Any unauthorised disclosure of information will be treated as a serious disciplinary offence and could result in summary dismissal.

Deductions You hereby authorise the Company to deduct from your remuneration (which for this purpose includes salary, commission, bonus, holiday pay and sick pay) all debts owed by you to Innogent or any associated company, including but without limitation, any overpayments made to you, any repayment of allowances, any unauthorised personal expenditure on a Company Credit Card, any traffic fines, or the balance outstanding of any loans (and interest where appropriate) advanced by Innogent to you.

Restrictive Covenants

Following the end of your employment you acknowledge that you will be in a position to compete unfairly with the Company as a result of the confidential information, trade secrets and knowledge about the business, operations, customers, employees and trade connections of the Company

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and its group companies (its holding company and its/their subsidiaries) you will acquire and through the connections that you develop at the expense of the Company. You agree to enter into the restrictions in this clause for the purpose of protecting the Company's legitimate business interests and in particular the confidential information, goodwill and the stable trained workforce of the Company and the group. Therefore:

❖ For a period of 6 months following the end of your employment, for whatever reason, you will not directly or indirectly induce, solicit or endeavour to entice away any person who is an employee or consultant of the Company. This comes into effect from the date notice is given to you or by you (or on the termination date if no notice is given). This shall apply to employees or consultants in a senior, management, technical, or sales capacity whom you have managed or with whom you have worked at any time during the period of 12 months preceding the termination of your employment.

❖ For a period of 6 months following the end of your employment, for whatever reason, you will not directly or indirectly deal with or induce, solicit or endeavour to entice away the custom of any customer or potential customer.

o Customer shall mean any person, firm or company who at the last day of your employment or at any time during the 12 months immediately prior to the end of your employment was a customer of the Company or any Group Company and from whom you or your department had obtained business on behalf of the Company or any Group Company or to whom you or your department had provided or arranged the provision of goods or services on behalf of the Company or any Group Company or for whom you had management responsibility in any case at any time during the period of 12 months immediately prior to the date of termination of your employment. o Potential customer shall mean any person, firm or company with whom either you or any other employee of the Company or any Group Company for whom you had, at the date of the negotiations, management responsibility carried out negotiations on behalf of the Company or any Group Company at any time during the period of 3 months immediately prior to the date of termination of your employment with a view to such person, firm or company becoming a customer of the Company or of any Group Company.

❖ You undertake not at any time during your employment nor at any time after its end, to divulge to any person, firm or company, or use for your own benefit or the benefit of any person, firm or company, any trade secret or information of a private, secret or confidential nature concerning the business, finances or affairs of the Company or any Group company or any of its respective customers, clients or suppliers (including but not limited to terms of contracts or arrangements, existing and potential projects, accounts, information regarding customers, clients or suppliers, disputes, business development and/or marketing programmes and plans, any information which may affect the value of the Business or the shares of the Company and any business methods and information) which have or may have come to his knowledge during the course of your employment with the Company.

You shall not be restrained from using or disclosing any confidential information which:

❖ has entered the public domain unless it enters the public domain as a result of an unauthorised disclosure by you or anyone else employed or engaged by the Company or any Group Company;

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- you are required to disclose by law; or
- you are entitled to disclose under Section 43A of the Employment Rights Act 1996 provided that the disclosure is made in an appropriate way to an appropriate person having regard to the provisions of that Act.

The restrictions contained in this clause are considered by the parties to be reasonable in all the circumstances. Each sub clause constitutes an entirely separate and independent restriction and the duration, extent and application of each of the restrictions are no greater than is necessary for the protection of the interests of the Company and any Group Company. If any of the restrictions contained in this clause shall be adjudged to be void or ineffective for whatever reason but would be adjudged valid and effective if it or another restriction were deleted in whole or in part then such restriction shall apply with such deletions as maybe necessary to make it valid and effective.

Revision of Terms and Conditions

The Company reserves the right to vary any of your Terms and Conditions of Employment. Minor changes may be notified by way of a general notice. You will be given no less than one month's notice of any significant change and any such variation will be given by way of an individual notice or general notice to all employees. Each member of staff shall be considered to have accepted any such revision unless you notify the Company of your objection in writing prior to the expiry of the notice period.

A copy of the Employee Handbook has been enclosed with this contract. There are no collective agreements that are applicable to this employment.

Please signify acceptance of this offer and the terms and conditions associated with it, by signing and returning one copy of this contract. By signing this contract you confirm you hold all requisite documentation that you may be employed and work legally within India, and will provide confirmation of this status upon starting employment.

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ACCEPTANCE OF TERMS AND CONDITIONS OF EMPLOYMENT

I wish to acknowledge receipt of the Terms and Conditions of Employment and confirm my acceptance of the terms stated.

Employee Name: SOURABH VERMA

Sign Sourabh

Date 1/9/2022

Manager - HR

Innogent Technologies Private Limited

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Qualwebs
Driving digital success with quality at core.

8827796669

engage@qualwebs.com

www.qualwebs.com

Aashish Yadav
609-D, Prajapat Nagar
Near Dwarkapuri
Indore Madhya Pradesh (452009)

Email: gurjarashish1010@gmail.com
Mobile: +91 7489838868

Letter of Intent

We at Qualwebs extend our warm greetings to you.

We are pleased to inform you that based on your application and assessments, you have been shortlisted for our Internship program.

This program has the potential to lead to a full-time position at Qualwebs as Web Developer Intern, lasting for the next six months.

We would like to present this letter as a formal expression of our intent to have you on board. Please note that this letter of intent will remain valid for a period of 15 days from the date of issue. If we fail to issue an offer letter within this time frame, the letter of intent will expire without any further obligations or liabilities on your part or ours.

We would like to emphasise that the issuance of an offer letter will be based on our future business requirements and will be at the sole discretion of Qualwebs. Once you receive the offer letter, this letter of intent will be automatically terminated.

Unless agreed upon in writing, we expect you to commence your training on 5th June 2023 with a monthly stipend of Rs. 8000 in line with our standard payroll practice.

Please note that the offer letter and agreement documents will be issued after 15 days from the date of joining.

From Qualwebs,
Emma Goerge
Hr Manager
Qualwebs

Accepted
Aashish Yadav
Web Developer
Intern

** This is a computer-generated document, hence no signature is required. **

Qualwebs
Driving digital success with quality at core.

8827796669

engage@qualwebs.com

www.qualwebs.com

Sanskar Jain
396 Gulab Bagh Colony
Nipania
Indore, Madhya Pradesh (455001)

Email: sanskar11072001@gmail.com
Mobile: +91 7400574744

Letter of Intent

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We are pleased to inform you that based on your application and assessments, you have been shortlisted for our Internship program.

This program has the potential to lead to a full-time position at Qualwebs as Web Developer Intern, lasting for the next six months.

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Please note that the offer letter and agreement documents will be issued after 15 days from the date of joining.

From Qualwebs,
Emma Goerge
Hr Manager
Qualwebs

Accepted
Sanskar Jain
Web Developer
Intern

** This is a computer-generated document, hence no signature is required. **

Mr. Puneet Malviya
malviyapuneet122001@gmail.com
New Dak Awas Colony Chankyapuri
Sehore, Ashta – Madhya Pradesh
State Madhya Pradesh 466001
Contact: 7389924147

We are pleased to offer you, the position of Intern – Django Developer with ROBOTRONiX ENGINEERING PVT. LTD. Atulya IT Park, MPIDC Indore (M.P.) on the following terms and conditions:

1. Commencement of employment

Your employment will be effective, as of 1st November, 2022.

3-month training and assessment of training to give joining letter His/her will get 5k, 3 months stipend based (November – January) and it will be an 18 - months contract 3 - month Stipend base and 12k Salary base.

2. Job title

Your job title will be Intern – Django developer and you will report to **Mr. Neelanshu Pathak (CTO), Mr. Bhupendra Singh Thakur (CEO & Founder)**

3. Salary

3.1 Your Monthly emoluments will be as under
/ Gross Salary Rs. 12,000/- per month (twelve thousand only)

3.2 Here to. No advance salary will be paid.

3.3 In a peak, hours you have to stay more than 12 hours as & whenever required No leave will be sanctioned. If leave taken in a peak hour, 2 days salary will be deducted for a single day leave.

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4. Place of posting

You will have to work at Indore. You may however be required to work at any place of business which the Company has, or may later acquire

5. Hours of Work

The normal working days are Monday through Saturday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from 10:00 AM to 7:00 PM. A 30-minute unpaid meal period is provided each day and Extra work other than 9 hours daily will be counted & will be paid.

6. Leave/Holidays

6.1 You are entitled to casual leave of only one day in per month.

6.2 You can't take more than 1 CL at a time & once in a month. 2/3

6.3 Total 33 casual leave (CL) for a completed Year (Included 2nd Saturday). → New Calendar

7. Nature of duties

7.1 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. Your specific duties are set out in Schedule II here to.
7.2 Apart from daily company work like marketing, seminar visit to colleges, local market or any other local work given by company has to be done within said time.

8. 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.

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9. 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.

10. Termination

10.1 You may terminate your employment with the Company, by giving one-month prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date.
10.2 You may terminate your employment with the company, without information Leave will be treated as Leave without pay (LWP), Salary will be deducted.

10.3 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 caused any loss to the Company.

10.4 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.

10.5 You have to complete your work within a time / a slot of time period. If not then you will give extra time to complete your task/ work

11. Confidential Information

11. 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.

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11.2 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, 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.

11.3 At no time, will you remove any Confidential Information from the office without permission.

11.4 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.

11.5 Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

12. 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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13. 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.

14. Governing Law/Jurisdiction

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of High Court Indore (M.P.) only.

15. Acceptance of our offer

Contract Period is of one year (November 2022 – April 2024). 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.

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[Yours

Faithfully]

HUMAN RESOURCES HR MANAGER ROBOTRONIX INDIA

Human Resource Manager

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.

Employee Acceptance

I have read, understand, and agree with the foregoing and accept employment on the terms and conditions as set out in this letter.

Puneet

Employee Signature

Date: 01 / 11 / 2022

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Witmates Technologies Pvt. Ltd.
712-713, Princess Business Skypark
Opposite Orbit Mall, AB Rd, Indore,
Madhya Pradesh 452010
Ph. 91-731-4989377
Email: contact@witmates.com

Date: 18th July, 2022

Name: Anjali Bhamoriya,

Address: Indore

Contact No: 9009221208

Dear Anjali,

This letter confirms your employment with **Witmates Technologies Pvt Ltd** as **Junior Software Engineer**. Your full-time employment starting date will be **18th July, 2022**.

For first 6 months you would be on probation period and your stipend will be Rs. 10,000 after successful completion of probation period your salary would be appraised to Rs. 25,000 and after completion of total one year of your bond your salary will be appraised to Rs. 40,000. On completion of 1.5 years your appraisal will be based on your performance and apprasial cycle will be changed to 1 year. Your bond period will be 2 years including 6 months of probation period. During the probation period your character and abilities will be tested to see whether you are suitable to work with the company.

You will also be eligible to receive other company benefits as listed in our Company handbook.

In accepting this offer of employment, you agree that after you leave the company, you will not work directly, or indirectly, as an employee, sub-contractor, owner, co-owner of a business, or in any other form, for the company's client for whom you have provided services and that this restrictive covenant will be in force for a period of twelve months after your employment with the company ends.

If you agree with the above terms, please sign below and return a signed copy of the letter to me within 1 week. Please feel free to contact me with any questions and queries.

Congratulations and welcome on board!

Best Regards,
WitMates Technologies,
+91-731-498-9377

Agree to: Date: 18/07/2022

Anjali Bhamoriya

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www.witmates.com

HotWax Systems Pvt. Ltd.
Date: December 12, 2022

Dear Sadhna Deshmukh,

HotWax Systems is delighted to offer you the position of "**Enterprise Software Engineer**". Your yearly compensation including all benefits will be **8,00,040/-** payable in accordance with the company's standard payroll schedule. Your employment with HotWax Systems will be governed by the following 'Terms of Employment'. We request you to carefully read and understand these employment terms as a part of accepting the offer.

1. Employment Relationship & Probation: Employment under this agreement may be terminated by an employee at any time by giving the employer not less than sixty (60) days notice. In case if an employee leaves our employment without giving notice, He/She have to deposit two months pay otherwise, an employer shall have right to deduct an amount equivalent to two month's salary inclusive of all allowances from any money or monies due to an employee as liquidated damages, Employment under this agreement may be terminated by an employer, either with or without cause, at any time by giving an employee not less than seven(7) days notice, provided however that termination by an employer for cause shall not require advance notice.

The employee will be on probation for a period of six months from the starting date of His/Her employment. During or on completion of the probation period, if the management is not satisfied with the work and conduct of the employee, then His/Her services shall be liable to termination.

During the probation period, if an employee wishes to resign or terminated by an employer, no experience certificate will be provided to the employee. In either case, an Experience certificate will only be provided, if an employee has completed six or more months with the company. Failing to meet a minimum of 6 months experience after confirmation, He/She will not be entitled to claim for the certificate.

2. Alternate Employment: While you are employed at HotWax Systems, you will not be engaged in any other employment, consulting, or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for HotWax Systems.

3. Leaves: Every employee who has less than 1 year of service will be entitled to 12 leaves per annum (Pro-rata basis) for 2 years and after that entitled to 20 days annual leave for each completed year of service. In any case, an employee should not accumulate more than 30 leaves during the service period. Additional earned leave will automatically lapse. The entitlement to encash your earned leave will not be more than 05 days per year and

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an overall maximum of 10 days leave can be encashed for the entire service period. No leave can be encashed during the service period as well no leave will be encashed if the service period is less than 10 years.

4. Privacy: You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time. The collection, storage, access to, and dissemination of employee's personal information will be in accordance with privacy legislation.

Documents Submission: At the time of your joining, a photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Academic Qualification Certificates
- Any other certificates, if you have (certificate course or diplomas)
- Permanent Account Number(PAN) Card
- Aadhar Card
- Four passport size photographs.

Below documents are also required from a candidate having previous work experience:

- Relieving and/or Experience Letters from Previous Company/s
- Last 3 salary slips from the previous employer
- Form 16
- UAN card.

Note: All the above-mentioned points are part of various policies and liable to change. You will be governed by the policies existing at the time of your joining or any change thereafter.

We look forward to working with you on so many amazing things that we are doing here at HotWax Systems.

Best Regards,
Ashish Vijaywargiya
Vice President of Operations
HotWax Systems Pvt. Ltd.

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HOTWAX SYSTEMS

Annexure 1 - CTC for (Sadhna Deshmukh - Enterprise Software Engineer)

As mentioned above your all-inclusive annual compensation will be Rs. **8,00,040/- (Eight Lac and forty only)**. The annual & monthly break-up details are shown below:

Payments	**Amount**	**Deductions**	**Amount**
Basic Salary	23000	**EPF**	**1800**
HRA	9200	**ESI**	**0**
Conveyance Allowance	7000	**Professional Tax ****	**As per Slab**
Family Allowance	7000	**TDS ****	**As per Slab**
Executive Allowance	10660		
Continuing Education Allowance	4000		
Uniform Allowance	500		
Washing Allowance	500		
Medical All	0		
Mobile All	400		
Internet All	1500		
(Gross without PF,ESI & Gratuity)	**63760**	Total Deductions	**1800**
Net Payable	**61960**		
Employer PF,ESI & Superannuation	**2910**		
CTC PM (Including PF & Superannuation)	**66670**		

** Deduction of PT & Tds as applicable

1. The above salary break-up is provided based on the existing company policies and may undergo a change from time to time.
2. As per the company policy, you are required to maintain total confidentiality of your compensation details.
3. Your PF contribution, as well as employer's contribution, is included in the Monthly Gross.
4. All taxes will be deducted at source as per rules published by the tax authorities.
5. Employee provident fund deduction will be 12% of the basic pay and ESI 1.75% of total salary.
6. Leave can be availed on submission of a leave application and sanction thereof by your immediate supervisor as per the prevailing rules of the company.

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TechInfini Solutions Pvt. Ltd.

Ref. No.: HR/2304-18

April 14, 2023

Puneet Malviya,
Indore (M.P)

OFFER LETTER

Dear Mr. Puneet Malviya,

We are pleased to inform you that after careful consideration, **TechInfini Solutions Pvt. Ltd.** has decided to offer you employment as an **Associate Software Engineer**. We made this decision based on, in part, the information you provided us regarding your fitness to work.
We have outlined the principal conditions and terms of our offer below.Please review and contact us as soon as possible should you require any additional information.

Confidentiality: Your offer of employment is conditional upon your acceptance and observance of the company confidentiality policy. As an employee of **TechInfini Solutions Pvt. Ltd.** you will have access to certain company confidential information and you may, during the course of your employment, develop certain information, ideas, inventions, which will become the property of **TechInfini Solutions Pvt. Ltd.** We wish to impress upon you that we do not wish to bring with you any confidential or proprietary material of any former or to violate any other obligation to your former employer. Also you present that you are not subject to any restrictions that prevent you from working for **TechInfini Solutions Pvt. Ltd.**

Date of Appointment: Tentative Date of joining first week of **June, 2023** (After submission of Assignment).

Full Time Position: Your position is a full time employment with the company and you are expected to devote yourself exclusively to the business of the company. The timings will be 09:30 AM to 07:00 PM Mondays to Friday of the month. . We are working in shifts, we will shift you in different shifts as per project/company requirement.

Yours Responsibilities:

- Developing required skills to work
- Perform work as per assigned to you.
- You should follow all the rules and regulations set by the management to you.
- You will not enter into any agreement, which conflicts with your duties or obligation to the company.
- You should not perform any act that will harm the reputation of the company.

IQAC COORDINATOR
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Salary and Allowances: Your Probation Period will be 6 months from the date of your joining including your 3 months of training period. You will be provided a monthly stipend of INR. 10,000/- for 2 months starting from the first month of your training. You will be eligible for a monthly CTC of INR 18,000/- for the next 4 months of your probation period. With the successful completion of the probation period; you will be promoted as an Associate Software Engineer and your CTC will be INR 3,00,000/- per annum for 15 months. You shall receive your payment on or before 10th of every month. Holidays, leave and other company policies can be found in the Employee Handbook document which will be shared with you at the time of your joining. You will be entitled to all allowances and benefits as decided by the management.

Minimum Commitment Duration: You will be required to serve for a minimum 21 months with the company. Failing this will require you to pay us an amount equal to INR 100,000. Though we would never like that but after 21 months, in case for any reason you want to leave the organization you have to give us a 60 working day notice period in writing. If the notice period is not served out then the company can take a legal action against you.

TechInfini Solutions Pvt. Ltd. is not bound with any minimum commitment duration to receive your services. We have all rights to discontinue your services anytime.

We look forward to your joining the **TechInfini Solutions** team. We are confident that you will enjoy working with us, learn, deliver and have fun.

Sincere Regards,

Rahul Raghuwanshi
Director
TechInfini Solutions Pvt. Ltd.

ACCEPTED & AGREED:

Name: Puneet Malviya

Puneet

Place: Silicon City, Indore (M.P) Date: 14-04-2023

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INSTRUMENTATION AND CONTROL SOLUTIONS
404/B, Moti Avenue 30-A, Sector C, Scheme 71, Gumasta Nagar, Indore (M.P.) - 452009
Mobile : +91-7389908818 • Email : ics.hitendra@gmail.com

Reference No.ICS/HR/001/F002/01

Date: 01/02/2023
Ms. Khushi Jain,
Tel:- 9584092519
Address: House No. 198, ShyamNagar, Indore (M.P) - 452011
Subject: Offer Letter for the position of Executive – **Application Engineering.**

Dear Ms. Khushi Jain,
This is reference to your application and subsequent interview you had with us. We are pleased to offer you the position of **Executive – Application Engineering** Grade **E1** in our organization. You would be based at **Indore** Location.
On the following terms and conditions.

1. We expect you to be on board on or before **01/02/2023** in line with discussions we had, after which this letter shall stand cancelled unless there is some written confirmation from our end.
2. If any declaration given or furnished by you proved to be false or found to have wilfully suppressed any material information, in such case, you will be liable for removal from service without any notice.
3. You will be on a minimum probation period of six months from the date of your joining the company. The company reserves the right to extend the probation period. You will deemed to be continue on probation unless & until the same has been confirmed in writing.
4. Your salary details are as mentioned in the Annexure -1 effective from the date of your joining.
5. You will be eligible for leaves (as per ICS leave policy) in a year on pro-rata basis after successfully completion of probation period.
6. The contract of employment is terminable with or without reason by either party by giving 45 days during probation or 60 days after confirmation or in lieu of gross salary, however the company reserves right to decide on relieving date during and after confirmation period.
7. However, in the event of any gross misconduct or commission of serious breach by you, either during probation period or after confirmation, the Company reserves its right to terminate your employment without any notice and/or assigning any reason.
8. Your appointment is transferable to any other department and location on offered salary.
9. Travel allowance and reimbursements as per company policy.
10. You should not disclose the Company and employee information to outside the parties. During employment or after separation, you will refrain from disclosing or making public, any information regarding the Company's affairs or administration or research carried out whether the same may be confided to you or become known to you in the course of your services or otherwise.
11. Any verbal communication will not consider valid till it is not in a formal communication before joining or in probation or after confirmation period or otherwise.
12. The offer is conditional to the satisfactory completion of all regulatory/accuracy of the testimonials/ medical and health check-up. Please note that failure to clear any of these will lead to immediate withdrawal of this offer letter.
13. This offer letter is valid for 48 hours from the date of receiving, and confidential.
14. Increment policy is annual basis.
15. On Joining you will be required to furnish.
    i. Resignation acceptance letter / relieving letter of current and previous employer, proof of salary structure of current employer.
    ii. Copy of PAN Card, Proof of date of birth, address proof, copy of Aadhaar card.

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INSTRUMENTATION AND CONTROL SOLUTIONS
404/B, Moti Avenue 30-A, Sector C, Scheme 71, Gumasta Nagar, Indore (M.P.) - 452009
Mobile : +91-7389908818 • Email : ics.hitendra@gmail.com

Reference No.ICS/HR/001/F002/01

We look forward to welcoming you at ICS and expect a mutually beneficial long term association. Please return the enclosed copy duly signed as a token of your acceptance of the letter.

Annexur-1

Salary Components	**Per month**	**Per Annum**
Basic	12900	154800
HRA	0	0
Education Allowance	0	0
Conveyance Allowance	0	0
Other Allowance	0	0
Gross salary (A)	12900	154800
Bonus	2580	30960
Variable Incentives*	0	0
Employee Benefits (B)	**2580**	**30960**
(A+B)	**15480**	**185760**
Provident Fund (13%)	1677	20124
Gratuity	620	7442
ESIC (3.25%)	503	6037
Total Retirals (C)	**2800**	**33604**
Total CTC	18280	219364
Provident Fund (12%)	1548	18576
ESIC (0.75%)	116	1393
Professional Tax	0	0
Deductions (D)	1664	19969
Net Take Home (A+B) - D	**13816**	**165791**
Group Medical Insurance (Net annual Premium)	0	0
Annual Payout	0	0
ANNUAL CTC - FY 2022-23		**219364**

All the payments are subject to the provision of Income Tax.

1. All statutory deductions are flexible as per the current laws and rules from respective government from time to time.
2. Gratuity will be paid as and when applicable as per Gratuity Act 1972 after leaving the service. (*if the employee completes continuous service for 5 years in the same.)
3. Accommodation, Conveyance & food shall be inclusive in above salary structure for **Indore** location.
4. There will be 24 months bond, an advance cheque of Rs.100000/- has to be deposited at the same day of joining, it will be returned after the successful completion of tenure of bond.
5. You shall not stop the payment of your submitted Cheque.
6. You need to provide all the correct information to the company at the time of recruitment for background verification check, in case any of the provided information, testimonials or references check proves to be incorrect or false, the company has the right to terminate the employee from service without notice can take legal action for the same.

For Instrumentation and Control Solutions

Hitendra Nagori

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KHANDWA ROAD, INDORE

TECH RUDRAUM

Miss. Mansi Gautam
302,104 ,Sukhmani App,
5 Vishnupuri,Above Union bank
Bhawarkuan
Indore - 452001

Dear Mansi,

With reference to your application, and the subsequent interview you had with us, we are pleased to appoint you as **Trainee Andriod devloper** on the following terms and conditions:-

1. Your place of posting will be **Indore ,Madhya Pradesh.**

2. You will be reporting to **GM – IT.**

3. You will be paid a salary of **Rs. 12200(Twelve thousand two hundred rupees)+PF+ESIC**

4. You will be on probation for a period of Six months from the date of joining. During probation period, your services shall be terminated without giving any notice / reasons whatsoever. However, after confirmation of your services, **60 days' notice** shall be given on either side at the time of leaving the organization or in the event of Termination of services.

5. You will be eligible for other statutory benefits as admissible from time to time

6. Company reserve rights to terminate the employee without any due notice, if it found that employee is involved in any act of unethical business practices.

7. Any Incentive pay-out applicable to employee will be paid only if the employee is on rolls of the Company and should not be serving notice period on the day of the incentive pay-out.

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KHANDWA ROAD, INDORE

+91 9111 348 348
info@rudraum.com
www.rudraum.com
G1, G4, Laxmi Leela Tower, Sapna Sangeeta,
Main Road, Agrasen Square, Indore, 452010

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

During your employment with us, you shall not be engagement directly/indirectly with any other organization full time or part time.

8. Your services are liable for transfer from one station to another station in India, wherever we have the business interests and also from one Company to another Company of the group.

9. You will appreciate, compensation details are strictly confidential and hence you are requested to refrain from discussing the same with others due to its sensitivity. The management takes a serious view on any one sharing his/her compensation with other employees.

Your date of Joining will be **25-June-2021** and your reporting manager will be **Mr. Vinith Bhandari.**

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

Please Submit the following documents at time of Joining, your salary will not be processed till such time where-in all the below documents are submitted.

1. **3 copies of passport size photographs**
2. **Resignation Acceptance of current Organization.**
3. **Duly filled Joining Forms. (Joining Report, Bank Form along with cancelled cheque, Family Particular Form, Photo Id Form, PF Form 11 and PF Nomination form).**

For Tech-Rudraum
HR Department
HO-Indore

ACCEPTANCE OF THE EMPLOYMENT

I have read and understood the enclosed Service Terms and Conditions forming part of appointment and accept the same.

Place:
Date:

Signature
(Mansi Gautam)

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KHANDWA ROAD, INDORE

Ref. No.: HR/2304-16 April 14, 2023

Sejal Gadewal,
Indore (M.P)

OFFER LETTER

Dear Ms. Sejal Gadewal,

We are pleased to inform you that after careful consideration, **TechInfini Solutions Pvt. Ltd.** has decided to offer you employment as an **Associate Software Engineer**. We made this decision based on, in part, the information you provided us regarding your fitness to work.
We have outlined the principal conditions and terms of our offer below.Please review and contact us as soon as possible should you require any additional information.

Confidentiality: Your offer of employment is conditional upon your acceptance and observance of the company confidentiality policy. As an employee of **TechInfini Solutions Pvt. Ltd.** you will have access to certain company confidential information and you may, during the course of your employment, develop certain information, ideas, inventions, which will become the property of **TechInfini Solutions Pvt. Ltd.** We wish to impress upon you that we do not wish to bring with you any confidential or proprietary material of any former or to violate any other obligation to your former employer. Also you present that you are not subject to any restrictions that prevent you from working for **TechInfini Solutions Pvt. Ltd.**

Date of Appointment: Tentative Date of joining first week of **June, 2023** (After submission of Assignment).
Full Time Position: Your position is a full time employment with the company and you are expected to devote yourself exclusively to the business of the company. The timings will be 09:30 AM to 07:00 PM Mondays to Friday of the month. . We are working in shifts, we will shift you in different shifts as per project/company requirement.
Yours Responsibilities:

- Developing required skills to work
- Perform work as per assigned to you.
- You should follow all the rules and regulations set by the management to you.
- You will not enter into any agreement, which conflicts with your duties or obligation to the company.
- You should not perform any act that will harm the reputation of the company.

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Salary and Allowances: Your Probation Period will be 6 months from the date of your joining including your 3 months of training period. You will be provided a monthly stipend of INR. 10,000/- for 2 months starting from the first month of your training. You will be eligible for a monthly CTC of INR 18,000/- for the next 4 months of your probation period. With the successful completion of the probation period, you will be promoted as an Associate Software Engineer and your CTC will be INR 3,00,000/- per annum for 15 months. You shall receive your payment on or before 10th of every month. Holidays, leave and other company policies can be found in the Employee Handbook document which will be shared with you at the time of your joining. You will be entitled to all allowances and benefits as decided by the management.

Minimum Commitment Duration: You will be required to serve for a minimum 21 months with the company. Failing this will require you to pay us an amount equal to INR 100,000. Though we would never like that but after 21 months, in case for any reason you want to leave the organization you have to give us a 60 working day notice period in writing. If the notice period is not served out then the company can take a legal action against you.

TechInfini Solutions Pvt. Ltd. is not bound with any minimum commitment duration to receive your services. We have all rights to discontinue your services anytime.

We look forward to your joining the **TechInfini Solutions** team. We are confident that you will enjoy working with us, learn, deliver and have fun.

Sincere Regards,

Rahul Raghuwanshi
Director
TechInfini Solutions Pvt. Ltd.

ACCEPTED & AGREED:

Name:

Place: Date:

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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Tatvic Analytics Private Limited
Corporate Office:
Office No. 402 & 403,
4th Floor, Camps Corner II,
100 ft Road, Prahaladnagar,
Ahmedabad – 380015, Gujarat.

20th January 2023

Offer Letter

Dear Harsh,

This is to confirm that you have been selected to undergo your internship with **Tatvic Analytics at Ahmedabad location.**

Your tentative Date of Joining will be on **31st January'23.**

You will be a part of the **"Customer Delivery – Data collection" team** and will be undergoing on the job training as **Technical Trainee.**

The details of internship are as follows:

- Stipend per month will be of 10000/
- Duration of Internship: 6 Months
- On completion of the internship if the performance has been good and you clear the performance review then *we* will look at permanent employment procedures thereon; (Based entirely on the performance review). We offer the permanent employment thereafter at a **4,03,200 Rs per annum CTC .**

Please acknowledge receipt of this internship offer letter by sending back duly signed copy as a token of your acceptance within one day. In case you fail to respond within the stipulated period, the offer will stand withdrawn automatically.

We look forward for our long and mutually beneficial association.

With best wishes,
For Tatvic Analytics Pvt. Ltd

Pooja Shah
HR Generalist

Acceptance: I have gone through the aforesaid letter and have understood fully the contents and intends of the said letter. All the terms and conditions are fully satisfactory and acceptable to me, and they are binding on me.

Name: Signature: Date:

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KHANDWA ROAD, INDORE

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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Tatvic Analytics Private Limited
Corporate Office:
Office No. 402 & 403,
4th Floor, Camps Corner II,
100 ft Road, Prahaladnagar,
Ahmedabad – 380015, Gujarat.

17th January 2023

Offer Letter

Dear Ibadur,

This is to confirm that you have been selected to undergo your internship with **Tatvic Analytics at Ahmedabad location.**

Your tentative Date of Joining will be on **24th January'23.**

You will be a part of the **"Customer Delivery - Data Collection team" team** and will be undergoing on the job training as **Technical Trainee.**

The details of internship are as follows:

- Stipend per month will be of 10000/-
- Duration of Internship: 6 Months
- On completion of the internship if the performance has been good and you clear the performance review then *we* will look at permanent employment procedures thereon; (Based entirely on the performance review). We offer the permanent employment thereafter at a **4,50,000 Rs per annum CTC .**

Please acknowledge receipt of this internship offer letter by sending back duly signed copy as a token of your acceptance within one day. In case you fail to respond within the stipulated period, the offer will stand withdrawn automatically.

We look forward for our long and mutually beneficial association.

With best wishes,
For Tatvic Analytics Pvt. Ltd

Pooja Shah
HR Generalist

Acceptance: I have gone through the aforesaid letter and have understood fully the contents and intends of the said letter. All the terms and conditions are fully satisfactory and acceptable to me, and they are binding on me.

Name: Signature: Date:

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KHANDWA ROAD, INDORE

PRINCIPAL
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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Precious
INFOSYSTEM

Official Website
www.preciousinfosystem.com

Dear Pratik Ojha,

Address – Khodi.Khargone
Khargone, Madhya Pradesh-451115

Mobile: +91-6266231066

Heartiest congratulations to you for becoming a part of the proud family of **Precious Infosystem Pvt Ltd**. We are pleased to offer you the position of **Trainee Software Engineer** on the terms and conditions set forth in this letter..

We look forward to working with you and believe that you will make a very significant and positive contribution to the success of the organization.

Please read important details carefully, including your compensation and benefits.

The impact of today's technology and pace of change is tremendous .We hope you're as excited as we are to play a part in that revolution. At Precious, we're changing the world every day and we will be delighted to have you in our team.

You will, in turn, get many more opportunities to grow professionally and develop your skills with a vibrant and supportive team.

You are required to report at the following address by 11:00AM along with the set of the documents (Original & Photocopy) as per the checklist attached.

Day and Date Of Joining -**Monday, 20 March, 2023**

Address – 142-A, New IT park building first floor, Electronic complex, Pardesipura, Indore.
Mobile: + 0731-4984840 – HR Department

PRECIOUS INFOSYSTEM PVT. LTD. DIRECTOR

Regards ,
Gyan Prakash Gupta
Human Resource Manager

Phone.
+91-9522280818

Email.
resume@preciousinfosystem.com

Address.
142-A, 301 Third Floor, New IT Park ,
Electronic complex, Pardesipura,
Indore(M.P.) India - 452010

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Annexure-A-1

Compensation & Policies.

Dear Pratik , This is an offer of employment for the position of Trainee Software Engineer with the start date of Monday 20 March, 2023**.**

Compensation.

Your monthly training salary would be rupees **12500** (Twelve thousand five hundred only) & your annual CTC after confirmation would be **309508** (Three Lakh Nine Thousand Five Hundred Eight Only.

- You will be on training for the first 4 months and it can be extended based on your performance.
- You will be on a probation period for 4 months, till you complete the probation period you are not eligible for paid leaves.
- Training period and confirmation date would be extended if you apply more than 10 leaves during the training period.
- After confirmation you will be promoted to Junior Software Engineer.
- You will be getting your payroll in the first week of the subsequent month.

As discussed you will get your first increment after 1 year from your confirmation and further increments will be done after a year.

Your salary will be reviewed periodically as per your performance and it is strictly confidential. Also, you are not supposed to reveal your CTC with the other employees of the company. After resigning you will have to serve a notice period for 45 working days.

Please note:

*** Employee's contribution to provident fund and ESIC will be the part of the CTC.**

*** You will be eligible for Gratuity only after completion of five or more years of service in the organization.**

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KHANDWA ROAD, INDORE

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KHANDWA ROAD, INDORE

Phone. +91-9522280818 **Email.** resume@preciousinfosystem.com **Address.** 142-A, 301 Third Floor, New IT Park , Electronic complex, Pardesipura, Indore(M.P.) India - 452010

TAXATION :

Your emoluments will be subject to income tax as per the provisions of the Income Tax Act, 1961 and the Company shall deduct tax at source at the applicable rates prior to making any payments to you.

CONFIDENTIALITY :

We expect you to maintain and honor at all times organization's policy of strictest confidentiality on the details of remuneration that you receive. Any violation of this policy would be reasonable grounds for termination with cause.

Annexure-A- II

General

- Our company follows employee referral policy, for qualifying referral bonus (as prescribed in policy), the referred candidate must have spent 6 months in the company,(probation period) from his date of joining and be confirmed in the services of the company.
- You will be on probation for 3 month from the date of appointment.
- The company during the probation will evaluate your performance weekly.
- If you fail to qualify the minimum standards of performance within the first three months, the company reserves the right to decide on the continuance of your employment. If in the opinion of the company, you are found suitable in the appointed post, you will be stated permanent.
- In case of dissatisfactory performance monitored by your team lead and project manager, your candidature will be cancelled after giving three formal warnings.

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Annexure-B

1. Employment Agreement

(a) Code of Conduct :
During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of the Company.

(b) Secrecy :
You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, security procedures, trade secrets, know-how, or inventions of the company or its Affiliate, or any client, agent, contractor or vendor. Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

2. Company Policies
All Company Policies (including access to office premises, mails, computer facilities, email and others) are available on the Company's Intranet. You are advised and instructed to go through these policies and strictly adhere to them.

3. Restraints

- Access to Information :
Information is available on a need to know basis for specified teams.

- Authorization :
Only those authorized by a specific power of attorney may sign legal documents, representing the Company.
Smoking The entire office premise is declared a No-Smoking Zone.
-Passwords :

Access to our network, development environment and mail system is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

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KHANDWA ROAD, INDORE

Unauthorized Software

You shall not install, download, copy, duplicate any unauthorized or unlicensed software, programs, games, attachments into your computer systems.

Security

Security is an important aspect of our communication and office infrastructure. We have appropriate security personnel deployed in all areas who take care of the security.
Security Cards must be worn at all times with no exceptions allowed If there is a need to take some of the equipment/infrastructure out of the office premises for any reason, gate passes shall be obtained from the security staff after the authorization from the immediate supervisor.

The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, the Company uses sophisticated data encryption devices. Your work table and storage space is lockable. Please ensure they are locked when unattended.

4. Intellectual

Property Rights All intellectual property rights, including but not limited to, Patents, Copyrights, Designs, Trademarks and Semiconductor chips developed by you during Office time or using the Company infrastructure, or while performing or discharging official duties shall be the sole and exclusive property of the Company and the same shall be deemed to be work made for hire. You shall execute/sign such documents for the purpose of assigning such Intellectual property, as and when required by the Company. The Company reserves the right to proceed legally against you and recover damages, where any such intellectual property is sought to be protected by you independently of the Company.

5. Jurisdiction

Even though the Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be the courts in Indore only.

6. General

The above terms and conditions including those in Annexure - A are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Traveling,Leave, Retirement, Code of Conduct, etc. you will be governed by the rules of the Company as shall be in force from time to time.

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KHANDWA ROAD, INDORE

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KHANDWA ROAD, INDORE

7. You shall be present in the office during normal working hours as specified in the employee handbook and other documentation provided to you, or during hours expressly designated for you in writing. You shall provide details regarding the utilization of your time by entering the same into appropriate time sheets on a daily basis.

8. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize the Company or any external agency through the company to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining the Company or thereafter.

9. Whenever you are sent on overseas assignment, it is deemed that you are agreeable for the Company's overseas travel/engagement policy and agree to abide by the rules applicable to Company's employee who is provided with such opportunity.

10. Any special incentives such as compensation for loss of pay with your present employer with respect to the notice period, will become payable only at the end of six months after joining with us. However, if you leave the company before completion of 12 full calendar months, such incentives paid to you will be repayable by you at the time of leaving.

Annexure - C

Documents to be submitted:

As part of our process Precious conducts reference checks for all the candidates joining the organization. It is MANDATORY to submit the following documents on your date of joining.

- Experience Letters/Service Certificates from all the previous employers
- Appointment letter of the previous employer
- Pay slip of the last salary received, before leaving the previous organization.
- Relieving letter from the previous employer
- Two passport size photographs.

Documents to open a Bank Account:

Please ensure to produce any of the following photo ID document, required to open up a bank account with **ICICI Bank.**

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- PAN CARD
- Aadhar Card
- Passbook of any nationalized bank with the latest statement, photograph and stamp
- Address Proof - Present or Permanent (Passport copy/Voter's Id card/Ration Card/photograph electricity Bill/Lease Agreement copy)

You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number.

If you are covered under ESIC therefore for nominations you need to get photographs of yourself & nominee. Please adhere to the following specifications.

- Two photographs of Self & Dependents (for singles-self parents; for married self+spouse+children).

Note:
You are requested to bring original documents for verification, along with the photocopies of the same. The original documents will be returned on the same day.

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS:

"The hard copy of the company's conduct and service regulations which are already available on the intranet of the company have been furnished to me and the said rules have been read and understood by me. I have accepted the offer of the company and I agree to abide by the terms and conditions of this offer letter mentioned in Annexure-A&B and the company's policies as amended from time to time."

Name : **Place :**

Signature : **Date :**

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❖ Detail of your compensation in brief :

MONTHLY COMPONENTS (A)	AMOUNT (IN RS.)
Basic	7665
HRA	2675
Internet Allowance	500
Gross Monthly Salary	**11141**
DEDUCTION (B)	
Provident Fund	920
ESIC	84
Professional Tax	0
MONTHLY INHAND SALARY	**10137**
PF Employer	997
ESIC Employer	362
TOTAL COST TO COMPANY (A+B)	**12,500**

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❖ Detail of your compensation in brief :

MONTHLY COMPONENTS (A)	AMOUNT (IN RS.)
Basic	16481
HRA	6069
Internet Allowance	500
Gross Monthly Salary	**23050**
DEDUCTION (B)	
Provident Fund	1800
ESIC	0
Professional Tax	125
MONTHLY INHAND SALARY	**21125**
ANNUAL COMPONENTS (C)	
PF Employer	23400
ESIC Employer	0
Gratuity	9508
TOTAL COST TO COMPANY (A+B+C)	**309508**

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ALTIS

02nd February, 2023

Mr. Pritesh Patidar,
31 – Bidwal, Dhar, M.P.

Subject: Offer for the post of **"GET – Design & Detailing"**

Dear **Pritesh,**

We refer to your application for employment in our company and the subsequent interview you had with us. We are pleased to inform you that you have been selected for employment in **Altis Industries Pvt. Ltd.**

The Brief information about the offer are as follows:

1. Your date of joining **Altis Industries Pvt. Ltd.** will be **13th February, 2023.**

2. Your designation will be **"GET – Design & Detailing".**

3. Your Annual CTC will be **Rs.2,25,541/-.**

4. You shall report to HR dept. at 10:00 am on your given date of joining with all relevant documents in original as mentioned in the attached documents check list.

5. You are requested to sign the duplicate copy of this offer letter, as a token of your acceptance of the offer.

We look forward to working with you at **Altis Industries Pvt. Ltd.**

Yours Sincerely,
For **Altis Industries Pvt. Ltd.**

Mahak Jain
Sr. Executive – HR

Acceptance:

I, **Pritesh Patidar,** accept this offer letter. I shall report for joining on **13th February, 2023.**

Name :
Signature:

Date:
Place:

AIPL/HR/14 (VER OL2016_06-A)

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TechInfini Solutions Pvt. Ltd.

Ref. No.: HR/2304-15 April 14, 2023

Priyanshu Laad,
Indore (M.P)

OFFER LETTER

Dear Mr. Priyanshu Laad,

We are pleased to inform you that after careful consideration, **TechInfini Solutions Pvt. Ltd.** has decided to offer you employment as an **Associate Software Engineer**. We made this decision based on, in part, the information you provided us regarding your fitness to work.
We have outlined the principal conditions and terms of our offer below.Please review and contact us as soon as possible should you require any additional information.

Confidentiality: Your offer of employment is conditional upon your acceptance and observance of the company confidentiality policy. As an employee of **TechInfini Solutions Pvt. Ltd.** you will have access to certain company confidential information and you may, during the course of your employment, develop certain information, ideas, inventions, which will become the property of **TechInfini Solutions Pvt. Ltd.** We wish to impress upon you that we do not wish to bring with you any confidential or proprietary material of any former or to violate any other obligation to your former employer. Also you present that you are not subject to any restrictions that prevent you from working for **TechInfini Solutions Pvt. Ltd.**

Date of Appointment: Tentative Date of joining first week of **June, 2023** (After submission of Assignment).
Full Time Position: Your position is a full time employment with the company and you are expected to devote yourself exclusively to the business of the company. The timings will be 09:30 AM to 07:00 PM Mondays to Friday of the month. . We are working in shifts, we will shift you in different shifts as per project/company requirement.
Yours Responsibilities:

- Developing required skills to work
- Perform work as per assigned to you.
- You should follow all the rules and regulations set by the management to you.
- You will not enter into any agreement, which conflicts with your duties or obligation to the company.
- You should not perform any act that will harm the reputation of the company.

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TechInfini Solutions Pvt. Ltd.

Salary and Allowances: Your Probation Period will be 6 months from the date of your joining including your 3 months of training period. You will be provided a monthly stipend of INR. 10,000/- for 2 months starting from the first month of your training. You will be eligible for a monthly CTC of INR 18,000/- for the next 4 months of your probation period. With the successful completion of the probation period, you will be promoted as an Associate Software Engineer and your CTC will be INR 3,00,000/- per annum for 15 months. You shall receive your payment on or before 10th of every month. Holidays, leave and other company policies can be found in the Employee Handbook document which will be shared with you at the time of your joining. You will be entitled to all allowances and benefits as decided by the management.

Minimum Commitment Duration: You will be required to serve for a minimum 21 months with the company. Failing this will require you to pay us an amount equal to INR 100,000. Though we would never like that but after 21 months, in case for any reason you want to leave the organization you have to give us a 60 working day notice period in writing. If the notice period is not served out then the company can take a legal action against you.

TechInfini Solutions Pvt. Ltd. is not bound with any minimum commitment duration to receive your services. We have all rights to discontinue your services anytime.

We look forward to your joining the **TechInfini Solutions** team. We are confident that you will enjoy working with us, learn, deliver and have fun.

Sincere Regards,

Rahul Raghuwanshi
Director
TechInfini Solutions Pvt. Ltd.

ACCEPTED & AGREED:

Name: PRIYANSHU LAAD

Place: INDORE

Date: 15/04/2023

402A-402B, Airen Heights, Scheme No. 54, Vijay Nagar, INDORE (M.P.) 452010
Contact : +91-9302974394 Website: techinfini.com

TechInfini, INDORE

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Qodeleaf

Date: 30th October

Hi, **Mr. Rajul Thakur.**

We are pleased to offer you the designation of **Associate Software Engineer** for our Software Development Department at **Qodeleaf.** Your date of joining is **31st of October, day.**

This offer is valid for 2 days from the date of issuance.

Annexure A: Terms and conditions

1. **Remuneration:**
Your gross emoluments will be **5,20,000/** PA (CTC). Please see the detailed remuneration structure in Annexure B. You will be entitled for a stipend equivalent to your basic salary during your probation period. On successful completion of your probation you will be on the rolls of the company with full salary.

2. **Probation/Confirmation:**
You will be on a probation period for three months during which you will be paid **16,000 INR PM.** College freshers joining during their last semester will be on probation until the month of college completion. You need to work for 5-6 hours in a day. Your performance will be assessed for confirmation on various parameters as may be required according to Company policies at the time of assessment. Depending upon the assessment of your performance during this period, the probation could be extended. In circumstances of poor or unsatisfactory performance during the probation period, your employment with the company may be terminated with prior notice of two weeks or more.

3. **Salary Revision:**
Your next performance review will fall one year after your date of confirmation.

4. **Place/Transfer:**
QODELEAF encourages a hybrid work environment where you will be given a choice to either work from home or at our office upon confirmation. During probation, your normal place of work will be at our office. The Company may however reassign and/or transfer you to any unit/ office/ branch/ location or any of our associate companies/or a client location at any time in any part of India and/or abroad at the sole discretion of the Company. The Company may also assign you to projects that require you to travel within and outside of India. In the instance of your travel on behalf of the Company, you would be entitled to reimbursement of expenses and allowances as per Company policies applicable at that time.

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5. **Leave:**
Upon confirmation, you would be entitled to take leaves as per the Company's Leave Policy. You are entitled to 18 paid leaves and 12 holidays. Earned leaves convert to 1.5 per month which means for the first year of joining, number of leaves for the year will be calculated as 1.5 x Months remaining after confirmation. Paid leaves can be credited if unclaimed with December's salary. For any leave, approval should be taken from your supervisor at least 7 days in advance. You will not be entitled to any paid leaves during the probation period. All your unused leaves (if any) will lapse after resignation is accepted.

6. **Employment Condition:**
You will not engage in any other commercial or business activity, even part time, for any monetary/non-monetary gains. Strict action will be taken if you are found to engage in any form of moonlighting and your employment will be terminated without any prior notice.

7. **Rules & Regulations and Code of conduct:**
Your employment will be governed by rules and regulations and code of conduct laid down by the Company. You are required to follow the code of conduct and disciplinary rules, which may be framed or modified from time to time. Also, by joining the Company, you are accepting all the prevailing policies of the Company and any future changes in the policies from time to time.

8. **Termination of employment:**
(A) In the event of resignation or termination of services, an Onroll employee has to serve 45 working days' notice periods and an Intern or a team member on probation has to serve 30 working days' notice. In case you give the notice to resign from your employment, the Company reserves the right (i) to require you to leave at any time during the notice period without payment of salary in lieu of the balance notice period and (ii) not to accept any payment in lieu of notice as may be offered by you.

(B) In the event of any misconduct on your part, including but not limited to (i) fraudulent, dishonest or undisciplined conduct, (ii) breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's property, (iii) insubordination or failure to comply with the directions given to you, (iv) insolvency or conviction for any offence involving moral turpitude, (v) breach any terms or conditions of employment (vi) irregularity in attendance, or unauthorised or unapproved absence from the place of work, (vii) going on or abetting a strike in contravention of any law for the time being in force, (viii) conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (ix) misconduct as provided under the labour laws or

(C) If an employee fails to serve 45 working days' notice periods, he/she will be liable to pay a sum of Rs. 1,50,000 to the company.

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On termination of your employment, you will immediately hand over to the Company all Company's property, which may be in your possession including but not limited to access card, correspondence, specifications, books, documents, templates, market data, records, confidential information intellectual property etc. belonging to the Company or relating to its business and shall not retain or make copies of these items. It is further agreed and understood that until such time as all of the Company's property is returned, the Company shall, in addition to initiating legal proceedings for recovery (and without prejudice to any other rights or remedies that Company may have under law or equity), be entitled to withhold your salary, emoluments or other dues then or in future payable to you, and may further, at its discretion, deduct therefrom the full value of the said property/properties calculated at its then replacement price. You recognize and agree that the Company shall be entitled to recover from you and you shall be bound and liable to make good to the Company any loss suffered by the Company on account of misuse of the Company's Property by you and/or any damage occasioned to the Company's property, whilst in your custody. The amount against the loss can be from INR 1,00,000 to 10,00,000. You also acknowledge and accept that at the time of release from the employment of the Company, irrespective of the reasons for cessation of employment, you will comply with all policies of the Company and sign and submit documents as may be required as per the exit policy of the Company. In the event that you fail to attend to your duties for a period of 7 (seven) consecutive days, without any valid reason or without prior approval of the management, it will be considered as your absconding from work and the Company shall be entitled to terminate your employment without any notice or payment in lieu of notice and you will be able to pay a sum of Rs. 1,50,000 for this loss.

(D) Except to the extent QODELEAF may otherwise direct, the Employee shall keep secret and confidential QODELEAF'S and QODELEAF'S Client's information, proprietary intellectual property, documents instruments relating to inventions, secret processes, special techniques, Names and Addresses of other employees working for QODELEAF and QODELEAF'S Clients and the like, which he/she may acquire or have acquired during his/her Job / Service as aforesaid or during his/her service with QODELEAF during the continuation of his/her employment, as well as thereafter, and not disclose them to any third party.

(E) The Employee agrees to work on software development, maintenance and support assignments at QODELEAF'S discretion in India and /or Overseas.

9. Deduction:

All payments to you under the terms of employment are subject to deduction at source under the Income Tax Act and other encashment that may be in force from time to time. All the deductions will be made from time to time as per the applicable law for ex: Pf, ESIC, Professional tax but not limited to the said.

The Company will also be entitled to deduct from the payments due to you, any dues payable by you the Company. Accordingly, you are required to submit all required proof of permitted savings / investments and other details at the time specified by the Finance Dept.

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to enable the Company to comply with the provisions of law. In the event of non-compliance by you as aforesaid if the Company is required to pay any interest or payment under Income

Tax Act, it shall deduct the amount as may be paid or payable from your salary or other payments and you shall allow the Company to comply with these requirements without objection.

10. Past Records:
Your appointment is subject to the verification of your credentials, testimonials, reference checks and other particulars given by you at the time of offer. If the particulars given by you are in any way found to be inaccurate or misleading, your employment shall be deemed to stand automatically cancelled and your services will be terminated immediately.

11. TERMS OF JOB/SERVICE:
A) The Employee shall, while on Job/Service, work with all due care, industry and diligence and to the best of his/her ability and abide by and conform to all the rules and regulations and conditions in regard to hours of work, holidays, discipline and other conditions obtaining at the workplace and the institutions, to insure harmony and team effort obtaining at such work site.

B) The Employee during the period of his/her Job/service and familiarisation:

- Shall follow the instructions of the senior employees, officers of QODELEAF and other designated authorities including clients' officers - Under whom he/she may from time to time be assigned.
- Shall at all times obey the rules and regulations to promote harmony and work as a member of the team.
- Shall attend any technical or part-time course/s conducted internally or by technical or educational institute approved by QODELEAF if such Attendance is required in the discharge of his/her duties.
- Shall not engage himself/ herself in way work/assignment other than that arranged by QODELEAF even while off duty and shall devote himself/ herself solely to the objectives of the Job /Service.

(C) Except to the extent QODELEAF may otherwise direct, the Employee shall keep secret and confidential QODELEAF'S and QODELEAF'S Client's information, proprietary intellectual property, documents instruments relating to inventions, secret processes, special techniques, Names and Addresses of other employees working for QODELEAF and QODELEAF'S Clients and the like, which he/she may acquire or have acquired during his/her Job / Service as aforesaid or during his/her service with the QODELEAF during the continuation of his/her employment, as well as thereafter, and not disclose them to any third party.

(D) The Employee agrees to work on software development, maintenance and support assignments at QODELEAF'S discretion in India and /or Overseas.

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13. Miscellaneous:

A) Date of termination will be taken as the day when any written communication either an email (on official E-Mail Address as recorded below at the end of both parties) in the appointment letter or a signed letter is received by the other party.

After submitting the resignation neither any Paid Leaves/comp off will be allotted to the employee nor the employee can avail any paid leave/comp off while serving the notice period.

B) Company may change/amend its policy from time to time and the old Company policy may, at any time, and at Management discretion change/amend/modify, with or without notice to the employee. You are liable to follow the modified policy from the effective date.

Should you require further information or have any questions, do not hesitate to contact our HR department.

We are delighted about your decision to join us and wish you a long and successful career with Qodeleaf.

Best Wishes,
Qodeleaf

Shyamali Panda

Ms. Shyamali Panda
Human Resource Department | Qodeleaf

Agreed and accepted

Name : Rajul thakur
Date : 31/10/2022

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Annexure B: Salary Structure

ANNEXURE COMPENSATION AND BENEFITS Section A		
Particulars	**Amount (PM)**	**Amount (PA)**
Basic Salary	20,000	2,40,000
House Rent Allowance	6,000	72,000
Medical Allowance	1,000	12,000
Special Allowance	1,000	12,000
Flexi Benefit Plan	7,000	84,000
Basic Pay (Fixed Pay)	**35,000**	**4,20,000**
Section B*		
Variable Performance Bonus***		1,00,000
COST TO COMPANY (CTC) [Section A + B]		**5,20,000**

Important notes regarding ANNEXURE B on the next page.

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* Upon resignation, any bonus received as per section B of Annexure B must be returned. Also, laptop provided on joining will be property of the company and must be returned upon resignation/termination.

*** Variable Performance Bonus: Rs 1,00,000 will be rolled out after 12 months upon confirmation. The performance bonus will vary depending on the graph of the employee's performance and after having a discussion with their supervisor.

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Redient Security

Date: 25 **April 2023**

Mishika Jaiswal
mishika.jaiswal.26@gmail.com

Dear **Mishika Jaiswal,**

Welcome Aboard! Please take time to review our formal offer. It includes important details about compensation, benefits, and the terms and conditions of employment with the Redient Security

1. EMPLOYEE PROFILE

Redient Security is offering position as **Devops Engineer** in **Technology Department** reporting both administratively and functionally to Mr. Pramod Singh, you will be promoted as a Devops Engineer and your CTC will be INR 6,00,000/- per annum for 18 months.

2. PROBATION

The probation for our employees is for a period of **15 Days** from the date of joining the organization, which may be extended at the sole discretion of the Management.

The employee will be intimated about confirmation in writing and shall be deemed to be on probation till such time an order is issued.

3. WORK TIMINGS

Employees are required to abide by the timings and the hours of work applicable to the company. However, there may be certain work exigencies that may require for the employees to stay beyond the stipulated work hours. Standard Working Hours are **10:00 AM** to **6:30 PM** from **Monday** to **Saturday.** Lunch Timing: - **1.30 PM** to **2.15 PM** - If they are running late, they need to inform to respective manager well in advance by call/mail.

4. LEAVE

4.1 Our Employees will be entitled to leave as given below:

During Probation: 1 Casual Leave & 1 Sick Leave
After Probation: 2 Casual Leave & 2 Sick Leave

4.2 No Encashment - Above 5, any in between holidays (any type) would be counted in leave - Restricted/ not permitted during or with Long Holidays or Weekends - Pre-approval is required for non-Emergency cases.

4.3 Birthday Leave- Available to all types of employees - 1 leave Per Year

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4.4 Lapsed on year end - No Encashment – 10 days Pre-approval is required - If Manager rejects for some reason, can be taken in next 1 month. - Cannot be replaced with any other leave. - If Birthday falling on any holiday, it's lost. - Can be taken on Wedding Anniversary instead of taking on Birth Day.

5. RESIGNATION / TERMINATION FROM SERVICE

5.1 This employment is terminable, without reasons by either party giving 10 days of prior notice via mail.

5.2 If an employee is absent for seven or more days without any prior notice, the management may deem it, at its own discretion, as resignation without notice.

5.3 In case of any breach of trust, gross negligence of duty or for any other reasonable cause the services of an employee could be terminated without notice.

5.4 Notwithstanding to any of the clauses mentioned above, the Management reserves the right to terminate employees without notice for reasons of non-performance or integrity and ethical issues.

6. MINIMUM SERVICE CONTINUITY

We expect our employees to serve for a minimum period of 15 days with the company. All employees who are pursuing for graduation or post-graduation. - Pre approval for this is required. - Employee need to submit their date sheet of exam via mail to his/her respective manager and HR. -Leave can be taken on the same day of exam. -If your exams postpend or extended for any reason you need to inform same via mail. Employee need to serve their agreed notice period as per their appointment letter or any other recent letter of terms. - Employee need to send their resignation through Emossy portal. - Employee cannot take any leave during notice period - No leave would be credited once employee resigns - During reliving employees needs to get NOC from HR department - Relieving documents can be given only after NOC is submitted to HR dept. - Full & Final settlement would take 7 days to process which majorly includes the settlement.

7. GENERAL

7.1 All employees are required to adhere to the disciplinary requirements of the Company

7.2 Employees should not refuse to do the assigned work or fail to carry out the reasonable directive of a manager, supervisor or department head.

7.3 The employee should not engage in any form of corruption.

7.4 Ownership and Responsibility - All Departmental / Business Heads / Reporting managers must treat each employee in their department/unit equally. One is expected to refrain from blaming others for missed commitments, bad decisions or poor results. An employee should feel valued and treated with respect, dignity, fairness, and equality, thus leaving no room for displays of favoritism.

7.5 If any of the particulars furnished by the employee in the employment application or interview is found to be false or incorrect, his / her services are liable to be terminated without any notice or compensation.

7.6 If at any point during employment, a background verification done for the employee, is found to be negative, his / her services are liable to be terminated without any notice or compensation.

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8. CONFIDENTIALITY

8.1 The employee should hereby undertake to maintain as secret and confidential all such information and further undertake not to use or divulge or disclose any such confidential information except as may be required under obligation of law or as may be required by the company. Confidential information of the company includes but is not limited to: customer databases and related information, trade secrets, databases, business processes, business plans, techniques, data of any kind, drawings, customer lists, financial statements, sales data, proprietary business information of any sort, research or development projects or results, tests, and / or any non-public information which concerns the business operations, ideas or plans and other information.

8.2 Employees are not authorized to represent the Company at any public forums, press meetings / conferences or publish articles in magazines/newspapers unless otherwise authorized by the person as the Management may authorize from time to time. Any views expressed in an employee's personal capacity will be treated as his / her own and not that of the Company. The Company will not be responsible or liable for any claims that may arise out of such views.

9. EQUAL OPPORTUNITY WORKPLACE

Redient Security is an Equal Opportunity Employer. This means that we will extend equal opportunity to all individuals without regard for race, religion, color, gender, national origin and age. This policy governs all aspects of employment, including selection, job assignment, compensation & benefits, discipline, termination, and employee development. We encourage all employees to take advantage of opportunities for promotion as they occur during the course.

10. BRAND MANAGEMENT

10.1 Every employee should remember that he / she is the brand ambassador of Redient Security and shall present themselves in a manner conducive to promoting the brand equity of the organization. The clothing and appearance of employees reflects their professionalism and the quality of our company.

10.2 All employees shall be formally attired on all business days and ensure proper grooming to uphold the brand image of the organization. Reporting to work in an inappropriate dress or presenting oneself in a shabby manner is viewed as indifferent attitude towards the organization's expectations and will result in severe disciplinary action.

11. CODE OF CONDUCT

11.1 It is the responsibility of every individual to uphold the company's reputation of Integrity and Trust.

11.2 Employees shall not represent or create propaganda for or against political, religious or such other outfits and are advised to desist from gossiping at the workplace.

11.3 Employees shall not harass their colleagues sexually or otherwise. [Kindly refer to the Sexual Harassment policies listed in Emossy]. They should not indulge in socially unacceptable behavior and are strictly refrained from using abusive / filthy language either in spoken or written communication.

11.4 Employees are also warned against misdemeanor or unruly and disruptive conduct while working hours on office premises. Misbehavior even outside working hours on office premises directed towards a co-employee will result in severe disciplinary action.

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11.4 All employees will be bound by the rules and regulations as declared by the Management from time to time, in relation to conduct, discipline, medical fitness, leave, holidays and all matters relating to terms and conditions of service, network security and usage.

11.5 Employees are required to always abide by all statutory and regulatory laws.

BEST WISHES FOR AN EXHILARATING CAREER WITH REDIENT SECURITY.

For **Redient Security**

Pramod Singh

Chairman & Founder – Redient Security

Employee Acceptance

I have read and understood the terms and conditions of the offer. I agree to abide by said terms and conditions as set forth herein.

Full Name:

Place:

Date:

Signature

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Date: 15/ 07/2022

INTERNSHIP OFFER LETTER

Dear Riya Patidar,

On behalf of Rashail Tech Labs Pvt. Ltd., I am pleased to extend to you this offer of an Internship as '**Flutter Mobile & Web App Developer Intern**'.
If you accept this offer, you will cover a 6 Months Internship with Rashail Tech Labs Pvt. Ltd. However, we at Rashail Tech Labs will make sure that this internship proves to be fruitful for you and we will reward you Internship Certificate as soon as the end of your term.

During your internship, you may access confidential project information belonging to Company. By accepting this offer of employment, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or disclosing it to anyone outside the Company. In addition, you agree that upon conclusion of your employment, you will immediately return to the Company all of its property, equipment, and documents, including 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. I hope that your association with the Company will be successful and rewarding.

Please indicate your acceptance of this offer by signing below. If you have any questions, do not hesitate to contact us.

Very truly yours,

Chetna

RASHAIL TECH LABS PVT. LTD. INDORE

CHETNA PATIDAR
HR & Manager

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INTERN DETAILS:
Name: Riya Patidar
College: Swami Vivekanand College of Engineering
Branch: Information Technology
Year of Study: Final

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phonon.io
AUTOMATINGCOMMUNICATION

Wednesday, 8th December, 2022

Mr. Sandip Rathore

Email Id: sandiprathore2910@gmail.com
Contact Number: 7828694039

Subject: Offer Letter

Dear **Sandip,**

With reference to your application to us and our discussions thereafter, we are pleased to offer you full time employment for the position of **Site Reliability Engineer Trainee** at Phonon.

Your joining date with us is on Monday, 26th December, 2022 and your annual CTC is ₹ **4,00,000/-.**

Please note this offer is conditional to your signing the employment contract (dispatched to you digitally on your email ID sandiprathore2910@gmail.com) on or before close of business on 10-Dec-2022 and successful completion of third-party BGV (Background Verification) failing which the offer shall stand canceled.

The Appointment Letter containing details of the terms and conditions of Employment will be issued to you within a week of your joining us.

Kindly acknowledge your receipt of this letter by counter-signing digitally a copy of this letter.

With this we welcome you on board and wish you a rewarding and fulfilling career with us.

For Phonon Digital Pvt. Ltd. **Accepted**

Mr. Frederick Braganza
Performance Coach & HRBP

Email: hr@phonon.io

Sandip Rathore

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Qodeleaf

Offer Letter

Date: **22nd Aug 2022,**

Dear **Ms. Shikha Shrivastava**,

With reference to your application and subsequent selection process, we are pleased to offer you the designation of **Associate Software Engineer** for our Software Development Department at **Qodeleaf**. Your reporting supervisor is **Manjeet Thadani.**

Your Annual **Cost to the Company (CTC)** will be **4.6 Lakhs .**

Salary	INR (monthly)	INR (per annum)
Base Salary	30,000	3,60,000
Variable Performance Bonus (After 12 months)	-	1,00,000

Your Joining Date will be from **Tuesday, i.e. 23rd August 2022**. You are entitled to 18 paid leaves and 12 holidays. Paid leaves can be credited if unclaimed with December's salary. For any leave, approval should be taken from your mentor at least 7 days in advance**.** In case you want to leave our organization, you have to serve a 2 months notice period. You will be subjected to training for a period of 3 months, during which you will received **16k per month.**

Pending documents should be submitted to the Human Resource Development department within 5 days of joining your duties. An appointment letter with specific terms and conditions will be handed to you on or after the joining.

Offer Validity:

This offer is valid for 2 days from the date of issuance We should receive a copy of your resignation from your previous organization, if any, within 2 weeks from the date of the offer letter, in absence of which this offer will be considered void.

This offer is subject to the condition that you indemnify and certify that all the information (like educational qualifications, work experience, salary drawn, and all other information) provided by you to Qodeleaf is accurate and that no false information has been given. In case of any false information, Qodeleaf reserves the right to terminate you without any notice. Further, in such an event, you shall be responsible for paying Qodeleaf for all financial expenses and damage incurred by the company in your training, dislocation of

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customer projects, and direct, indirect, and consequential costs. You shall also not claim any compensation from Qodelaf in the above circumstances.

The performance bonus mentioned above will vary depending on the graph of the employee's performance in the last 12 months and after having a discussion with their supervisor. Moreover, an employee is also eligible for the Yearly appreciation cycle.

The company reserves the right to change the terms and conditions of employment and its HR policies and procedures at any time. Should you require further information or have any questions, do not hesitate to contact our HR department.

We are delighted about your decision to join us and wish you a long and successful career with Qodeleaf.

Best Wishes,
Qodeleaf

Agreed and accepted

Shyamali Panda

Ms. Shyamali Panda
Human Resource Department | Qodeleaf

Ms. Shikha Shrivastava
Date :

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TechInfini Solutions Pvt. Ltd.

Ref. No.: HR/2304-17

April 14, 2023

Shobhit Dubey,
Indore (M.P)

OFFER LETTER

Dear Mr. Shobhit Dubey,

We are pleased to inform you that after careful consideration, **TechInfini Solutions Pvt. Ltd.** has decided to offer you employment as an **Associate Software Engineer**. We made this decision based on, in part, the information you provided us regarding your fitness to work.
We have outlined the principal conditions and terms of our offer below.Please review and contact us as soon as possible should you require any additional information.

Confidentiality: Your offer of employment is conditional upon your acceptance and observance of the company confidentiality policy. As an employee of **TechInfini Solutions Pvt. Ltd.** you will have access to certain company confidential information and you may, during the course of your employment, develop certain information, ideas, inventions, which will become the property of **TechInfini Solutions Pvt. Ltd.** We wish to impress upon you that we do not wish to bring with you any confidential or proprietary material of any former or to violate any other obligation to your former employer. Also you present that you are not subject to any restrictions that prevent you from working for **TechInfini Solutions Pvt. Ltd.**

Date of Appointment: Tentative Date of joining first week of **June, 2023** (After submission of Assignment).

Full Time Position: Your position is a full time employment with the company and you are expected to devote yourself exclusively to the business of the company. The timings will be 09:30 AM to 07:00 PM Mondays to Friday of the month. . We are working in shifts, we will shift you in different shifts as per project/company requirement.

Yours Responsibilities:

- Developing required skills to work
- Perform work as per assigned to you.
- You should follow all the rules and regulations set by the management to you.
- You will not enter into any agreement, which conflicts with your duties or obligation to the company.
- You should not perform any act that will harm the reputation of the company.

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Salary and Allowances: Your Probation Period will be 6 months from the date of your joining including your 3 months of training period. You will be provided a monthly stipend of INR. 10,000/- for 2 months starting from the first month of your training. You will be eligible for a monthly CTC of INR 18,000/- for the next 4 months of your probation period. With the successful completion of the probation period, you will be promoted as an Associate Software Engineer and your CTC will be INR 3,00,000/- per annum for 15 months. You shall receive your payment on or before 10th of every month. Holidays, leave and other company policies can be found in the Employee Handbook document which will be shared with you at the time of your joining. You will be entitled to all allowances and benefits as decided by the management.

Minimum Commitment Duration: You will be required to serve for a minimum 21 months with the company. Failing this will require you to pay us an amount equal to INR 100,000. Though we would never like that but after 21 months, in case for any reason you want to leave the organization you have to give us a 60 working day notice period in writing. If the notice period is not served out then the company can take a legal action against you.

TechInfini Solutions Pvt. Ltd. is not bound with any minimum commitment duration to receive your services. We have all rights to discontinue your services anytime.

We look forward to your joining the **TechInfini Solutions** team. We are confident that you will enjoy working with us, learn, deliver and have fun.

Sincere Regards,

Rahul Raghuwanshi
Director
TechInfini Solutions Pvt. Ltd.

ACCEPTED & AGREED:

Name: Shobhit Dubey

Place: Dewas

Date: 15 - April - 2023

TechInfini INDORE 2

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TCS Offer Letter

1 message

TCS Recruitment - Entry Level <recruitment.entrylevel@tcs.com> Thu, Nov 24, 2022 at 11:48
Reply-to: recruitment.entrylevel@tcs.com
To: shreyachouhan1412@gmail.com

Dear **Shreya Chouhan,**

Congratulations! We are delighted to inform you that you have been successfully completed our initial selection process. We are pleased to share the TCS Offer Letter with you.

Your Offer Letter is available to in your NextStep account.

Follow the instructions given below to accept your Offer Letter:

1. Connect to the internet and click on the link: https://nextstep.tcs.com.
2. Login to the system using your Login Credentials.
3. To accept the offer letter, click on Offer Letter.
4. Click on **I Accept** button to accept the offer
5. Once you accept the offer letter, you can download the same.

We will be in touch with you to keep you abreast of the latest happenings at TCS.
Looking forward to hearing from you soon!

For any query, please contact 1800-209-3111(toll free) / ilp.support@tcs.com

Warm Regards,
Talent Acquisition Group
TATA Consultancy Services

TCS NextStep (https://nextstep.tcs.com) can also be accessed from Android and iPhone.

=====----=====----=====
Notice: The information contained in this e-mail message and/or attachments to it may contain confidential or privileged information. If you are not the intended recipient, any dissemination, use, review, distribution, printing or copying of the information contained in this e-mail message and/or attachments to it are strictly prohibited. If you have received this communication in error, please notify us by reply e-mail or telephone and immediately and permanently delete the message and any attachments. Thank you

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Offer: Computer Consultancy
Ref: TCSL/DT20222941062/Mumbai
Date: 24/11/2022

Ms. Shreya Chouhan
200Moti Bunglow,
Near Gagrani Hospital,
Dewas-455001,
Madhya Pradesh.
Tel# -9993027211

Dear Shreya Chouhan,

Sub: Letter of Offer

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

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

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

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

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

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

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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

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

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

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

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PERFORMANCE PAY

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

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

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

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

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

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

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

OTHER BENEFITS

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

HIS offers the following benefits:

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1. **Basic Cover**

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

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

2. **Higher Hospitalisation**

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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

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RETIRALS

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

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

TERMS AND CONDITIONS

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

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

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

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

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3. **Training Period**

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

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

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

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

4. **Working Hours**

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

5. **Mobility**

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

6. **Compensation Structure / Salary components**

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

7. **Increments and Promotions**

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

8. **Alternative Occupation / Employment**

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

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Work in SBWS mode

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

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

12. Overseas International Assignment Agreement

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

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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

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

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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

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

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

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

16. Retirement

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

17. Pre-employment Medical Certificate

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

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qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

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

19. Background Check

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

20. Submission of Documents

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

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

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

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

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

The original documents will be returned to you after verification.

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

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

21. TCS Xperience Program

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

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

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

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

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same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

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

25. Data Privacy Clause:

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

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

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

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

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

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

Withdrawal of Offer

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

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Shreya Chouhan**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Others**

Table 1: Compensation Details (All Components in INR)

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

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

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

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

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

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

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

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Annexure 2

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

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Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com
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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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Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com
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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. Working in SBWS Framework:

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

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

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

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

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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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

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10. Equitable Rights

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

11. General

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

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

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

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

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TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Tata 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

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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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Subject: Offer Letter **Date: - 18/July/2022**

Dear Mr**. Shubham Gandhare**

We are pleased to offer you a position in our organization VKTechno Solutions Pvt. Ltd. as Jr. Software Engineer. This offer takes effect from your date of joining 18-July-2022 which shall not be later than 20-July-2022.

Your Annual **Cost To Company (CTC)** would be **Rs.3,60,000/-** and this has been detailed in the Compensation Details sheet in **Annexure A**
Your compensation package would be as in Annexure A attached. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

You are request to report the Company at Plot no 24-25 Scheme-Pu4, Behind C-21 Mall, Vijay Nagar, Indore, 452010, (M.P.).

As per organization policy, **1st month** (30 days) company will provide corporate training, while this training duration courses and study material will be provided by Company. Candidate need to perform in the training, in the case, candidate not able to perform well during training than the offer will be terminated or shall be provide 15 days additional training based on trainer recommendation. After the training completion, the probation period is applicable to you and it will be for three months. You would be posted at the above address. However as and when required, you may be transferred to any of the offices in India or abroad.

Training fees may applicable as per company norm only in case candidate leave the company after completing training

As per company norms, you should not disclose any of the following with your colleagues and other team member like salary, hikes, perks, project etc. if Company found that there has been violated above rule than your services to VKTechno solution will be terminate immediate.

Post probation period ends, notice required for resignation/terminations is one month on either side.

As an employee of VKTechno Solution Pvt. Ltd., it is likely that you will work on confidential and or proprietary information related to the operations, products and services of VKTechno Solution Pvt. Ltd. and its clients. To protect the interests of both VKTechno Solution Pvt. Ltd., and its clients, all employees are required to read and sign an Employment Agreement prior to beginning of employment.

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

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Contact: +91-7314104617, Email: - hr@vkstechnos.com
Address: Plot no 24-25 Scheme-Pu4, Behind,C-21 Mall,VijayNagar, Indore,452010, (M.P.).
www.vkstechnos.com

Your appointment is subject to satisfactory reference checks and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us.

This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

Any disputes arising out of this letter shall be governed by and construed in accordance with the Laws of India.

This offer is valid till 20-July-2022, if you do not confirm the acceptance, VKTechno Solution Pvt. Ltd., has the right to withdraw the offer.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

On the date of joining, please bring the following documents for verification / submission:
1. Original and copies of educational certificates and mark sheets (10th onward).
2. Relieving letter & experience certificate from previous employer[s].
3. Salary certificate from previous employer.
4. Original & copy of your passport.
5. Original & copy of your pan card.
6. Original & copy of your aadhar card.
7. Three passport size photograph.

Your signature at the end of this letter confirms that the conditions of your employment.

Kindly sign and return to us the duplicate copy of this letter and Annexure as your Acceptance.

Wish you all the best

Yours Sincerely,
For VKTechno Solution Pvt. Ltd.

Corporate Head

Ashwini Sheopure
Authorized Signatory

Shubham Gandhare
Acceptance Signature

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Annexure A - Compensation Details

Salary Structure

Basic Salary	15000/-
House rent allowance	6000/-
Medical allowance	1250/-
Leave travel allowance	0
Additional Benefits	6750/-
Performance incentive	1000/-
PF Contribution	0
ESI Contribution	0
Stock Option	0
Car	0
Telephone	0
TOTAL	30000/-

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.

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Qodeleaf

Offer Letter

Date: **June 6, 2022,**

Dear **Mr. Siddharth Jain**,

With reference to your application and subsequent selection process, we are pleased to offer you the designation of **Associate Software Engineer** for our Software Development Department at **Qodeleaf**. Your reporting supervisor is **Manjeet Thadani**.

Your Annual **Cost to the Company (CTC)** will be **4.84 lakhs per annum**.

Salary	INR (monthly)	INR (per annum)
Base Salary	32,000	3,84,000
Performance Bonus (variable)	-	1,00,000 (12 months after completion of training)

Your Joining Date for the Full-Time Position will be from **Wednesday, i.e. 8th June 2022**. Your probation period will be for 3 months and during this period you will be paid **16,000 INR.**

Any leaves are strongly discouraged during the probation period. After confirmation, you will be entitled to 18 paid leaves and 12 holidays. Paid leaves can be credited if unclaimed with December's salary. For any leave, approval should be taken from your mentor at least 7 days in advance**.**

Pending documents should be submitted to the Human Resource Development department within 5 days of joining your duties. An appointment letter with specific terms and conditions will be handed to you on or after the joining.

Notice Period:

1. In case you decide to leave during your probation period, then you have to serve a 30 day notice period. After confirmation, you have to serve a 60 day notice period.

Offer Validity:

This offer is valid for 2 days from the date of issuance We should receive a copy of your resignation from your previous organization, if any, within 2 weeks from the date of the offer letter, in absence of which this offer will be considered void.

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Qodeleaf

This offer is subject to the condition that you indemnify and certify that all the information (like educational qualifications, work experience, salary drawn, and all other information) provided by you to Qodeleaf is accurate and that no false information has been given. In case of any false information, Qodeleaf reserves the right to terminate you without any notice. Further, in such an event, you shall be responsible to pay Qodeleaf for all financial expenses and damage incurred by the company in your training, dislocation of customer projects, and direct, indirect, and consequential costs. You shall also not claim any compensation from Qodelaf in the above circumstances.

The performance bonus mentioned above will vary depending on the graph of the employee's performance in the last 12 months and after having a discussion with his/her supervisor. Moreover, an employee is also eligible for the Yearly appreciation cycle.

The company reserves the right to change the terms and conditions of employment and its HR policies and procedures at any time. Should you require further information or have any questions, do not hesitate to contact our HR department.

We are delighted about your decision to join us and wish you a long and successful career with Qodeleaf.

Best Wishes,
Qodeleaf

Agreed and accepted

Shyamali Panda

Ms. Shyamali Panda
Human Resource Department | Qodeleaf

Mr. Siddharth Jain
Date :07/06/2022

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National Steel and Agro Industries Limited

To,
Mr, SAURABH VISHWKARMA
1-17, SHANTI NAGAR, PITHAMPUR

Date: 03 .03.2023

SUB: APPOINTMENT LETTER UNDER TRAINEE SCHEME

Dear Mr, SAURABH,
With reference to your application and subsequent interviews you had with us, we are pleased to engage you as **Graduate Engineer Trainee** in **PRODUCTION Department** effective from **01.03.2023** on the following terms and conditions:

1 During your training period, you will be paid **Stipend Rs. 15000/- PM (Rupees Fifteen Thousand only)** as applicable to Trainee in your grade as per company policy. You will not be entitled to any other allowances and benefits as admissible to other employees of the Company.

2 During the period of your training, you will be governed by the general rules and regulations of the company in force from time to time and as applicable to trainee in your grade.

3 You will abide by the instructions of your supervisors and any breach or violation of any instructions/ rules will make you liable for termination of your training without assigning any reason or notice.

4 You will observe punctuality and learn the trade assigned to you diligently.

5 You are liable to be sent to any of the department/office of the Company as a learning process.

6 During the period of your training, as per Company policy you will be entitled to **10** days leave with pay in a year which will be worked out quarterly on prorate basis based on length of training you will need to undergo.

7 You will use all necessary safety appliances and observe required safety rules without fail while on job-training.

8 You will not, either during the continuity of your training or thereafter, divulge to any outside person any trade secret.

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9 You will carry out all the duties and responsibilities entrusted to you from time to time with the best of your abilities, skills and deligence.

10 Your training period is for a period of **1 Year** in the first instance which can be extended or terminated earlier without giving any notice or assigning any reason thereof.

11 You will be required to serve a probationary period of **1 Year** in the first instance and thereafter you will be confirmed subject to your satisfactory work, conduct, performance and attendance. However your probation period is liable to be extended at the sole discretion of the Management in case your performance is found below satisfactory level. Unless confirmed in writing, you shall be deemed to continue on probation even after the expiry of probation period or the extended period of probation as the case may be. In the absence of a specific confirmation letter, you will be considered to be on extended probation except in case the Management decides to terminate your services. During the period of probation, your services are liable to be terminated with out any notice or salary in lieu of notice by the management.

12 After successful completion of your training, you may be considered for regular employment of the Company subject to availability of suitable vacancy in your trade. That during the course of your employment, you will not apply or seek employment elsewhere without written permission from the management and in case it is so detected about your seeking of employment, it will amount to breach of trust on your part. That on cessation of your employment with us, you will be under an obligation not to join, for period of 2 years, any competitor unless permitted by the management.

13 After confirmation, your services are liable to be terminated by either side by giving notice or Basic salary in lieu of notice period and notice period will be 30 days for Below Managers Grade, 60 days for Managers to Sr. DGM Grade and 90 days for General Manager & above Grade. In your grade, you are not entitled to make adjustment of notice period against un-availed Privilege leave. During the notice period you will not be allowed to avail any leave unless sanctioned in emergency cases.

14 In case, you remain absent without prior intimation or authorisation or overstay leave beyond the period of leave originally granted or subsequently extended for **10** consecutive days, it shall be deemed that you have voluntarily terminated / discontinued your training of the company on your own accord without notice. The management in such cases need not give any notice of termination to you as it will be a case of voluntary abandonment of services on your part and you will forfeit lien on your ON JOB TRAINING.

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15 Any notice sent on the last known address given by you shall be deemed to be served on you for all purposes.

Please sign the duplicate copy of this letter as a token of your acceptance and return the same to us.

Thanking you,

For National Steel And Agro Industries Limited,

S N Prasad
Head Human Resource Department

I have read and fully understood the above mentioned terms and conditions and agree to abide by them.

Signature: _____

Accepted By Mr. SAURABH VISHWKARMA

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Tatvic Analytics Private Limited
Corporate Office:
Office No. 402 & 403,
4th Floor, Camps Corner II,
100 ft Road, Prahaladnagar,
Ahmedabad – 380015, Gujarat.

17th January 2023

Offer Letter

Dear Ibadur,

This is to confirm that you have been selected to undergo your internship with **Tatvic Analytics at Ahmedabad location.**

Your tentative Date of Joining will be on **24th January'23.**

You will be a part of the **"Customer Delivery - Data Collection team" team** and will be undergoing on the job training as **Technical Trainee.**

The details of internship are as follows:

- Stipend per month will be of 10000/-
- Duration of Internship: 6 Months
- On completion of the internship if the performance has been good and you clear the performance review then *we* will look at permanent employment procedures thereon; (Based entirely on the performance review). We offer the permanent employment thereafter at a **4,50,000 Rs per annum CTC .**

Please acknowledge receipt of this internship offer letter by sending back duly signed copy as a token of your acceptance within one day. In case you fail to respond within the stipulated period, the offer will stand withdrawn automatically.

We look forward for our long and mutually beneficial association.

With best wishes,
For Tatvic Analytics Pvt. Ltd

Pooja Shah
HR Generalist

Acceptance: I have gone through the aforesaid letter and have understood fully the contents and intends of the said letter. All the terms and conditions are fully satisfactory and acceptable to me, and they are binding on me.

Name: Signature: Date:

Registered Office: I-403, Satej Appartment, Nr. Someshwar - 3,
Opp. Cambay Hotel, Ahmedabad - 380054.
079-4030 4952 II info@tatvic.com II www.tatvic.com
CIN: U74140GJ2016PTC086558
Tatvic Analytics Private Limited

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BestPeers

142-A , First Floor, New IT Park Building, Electronic Complex, Pardesipura, Indore (452010) , Madhya Pradesh, India

resume@bestpeers.com

+91-731-4984840

Versha Bagde,

Address - 65 A, Prajapat Nagar, Ram Mandir Ke Pass, Indore, Madhya Pradesh - 452009

Mobile: +91 9826409218

Heartiest congratulations to you for becoming a part of the proud family of BestPeers Infosystem Pvt Ltd. We are pleased to offer you the position of **Trainee Software Engineer** on the terms and conditions set forth in this letter.

We look forward to working with you and believe that you will make a very significant and positive contribution to the success of the organization.

Please read important details carefully, including your compensation and benefits.

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At BestPeers, we're changing the world every day and we will be delighted to have you on our team.

You will, in turn, get many more opportunities to grow professionally and develop your skills with a vibrant and supportive team.

You are required to report at the following address by 11:30 AM along with the set of documents (Original & Photocopy) as per the checklist attached.

Day and Date Of Joining – 16th January, Monday

Address – 142-A, New IT park building first floor, Electronic Complex, Pardesipura, Indore Mobile: + 0731-4984840 – HR Department

Regards,

Ketan Bamniya

Human Resource Manager

HR-Bestpeers Infosystem Pvt. Ltd. IT Park Electronic Complex Indore

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Annexure-A-1

Compensation & Policies.

Dear Versha, This is an offer of employment for the position of **Trainee Software Engineer** with a start date of 16th January 2023.

Compensation.

Your monthly training salary would be rupees 12500 (Twelve thousand five hundred only) & your annual CTC after confirmation would be 309508 (Three Lakh Nine Thousand Five Hundred Eight Only).

- You will be on training for the first 4 months and it can be extended based on your performance.
- You will be on a probation period for 4 months, till you complete the probation period you are not eligible for paid leaves.
- Training period and confirmation date would be extended if you apply for more than 10 leaves during the training period.
- After confirmation you will be promoted to Junior Software Engineer.
- You will be getting your payroll in the first week of the subsequent month.

As discussed you will get your first increment after 1 year from your confirmation and further increments will be done after a year.

Your salary will be reviewed periodically as per your performance and it is strictly confidential. Also, you are not supposed to reveal your CTC to the other employees of the company.

After resigning you will have to serve a notice period of 45 working days.

Please note:

* Employee's contribution to the provident fund and ESIC will be part of the CTC.

* You will be eligible for Gratuity only after completion of five or more years of service in the organization.

TAXATION:

Your emoluments will be subject to income tax as per the provisions of the Income Tax Act, 1961 and the Company shall deduct tax at source at the applicable rates prior to making any payments to you.

CONFIDENTIALITY:

We expect you to maintain and honor at all times the organization's policy of strictest confidentiality on

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the details of remuneration that you receive. Any violation of this policy would be reasonable grounds for termination with cause.

Annexure-A- II

General

● Our company follows an employee referral policy, for a qualifying referral bonus (as prescribed in the policy), the referred candidate must have spent 4 months in the company,(probation period) from his date of joining and be confirmed in the services of the company.

● You will be on probation for 4 months from the date of appointment.

● The company during the probation will evaluate your performance weekly.

● If you fail to qualify for the minimum standards of performance within the first three months, the company reserves the right to decide on the continuance of your employment. If in the opinion of the company, you are found suitable for the appointed post, you will be stated permanently.

● In case of dissatisfactory performance monitored by your team lead and project manager, your candidature will be canceled after giving three formal warnings.

Annexure-B

1. Employment Agreement

(a) Code of Conduct:

During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company.

(b) Secrecy:

You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential any information, whether written or oral, which relates to internal controls, the computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, security procedures, trade secrets, know-how, or inventions of the company or its Affiliate, or any client, agent, contractor or vendor. Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

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2. Company Policies

All Company Policies (including access to office premises, mail, computer facilities, email, and others) are available on the Company's Intranet. You are advised and instructed to go through these policies and strictly adhere to them.

3. Restraints

- Access to Information:

Information is available on a need-to-know basis for specified teams.

- Authorization:

Only those authorized by a specific power of attorney may sign legal documents, representing the Company.

Smoking The entire office premise is declared a No-Smoking Zone.

-Passwords:

Access to our network, development environment and mail system is through an individual's password.
For security reasons, it is essential to maintain the confidentiality of the same.
Unauthorized Software

You shall not install, download, copy, or duplicate any unauthorized or unlicensed software, programs, games, or attachments into your computer systems.

Security

Security is an important aspect of our communication and office infrastructure. We have appropriate security personnel deployed in all areas who take care of security.

Security Cards must be worn at all times with no exceptions allowed If there is a need to take some of the equipment/infrastructure out of the office premises for any reason, gate passes shall be obtained from the security staff after authorization from the immediate supervisor.

Communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for the protection of intellectual property and sensitive customer information. For some projects, the Company uses sophisticated data encryption devices. Your work table and storage space are lockable. Please ensure they are locked when unattended.

4. Intellectual

Property Rights All intellectual property rights, including but not limited to, Patents, Copyrights, Designs, Trademarks and Semiconductor chips developed by you during Office time or using the Company infrastructure, or while performing or discharging official duties shall be the sole and exclusive property of the Company and the same shall be deemed to be work made for hire.

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You shall execute/sign such documents for the purpose of assigning such Intellectual property, as and when required by the Company. The Company reserves the right to proceed legally against you and recover damages, where any such intellectual property is sought to be protected by you independently of the Company.

5. **Jurisdiction**

Even though the Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be the courts in Indore only.

6. **General**

The above terms and conditions including those in Annexure - A are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all service matters, including those not specifically covered here such as Traveling, Leave, Retirement, Code of Conduct, etc. you will be governed by the rules of the Company as shall be in force from time to time.

7. You shall be present in the office during normal working hours as specified in the employee handbook and other documentation provided to you, or during hours expressly designated for you in writing. You shall provide details regarding the utilization of your time by entering the same into appropriate time sheets on a daily basis.

8. This offer is purely based on the information/documents provided by you and by accepting the offer, you specifically authorize the Company or any external agency through the company to verify your educational, employment antecedents, your conduct, and any other background checks prior to your joining the Company or thereafter.

9. Whenever you are sent on an overseas assignment, it is deemed that you are agreeable to the Company's overseas travel/engagement policy and agree to abide by the rules applicable to Company's employee who is provided with such opportunity.

10. Any special incentives such as compensation for loss of pay with your present employer with respect to the notice period, will become payable only at the end of six months after joining us. However, if you leave the company before the completion of 12 full calendar months, such incentives paid to you will be repayable by you at the time of leaving.

Annexure - C

Documents to be submitted:

As part of our process Bestpeers conducts reference checks for all the candidates joining the organization. It is MANDATORY to submit the following documents on your date of joining.

Experience Letters/Service Certificates from all the previous employer's

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Appointment letter of the previous employer.

Pay slip of the last salary received, before leaving the previous organization.

Relieving letter from the previous employer

Two passport-size photographs.

Documents to open a Bank Account:

Please ensure to produce any of the following photo ID documents, required to open up a bank account with ICICI Bank.

- PAN CARD
- Aadhar Card
- Passbook of any nationalized bank with the latest statement, photograph, and stamp
- Address Proof - Present or Permanent (Passport copy/Voter's Id card/Ration
- Card/photograph Electricity Bill/Lease Agreement copy)

You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for the processing of your payroll and no payments on account of salaries can be made without a PAN Number.

If you are covered under ESIC therefore for nominations you need to get photographs of yourself & nominee. Please adhere to the following specifications.

- Two photographs of Self & Dependents (for singles-self parents; for married self+spouse+children).

Note:

You are requested to bring original documents for verification, along with photocopies of the same. The original documents will be returned on the same day. ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS:

"The hard copy of the company's conduct and service regulations which are already available on the intranet of the company have been furnished to me and the said rules have been read and understood by me. I have accepted the offer of the company and I agree to abide by the terms and conditions of this offer letter mentioned in Annexure-A&B and the company's policies as amended from time to time.

Name: Place :
Signature: Date:

- Detail of your compensation in brief:
- Training compensation:

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MONTHLY COMPONENTS (A)	**AMOUNT (IN RS.)**
Basic	7665
HRA	2675
Internet Allowance	500
Gross Monthly Salary	**11141**
DEDUCTION (B)	
Provident Fund	920
ESIC	84
Professional Tax	0
	1004
MONTHLY IN-HAND SALARY	**10137**
PF Employer	997
ESIC Employer	362
	1359
TOTAL COST TO COMPANY	**12,500**

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BestPeers

142-A , First Floor, New IT Park Building, Electronic Complex, Pardesipura, Indore (452010) , Madhya Pradesh, India

resume@bestpeers.com

+91-731-4984840

MONTHLY COMPONENTS (A)	AMOUNT (IN RS.)
Basic	16481
HRA	6069
Internet Allowance	500
Gross Monthly Salary	**23050**
DEDUCTION (B)	
Provident Fund	1800
ESIC	0
Professional Tax	125
	1925
MONTHLY IN-HAND SALARY	**21125**
ANNUAL COMPONENTS (C)	
PF Employer	23400
ESIC Employer	0
Gratuity	9508
TOTAL COST TO COMPANY(A+B+C)	**309508**

HR-Bestpeers Infosystem Pvt. Ltd. IT Park Electronic Complex Indore

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Job Offer From Shrifffle Technologies Pvt Ltd

1 message

HR Shriffle <hr@shriffle.com> Mon, 27 Jun, 2022 at 12:29 PM
To: s707heetal@gmail.com

Dear Sheetal

Greetings from Shriffle Technologies Pvt Ltd!

Hope you are well.

We are glad to inform you that you have been shortlisted for the role of **Trainee Software Developer**. Your date of joining will be 4th July 2022.

Bond:- 18 months (Cheque of Rs 50,000/- as security)
Joining Time:- 11 am

We strongly believe that your skills and expertise will help our company to reach great heights.

At the time of joining, you are requested to bring the following documents in original, along with copies of each.

a) Certificates supporting your educational qualifications along with mark sheets
   Xth Certificate
   XIIth Certificate
   Degree Certificate (Provisional Degree if not yet received)
   Master's Certificate
   Any other Certificate

b) Latest Salary Slip / Salary Certificate (Only required for Exp. Developer).

c) Relieving Letter from your present company. (Only required for Exp. Developer)

d) Service Certificate/proof of Employment from the present and all previous Employers (Only required for Exp. Developer)

e) Two passport-sized color photographs

f) You must carry and provide your PAN Card and Aadhar Card copy.

Please note that it is mandatory to provide the PAN number for the processing of your payroll and no payments on account of salaries can be made without a PAN Number. All the requested documents are mandatory, further processing won't be possible without them.

Kindly acknowledge this mail as acceptance of the offer letter and share a scanned copy of all documents.

If you have any queries feel free to contact me on 0731-4004455.

--
Thanks and Regards
Kavita Dhaka
HR Manager
Shriffle Technologies Pvt Ltd
501, orbit mall, Indore
Contact:-0731-4004455

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MindRuby
TECHNOLOGIES

27-10-2021

To,

Mr. Ashwin Krishna
Subject: Letter of Intent

Dear Ashwin,

Further to the interview you had with us we are pleased to offer you the position of **Software Engineer at MindRuby Technologies LLP.**

- For the first 6 months of employment, you will be on probation.
- During probation period or in the event of willful neglect of your duties, breach of trust, gross indiscipline or any other serious dereliction of duties that may be prejudicial to the interest of the company, the company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice or compensation whatsoever.
- Our offer to you as a **Software Engineer** is subject to your executing an agreement of **2 years** from the day of your joining. You will be required to submit the signed agreement at the time of joining.

In case this offer is acceptable to you, please return the duplicate copy of this letter duly signed, confirming your date of joining. In case we do not receive your acceptance of this offer by **28th October,2021** or this offer will stand automatically withdrawn.

A formal letter of appointment will be issued to you on the day of your joining.

We look forward to your joining at the earliest.

Once again a very warm welcome to MindRuby Family!

Best regards,

Team – Human Resources

Sir, Thank you for your offer and I will be **joining** from **9th of November 2021**

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Ashwin Krishna

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YUVASOFT
NEW G POWER
YUVASOFT SOLUTIONS PVT.LTD.

Sandeep Sing Sisodiya
Director
+91 9993351929
sandeep@yuvasoftech.com

Hitesh Kanwar
CEO & Founder
+91-9907286003
hitesh@yuvasoftech.com

Date: 19-Jan-2022

Dear Deepak Yadav,

Hope you are doing well!

We are Pleased to extend an offer to you for the position of **Trainee Software Engineer at Yuvasoft Solutions Pvt. Ltd.** and your joining date will be **14th February 2022.**

As per discussion, you have been offered between **INR 2,50,000 to 3,00,000 CTC** (Including Taxes) based on your performance after 6 months. During training period you will be paid stipend of Rupees 10K Per month.

We believe that you will be an excellent addition to our team & we are very much looking forward to having you on board.

NOTE: If there would be any changes in joining date, so you will be updated through mail.

Regards:

YUVASOFT SOLUTIONS PVT. LTD. INDORE

Manjari Mishra
Manager HR
Yuvasoft Solutions Pvt.Ltd.
715, Pukhraj Corporate, Navlakha
Indore 452001

Address: -
715, Pukharaj Corporate,
Navlakha, Indore (M.P.) INDIA
Ph.: 0731- 4227300 / 4080040

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YUVASOFT
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YUVASOFT SOLUTIONS PVT.LTD.

Sandeep Sing Sisodiya
Director
+91 9993351929
sandeep@yuvasoftech.com

Hitesh Kanwar
CEO & Founder
+91-9907286003
hitesh@yuvasoftech.com

Offer Letter

Date: 19-Jan-2022

Dear Himani Rathore,

Hope you are doing well!

We are Pleased to extend an offer to you for the position of **Trainee Software Engineer at Yuvasoft Solutions Pvt. Ltd.** and your joining date will be **14th February 2022.**

As per discussion, you have been offered between **INR 2,50,000 to 3,00,000 CTC** (Including Taxes) based on your performance after 6 months. During training period you will be paid stipend of Rupees 10K Per month.

We believe that you will be an excellent addition to our team & we are very much looking forward to having you on board.

NOTE: If there would be any changes in joining date, so you will be updated through mail.

Regards:

Manjari Mishra
Manager HR
Yuvasoft Solutions Pvt.Ltd.
715,Pukhraj Corporate,Navlakha
Indore 452001

YUVASOFT SOLUTIONS PVT. LTD. INDORE

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Address: -
715, Pukhraj Corporate,
Navlakha, Indore (M.P.) 452001
Ph.: 0731-4221 200, 4089013

Offer of Internship Training

Kapil Kori
Brijhari Vihar Colony, Pipariya (M.P)
Madya Pradesh - 461775

Date : 03 January 2022

Dear Kapil Kori,

With reference to your application and subsequent successful completion of interviews, we are pleased to offer you appointment subject to the following terms and conditions:

1. You are hereby appointed as **Android Intern** for a fixed period of three months commencing from **03 January 2022** and ending on **31 March 2022**. After completion of the above stipulated period of service your contract shall automatically come to an end and you shall have no claim whatsoever on our establishment regarding your employment/non-employment or terms and conditions of employment.
2. Being a fixed tenure contract of service, you will neither have any right nor lien on the job held by you in the Company.
3. Out of the fixed tenure period of three months, you will be initially placed on probation for a period of one month to assess your suitability for the above position. In case your performance is found to be not satisfactory the Company reserves the right to terminate your services without any notice even during the currency of the fixed period contract of service.
4. Notwithstanding the fixed tenure contract of service either party may terminate the contract upon giving one month's prior notice in writing or by payment of one month's gross pay in lieu of notice. However, the Management reserves the right to relieve the employee without insisting notice period or payment in lieu thereof at its own discretion.
5. You shall be entitled to salary and other allowances as given in the annexure. The payment of the above remuneration shall be subject to statutory deductions at source such IT, PT, PF, ESI, TNLWF etc in so far as they are applicable to you and your entitlements will be governed by the respective statutes as notified by the Government and made applicable from time to time.
6. Your working hours shall be as per the requirements of our establishment and you will be eligible for leave at the rate of one day per month.
7. Your official place of work will be at **FULL Creative Ascendas, Phase 1, 4th Floor, Pinnacle Building, International Tech Park, Taramani Road, Taramani, Chennai, Tamil Nadu 600113.** However, based on the current health environment you may be allowed to work from home until such time the situation comes back to normality. You will be informed in advance if you are required to work at the official place of work as mentioned above. You may be transferred to a different position or department of the Company either in existence or which may come up pursuant to the requirements of the Company, during the tenure of your employment with the Company.

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8. You will not engage with any other work other than our clients' business during the period of your services with the Company. You will abide by all rules and regulations of the clients as applicable to you from time to time.
9. You will carry out all the work assigned to you as per the instruction of your higher-ups, the establishment's officials, and other representatives of the Company from time to time. You are required to discharge your duties in an efficient and satisfactory manner and shall own responsibility on any duty that may be assigned to you from time to time.
10. You will be responsible for the safe-keeping and return in good condition and order, of all the company & client equipment's/property which are entrusted to you for the efficient discharge of your duties. In case of any damage or loss caused to any of the property/equipment due to your negligence, you will be liable to compensate such damage or loss, the value of which shall be determined by the company.
11. Your appointment is being made on the basis of the information furnished by you to the Company and in case any information as given by you is found false or incorrect or by committing any act amounts to a loss of confidence etc., your appointment will be deemed void *ab initio* and liable for termination without any notice or salary in lieu of such notice.
12. You are liable to summarily dismissed from service without notice or compensation or any other benefits if, in the opinion of the company, you are found guilty of insubordination, dereliction of duty, disobedience and disorderly behaviour, any act subversive of indiscipline, absence from duty without prior permission, habitual late attendance or any other conduct considered detrimental to the interest of the company.
13. You shall not at any time during the tenure of your engagement with the Company or thereafter disclose or divulge, directly or indirectly, any knowledge, information or material that you may gain or come across in respect of this organization/client in the course of discharging your duties. You are required to sign a separate Invention Assignment and Confidentiality Agreement with the Company which shall be shared with this appointment letter
14. Your address, as indicated in the official record of the Company shall be deemed to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you and in case there is any change in your residential address, you will intimate the same within 3 days of such change of address or else the address as appearing on the record of the company will be taken as your address.
15. Your appointment and continued employment shall be subject to be found physically, medically, and mentally fit for carrying out your work as per the requirement of the Company. You are to present yourself for medical examination as & when required by the Management.
16. You agree to indemnify and hold the Company and its Board of Directors harmless from any and all claims, damages, liability, attorney fees and expenses on account of your failure to satisfy any of your obligations under this fixed tenure appointment.

17. In addition to the terms and conditions of this appointment letter, you are bound by the following policies of the Company:
    a. General Terms and Conditions of Employment insofar as they apply to the Fixed Tenure Contract of Service,
    b. Conflict of Interest Policy,

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c. Hours of Work & Weekly Off Policy,
d. Company Properties (Laptop) Policy, if applicable,
e. Work from Home Policy.

You must diligently comply with the above Company's policies and procedures, as amended from time to time and notified to you.

18. In case the above terms and conditions are acceptable to you, you are requested to sign the duplicate of this letter for having understood and having accepted the same and return the same.

Thanking you.

For FULL CREATIVE PRIVATE LIMITED

Vidya Balakrishnan
Authorised Signatory
Name: Vidya Balakrishnan
Designation: People Partner - Human Resources

Declaration/Acceptance

I ……Kapil Kori…….. D/o (or) S/o ....Anil Kori……, aged about ….21…….. years, residing at …Mira Kunj, Brijhari Vihar Colony, Pipariya (M.P)……., do hereby declare that I have read and understood the terms and conditions of the Appointment letter dated ….03-Jan-2022…. And accept the same as it is and abide by the same.

kapil kori
Signature of the Applicant

Date: 03 January 2022
Place: Pipariya (M.P)

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INVENTION ASSIGNMENT AND CONFIDENTIALITY AGREEMENT

1. **Purpose of Agreement**
   I, Kapil Kori, understand that the Company is engaged in providing Information Technology and Information Technology Enabled Services with its business and that it is critical for the Company to preserve and protect its "Proprietary Information" (as defined in Section 6 below), its rights in "Inventions" (as defined in Section 2 below) and in all related intellectual property rights. Accordingly, I am entering into this Invention Assignment and Confidentiality Agreement (this "*Agreement*") as a condition of my employment with the Company pursuant to my acceptance of the Employment Appointment Letter dated **03 January 2022**, whether or not I am expected to create inventions of value for the Company.

2. **Disclosure of Inventions**
   I will promptly disclose in confidence to the Company all inventions, discoveries, creations, improvements, utility models, designs, original works of authorship, formulas, processes, compositions of matter, computer software programs, databases, mask works and trade secrets (the "*Inventions*") that I make or conceive or first reduce to practice or create, either alone or jointly with others, during the period of my employment, whether or not in the course of my employment, and whether or not such Inventions are patentable, copyrightable or protectable as trade secrets.

3. **Copyright.**
   I acknowledge and agree that any copyrightable works prepared by me will fall within the scope of and during the course of my employment with the Company and the Company will be the first owner of such copyrightable works and the copyright therein. I agree that all Inventions that (i) are developed using equipment, supplies, facilities or trade secrets of the Company, (ii) result from work performed by me for the Company, or (iii) relate to the Company's business or current or anticipated research and development, will be the sole and exclusive property of the Company and are hereby irrevocably assigned by me to the Company. I further recognize the right of the Company, as my employer, to copyright on works made by me in the course of my employment with the Company as prescribed under the Copyright Act, 1957, and will in no way dispute or challenge the same.

4. **Assignment of Other Rights**
   In addition to the foregoing assignment of Inventions to the Company, I hereby irrevocably transfer and assign to the Company: (i) any and all "Moral Rights" (as defined below) that I may have in or with respect to any Invention. I also hereby forever waive and agree never to assert any and all Moral Rights I may have in or with respect to any Invention, even after the termination of my work on behalf of the Company. "*Moral Rights*" mean any rights to claim authorship of an Invention, to object to or prevent the modification or alteration of any Invention, or to withdraw from circulation or control the publication or distribution of any Invention, and any similar right, existing under the judicial or

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statutory law of any country in the world, or under any treaty, regardless of whether or not such right is denominated or generally referred to as a "moral right".

5. **Assistance**

I agree to assist the Company in every proper way to obtain for the Company and enforce patents, copyrights, mask work rights, trade secret rights and other legal protections for the Company's Inventions in any and all countries. I will execute any documents that the Company may reasonably request for use in obtaining or enforcing such patents, copyrights, mask work rights, trade secrets, and other legal protections. My obligations under this paragraph 5 will continue beyond the termination of my employment with the Company, provided that the Company will compensate me at a reasonable rate after such termination for time or expenses actually spent by me at the Company's request on such assistance.

6. **Proprietary Information**

I understand that my employment by the Company creates a relationship of confidence and trust. I am aware of and recognize and acknowledge that:

(a) I will have access to, may generate, may be entrusted with or otherwise come in contact with information in respect of the business of the Company or the business of any parent, subsidiary, affiliate, customer or supplier of the Company or any other party with whom the Company agrees to hold information of such party in confidence, or generally with regard to the dealings, transactions, and affairs of the company, its parent, subsidiary, affiliate, customer, supplier or any third party who has an agreement with the Company, all of which information is proprietary, secret and confidential;

(b) I will have access to and be entrusted with information in respect of the intellectual property of the Company its parent, subsidiary, affiliate, customer, or any of its clients, customers, suppliers, agents, distributors, all of which information is proprietary, secret and confidential;

(c) The products, systems, and services which the Company owns, plans or develops, whether for its own use or for use by its customers or affiliates are confidential and are the property of the Company;

(d) In order to enable the Company to perform services for its customers, such clients may also furnish to the Company certain other confidential information concerning their business affairs, property, methods of operation or other data;

(e) I may learn the process and method of submission of proposals on behalf of the Company or its customers, which information is proprietary, secret and confidential;

(f) I may have access to client, customer or contact lists of the Company, the marketing plans, product plans, business strategies, financial information, forecasts, personnel information and domain names, all of which information is proprietary, secret and confidential;

(g) I may come in contact with information concerning any of the suppliers, agents, or distributors of the Company or its customers, including sources of, and arrangements for, hardware supplied to customers or clients, of Company, all of which information is proprietary, secret and confidential;

(h) The information gained, directly or indirectly, from the above disclosures is also proprietary, secret and confidential;

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(i) All notes and memoranda of any Proprietary Information (hereinafter defined) acquired, received or made by during the course of my employment shall also be considered confidential; and

(j) The goodwill afforded to the Company depends upon, among other things, the Company and its associates keeping all the above services and information confidential.

(All the above collectively, the "Proprietary Information").

It is understood by the Parties that for the purposes of this Agreement all Proprietary Information will be the property of the Company. Further, it is also understood by the Parties that the Proprietary Information may not have a legend specifying its confidential nature affixed on it.

7. Confidentiality Covenant

At all times, both during my employment and after its termination, I will keep and hold all such Proprietary Information in strict confidence and trust. I will not use or disclose any Proprietary Information without the prior written consent of the Company, except as may be necessary to perform my duties as an associate of the Company for the benefit of the Company. Upon termination of my employment with the Company, I will promptly deliver to the Company all documents and materials of any nature pertaining to my work with the Company. I will not take with me any documents or materials or copies thereof containing any Proprietary Information.

8. Affirm Ownership

I agree that I shall have no proprietary interest in any Proprietary Information developed or used by me and arising out of my employment with the Company. I shall, from time to time as may be requested by the Company, do all things which may be necessary to establish or document the company's ownership of any such Proprietary Information.

9. Disclosures to Company Associates

Where I need to disclose some Proprietary Information to other Company associates, I shall, before any such permitted disclosures are made, ensure that these associates, to whom any Proprietary Information is to be disclosed or who may in any way obtain access to any Proprietary Information, have enforceable undertakings in terms at least as binding upon the said associates as I am bound to the Company hereunder.

10. Other Disclosure

In the event that I require the assistance of any other party, other than associates of the Company as provided for above, to whom disclosure of any Proprietary Information is necessary, I shall first seek the Company's approval of such party and thereafter obtain from the party a duly executed agreement on terms at least as binding upon that party as I am bound to the Company hereunder, and which terms will be agreed with the Company. If I become legally compelled to disclose any of the Proprietary Information, I will promptly provide the Company with notice to permit the Company to seek a protective order or other appropriate remedy and/or to waive compliance with the provisions of this Agreement.

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11. Information not protected

The protection to be accorded to the information to be disclosed hereunder does not and shall not extend to any information which it can be proved by documentary evidence produced by me which:

(a) Is already known to me or in my possession before the disclosure hereunder free of any obligation to keep it confidential;

(b) Is or becomes publicly known through no wrongful act or default of mine;

(c) Is received from a third party without similar obligations of confidence and without breach of this Agreement; or

(d) Is approved for release by written authorisation of the Company.

12. No Breach of Prior Agreement

I represent that my performance of all the terms of this Agreement and my duties as an associate of the Company will not breach any invention assignment, proprietary information, confidentiality or similar agreement with any former employer or other parties. I represent that I will not bring with me to the Company or use in the performance of my duties for the Company any documents or materials or intangibles of a former employer or third party that are not generally available to the public or have not been legally transferred to the Company.

13. Notification

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

14. Name & Likeness Rights

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

15. Injunctive Relief

I understand that in the event of a breach or threatened breach of this Agreement by me the Company may suffer irreparable harm, inadequately compensable in damages, and will, therefore, the Company or any other party as provided herein will be entitled to injunctive relief to enforce this Agreement in addition to all and any other legal remedies which may be available. In this context both the parties agree and accept that the Arbitration and Conciliation Act, 1996 shall not be applicable for this class of disputes.

16. Unliquidated Damages

The Company shall claim damages which are not quantified here depending on the extent of loss, pecuniary or otherwise suffered by them and the Employee hereby agrees to pay the unliquidated damages claimed by the Company for breach of Invention Assignment and Confidentiality Agreement without demur.

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17. Indemnity

I hereby indemnify, defend and hold the Company harmless from and against any losses, costs, expenses, damages of whatsoever nature which may be incurred or suffered by the Company, which arises out of or as a result from any breach of contract, warranty, tort (including negligence) or otherwise of any of my obligations or agreement contained herein.

18. Governing Law; Severability

This Agreement will be governed by and construed in accordance with the laws of India and the Courts at Chennai shall have the jurisdiction to entertain any disputes hereunder. If any provision of this Agreement is determined by any court of competent jurisdiction to be invalid, illegal or unenforceable in any respect, such provision will be enforced to the maximum extent possible given the intent of the parties hereto. If such clause or provision cannot be so enforced, such provision shall be stricken from this Agreement and the remainder of this Agreement shall be enforced as if such invalid, illegal or unenforceable clause or provision had (to the extent not enforceable) never been contained in this Agreement. Notwithstanding the foregoing, if the value of this Agreement based upon the substantial benefit of the bargain for any party is materially impaired, which determination, as made by the presiding court or arbitrator of competent jurisdiction, shall be binding, then this Agreement will not be enforceable against such affected party and both parties agree to renegotiate such provision(s) in good faith.

19. Counterparts

This Agreement may be executed in any number of counterparts, each of which when so executed and delivered will be deemed an original, and all of which together shall constitute one and the same agreement.

20. Titles and Headings

The titles, captions, and headings of this Agreement are included for ease of reference only and will be disregarded in interpreting or construing this Agreement. Unless otherwise specifically stated, all references herein to "sections" and "exhibits" will mean "sections" and "exhibits" to this Agreement.

21. Entire Agreement

This Agreement and the documents referred to herein constitute the entire agreement and understanding of the parties with respect to the subject matter of this Agreement and supersede all prior understandings and agreements, whether oral or written, between or among the parties hereto with respect to the specific subject matter hereof.

22. Amendment and Waivers

This Agreement may be amended only by a written agreement executed by each of the parties hereto. No amendment of or waiver of or modification of any obligation under this Agreement will be enforceable unless set forth in a writing signed by the party against which enforcement is sought. Any amendment effected in accordance with this section will be binding upon all parties hereto and each of their respective successors and assigns. No delay or failure to require performance of any

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provision of this Agreement shall constitute a waiver of that provision as to that or any other instance. No waiver granted under this Agreement as to any one provision herein shall constitute a subsequent waiver of such provision or of any other provision herein, nor shall it constitute the waiver of any performance other than the actual performance specifically waived.

23. Successors and Assigns; Assignment

Except as otherwise provided in this Agreement, this Agreement, and the rights and obligations of the parties hereunder, will be binding upon and inure to the benefit of their respective successors, assigns, heirs, executors, administrators, and legal representatives. The Company may assign any of its rights and obligations under this Agreement. I shall not assign, whether voluntarily or by operation of law, any of its rights and obligations under this Agreement, except with the prior written consent of the Company.

24. Further Assurances

I agree with the company, to execute such further documents and instruments and to take such further actions as may be reasonably necessary to carry out the purposes and intent of this Agreement.

25. Termination of Employment

If my employment with the Company terminates for any reason, I shall keep in strictest confidence, and shall not disclose or divulge to any person, firm or corporation, or use directly or indirectly, for my own benefit or the benefit of others, any information, which in good faith and good conscience ought to be treated as Proprietary Information. I agree that upon request by Company and in any event upon termination of employment, I shall turn over to someone duly authorised in that behalf by the Company, all documents, papers or other materials in my possession or under my control which may contain or be derived from Proprietary Information, together with all documents or other work product which is connected with or derived from my services to the Company whether or not such material is at the date hereof in my possession.

Notwithstanding the generality of the foregoing, all notes and memoranda of any Proprietary Information acquired, received or made by me during the course of my employment shall also be surrendered by me to someone duly authorised in that behalf by the company at the termination of my employment or at the request of the Company, at any time during the course of my employment. At the end of my tenure with the Company or upon demand by the Company, undertake to furnish the Company with a certificate, certifying that no copies have been made or retained of any Proprietary Information.

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T/ +91 44 4266 6652 E/ fullhr@full.io W/ www.full.io CIN: U72200TN2007PTC065348

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KHANDWA ROAD, INDORE

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26. Alternate Employment

I further acknowledge and agree that in the event of the termination of my employment with the Company, my experience and capability are such that I can obtain employment in business activities which are of a different or non-competing nature with my activities as an associate of the Company, and that the enforcement of a remedy hereunder by way of injunction hereunder shall not prevent me from earning a reasonable livelihood. I further acknowledge and agree that the covenants contained herein are necessary for the protection of the Company's legitimate business interests and are reasonable in scope and content.

27. Enforceability

The provisions of this Agreement shall be enforceable notwithstanding the existence of any claim or cause of action of mine against the Company whether predicated in this Agreement or otherwise.

In confirmation of the above, the parties execute this Agreement on **03 January 2022 for FULL Creative Private Limited.**

Signature: Vidya Balakrishnan

Name: Vidya Balakrishnan

Designation: People Partner - Human Resources

Signature: kapil kori

Intern Name: Kapil Kori

Employee ID: 112174

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Annexure

Month	Nature of Job	Monthly Gross
Month 1	• Complete the tasks assigned • Participate actively in non-technical activities • Proceed to the next month based on performance *You will be assigned a mentor during the 3-month Internship program*	INR 11,400
Month 2	• Complete the tasks assigned(the level of difficulty will be harder) • Participate actively in non- technical activities • Proceed to the next month	INR 11,400
Month 3	• Complete the tasks assigned(the level of difficulty will be harder and more challenging) • Participate actively in non- technical activities • Proceed to the next month based on performance	INR 15,000
post 3 Months	• Possibility to be absorbed as a full-time employee based on performance. *Employment is not guaranteed it depends on the performance of the intern*	CTC will vary from position to position

P.S-The stipend mentioned is gross amounts, that are subject to deductions.

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YUVASOFT
NEW G POWER
YUVASOFT SOLUTIONS PVT.LTD.

Sandeep Sing Sisodiya
Director
+91 9993351929
sandeep@yuvasoftech.com

Hitesh Kanwar
CEO & Founder
+91-9907286003
hitesh@yuvasoftech.com

Date: 19-Jan-2022

Dear Jagpreet Singh,

Hope you are doing well!

We are Pleased to extend an offer to you for the position of **Trainee Software Engineer at Yuvasoft Solutions Pvt. Ltd.** and your joining date will be **14th February 2022.**

As per discussion, you have been offered between **INR 2,50,000 to 3,00,000 CTC** (Including Taxes) based on your performance after 6 months. During training period you will be paid stipend of Rupees 10K Per month.

We believe that you will be an excellent addition to our team & we are very much looking forward to having you on board.

NOTE: If there would be any changes in joining date, so you will be updated through mail.

Regards:

Manjari Mishra
Manager HR
Yuvasoft Solutions Pvt.Ltd.
715, Pukhraj Corporate, Navlakha
Indore 452001

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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Address: -
715, Pukharaj Corporate,
Navlakha, Indore (M.P.) INDIA
Ph.: 0731- 4237200, 4282443

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NEW G POWER
YUVASOFT SOLUTIONS PVT.LTD.

Sandeep Sing Sisodiya
Director
+91 9993351929
sandeep@yuvasoftech.com

Hitesh Kanwar
CEO & Founder
+91-9907286003
hitesh@yuvasoftech.com

Date: 19-Jan-2022

Dear Jai Thakur,

Hope you are doing well!

We are Pleased to extend an offer to you for the position of **Trainee Software Engineer at Yuvasoft Solutions Pvt. Ltd.** and your joining date will be **14th February 2022.**

As per discussion, you have been offered between **INR 2,50,000 to 3,00,000 CTC** (Including Taxes) based on your performance after 6 months. During training period you will be paid stipend of Rupees 10K Per month.

We believe that you will be an excellent addition to our team & we are very much looking forward to having you on board.

NOTE: If there would be any changes in joining date, so you will be updated through mail.

Regards:

Manjari Mishra
Manager HR
Yuvasoft Solutions Pvt.Ltd.
715, Pukhraj Corporate, Navlakha
Indore 452001

YUVASOFT SOLUTIONS PVT. LTD. INDORE

Address: -
715, Pukharaj Corporate,
Navlakha, Indore (M.P.) INDIA
Ph.: 0731- 4237300, 9893351929

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COLLEGE OF ENGINEERING
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YUVASOFT SOLUTIONS PVT.LTD.

Sandeep Sing Sisodiya
Director
+91 9993351929
sandeep@yuvasoftech.com

Hitesh Kanwar
CEO & Founder
+91-9907286003
hitesh@yuvasoftech.com

Date: 19-Jan-2022

Dear Mahima Janoriya,

Hope you are doing well!

We are Pleased to extend an offer to you for the position of **Trainee Software Engineer at Yuvasoft Solutions Pvt. Ltd.** and your joining date will be **14th February 2022.**

As per discussion, you have been offered between **INR 2,50,000 to 3,00,000 CTC** (Including Taxes) based on your performance after 6 months. During training period you will be paid stipend of Rupees 10K Per month.

We believe that you will be an excellent addition to our team & we are very much looking forward to having you on board.

NOTE: If there would be any changes in joining date, so you will be updated through mail.

Regards:

Manjari Mishra
Manager HR
Yuvasoft Solutions Pvt.Ltd.
715, Pukhraj Corporate, Navlakha
Indore 452001

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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Address: -
715, Pukharaj Corporate,
Navlakha, Indore (M.P.) INDIA
Ph.: 0731- 4227200, 4282043

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NEW G POWER
YUVASOFT SOLUTIONS PVT.LTD.

Sandeep Sing Sisodiya
Director
+91 9993351929
sandeep@yuvasoftech.com

Hitesh Kanwar
CEO & Founder
+91-9907286003
hitesh@yuvasoftech.com

Date: 19-Jan-2022

Dear Mahima Soni,

Hope you are doing well!

We are Pleased to extend an offer to you for the position of **Trainee Software Engineer at Yuvasoft Solutions Pvt. Ltd.** and your joining date will be **14th February 2022.**

As per discussion, you have been offered between **INR 2,50,000 to 3,00,000 CTC** (Including Taxes) based on your performance after 6 months. During training period you will be paid stipend of Rupees 10K Per month.

We believe that you will be an excellent addition to our team & we are very much looking forward to having you on board.

NOTE: If there would be any changes in joining date, so you will be updated through mail.

Regards:

Manjari Mishra
Manager HR
Yuvasoft Solutions Pvt.Ltd.
715, Pukhraj Corporate, Navlakha
Indore 452001

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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Address: -
715, Pukhraj Corporate,
Navlakha, Indore (M.P.) INDIA
Ph.: 0731-4227000, 4227013

unthinkable

Dated: August 09, 2021

Subject: Appointment-cum-Offer Letter

Dear Mudit Tiwari,

We are pleased to offer you the position of **Intern** in our Company.

Your engagement shall be subject to the terms expressed herein and the on-job training letter, and uniform terms and conditions of the Company, which are also accessible from Company's office server.

Subsequent to your completion of Internship Period you will be designated as Junior Associate – IT. Acceptance of this letter is by expression acceptance of the service agreement of Minimum contractual period. Minimum Contractual Term" means the Internship Period i.e. (initial minimum 6(Six) Months which will be extended till the time you have not appeared for your final semester exams) and 1 (One) year thereafter. This period shall exclude any leaves availed by you apart from the stipulated earned leaves as per company's policy.

The date for commencement of your joining is October 2021. Your reporting officer is **Ms. Himani Gautama (Manager - Talent Management)**.

Upon joining, you will receive the detailed confirmation letter and you will be required to signed copy of the enclosed Joining Report along with documents requested.

Stipend and Salary Structure:

- Stipend Structure- With effect from your joining date, you will be entitled for the monthly stipend of INR 20,000 during internship.
- Salary Structure- Post completion of internship, below will be CTC breakup **for one year.**

	Post completion of internship	
	0-06 Months	**7-12 Months**
Particulars	**Amount (INR)**	**Amount (INR)**
Basic Salary	15100	15200
HRA	7550	7600
Travelling Allowance	1600	1600
Special Allowance	6517	11582
Gratuity	726	731
Health Insurance	277	277
Total Salary	**31770**	**36990**
Performance Bonus*	3530	4110
Monthly CTC	**35300**	**41100**
Expected In Hand Salary (pre-TDS)	34272	40067
Yearly CTC	**458400**	
Yearly Incentive**	**41600 (After 01 Year in permanent employment)**	
Total Annual CTC	**500000**	

Performance Bonus*& Yearly Incentive:** As per prevailing policy of company

Wishing you a long and fruitful stay,

For Unthinkable Solutions LLP

Authorized Signatory

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OFFER OF EMPLOYMENT

Mr. Mudit Tiwari **20 December, 2021**

Consultadd Services Private Limited is delighted to offer you a position as **Software Engineer-Level 1.**
We trust that your knowledge and skills will be among our most valuable assets and we hope you will enjoy your role and make a significant contribution to the success of the company.

Remunerations

If you decide to join us, the company will pay you an **annual compensation package of INR 8,00,000 Lakhs per annum** (INR Eight lakhs only per year) and it will be revised to **INR 10,00,000 Lakhs per annum** (INR Ten lakhs only per year) from 1st Jan 2023 with a next due increment on July 2023. The salary details are in enclosed annexure.

Appointment

The location of job is **Pune, Maharashtra** and date of commencement would be, **Friday 1st July, 2022.** A detailed appointment letter will be issued to you after the joining, which will govern the term and conditions of your appointment.

The work timings will be morning shift. You may be required to work reasonable additional hours or different shifts when necessary to perform your duties.

Please bring following documents with copies while reporting,

- All mark sheets and certificates of SSC, HSC, degrees.
- Identity Proof (Driving License, Voter ID, PAN Card, Passport)
- Address Proof (Driving License, Passport, Aadhar Card)
- Four Passport size photo

Your appointment is subject to the successful completion of internship with us from your date of joining. Please note, your offer will be at the discretion of the company which means the company may terminate your offer at any time, based on performance. Notice period of 30 days is mandatory at the time of resignation. The offer is subject to acceptance of appointment and verification of documents.

Neha Chiddarwar
Human Resource
Associate Consultadd
Services Pvt Ltd

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Personal & Confidential

Appendix to offer of employment

Compensation and Benefits

Name: Mr.Mudit Tiwari

Cost to Company: INR 8,00,000/-

CTC Break-up with PF			CTC Break-up without PF		
Pay Description	**Per Month**	**Annual**	**Pay Description**	**Per Month**	**Annual**
Part A			**Part A**		
Basic Salary	26667	320000	Basic Salary	26667	320000
House Rent Allowance	10667	128000	House Rent Allowance	10667	128000
Transport Allowance	1600	19200	Transport Allowance	1600	19200
Medical Allowance	1250	15000	Medical Allowance	1250	15000
Special Allowance	23283	279400	Special Allowance	26483	317800
Total	63467	761600	Total	66667	800000
Part B			**Part B**		
PF contribution (employer contribution included)	3200	38400	PF contribution (employer contribution)	NA	NA
Part C			**Part C**		
Deduction			**Deduction**		
Professional Tax	208	2500	Professional Tax	208	2500
Employee PF contribution	3200	38400	Employee pf contribution	0	0
Net pay (A-C)	60059	720704	**Net pay (A-C)**	66459	797504

Benefits:

1. Regular benefits
   - Night Shift allowance — 350/- per day (if applicable)
   - Medical insurance (includes spouse and child) — Cover Upto 2 lakhs annually

2. Pandemic Benefits
   - Wifi benefit — Upto 2000/-per month
   - Meal benefit — 2000/- per month
   - Medical benefit — 1000/-per month
   - Furniture allowance — 6000/- (one time payable)

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Notes:

1. Your salary and other benefits shall be subject to deduction of taxes and other statutory deductions, contributions as appropriate and consistent with the Indian tax regulations and other such laws, rules and regulations as applicable to employee remuneration under the law of the land and shall be further subject to deductions on account of any unauthorized absence,
   authorized absence for any period beyond the leave entitlement, damage to property of the
   company and all other matters as governed by the Company's policy.

2. The allowance/benefits are subject to the condition that these will be provided at no additional cost to the company. If any perquisite value is applicable to any of these allowances / benefits or any tax payable subsequently, the employee shall be liable to pay such additional tax as may be applicable, in accordance with the tax laws.

3. Reimbursement: Anytime within three months from Employee's Date of Joining if employee choose to leave Consultadd, he/she is liable to pay furniture reimbursement, Wifi Installation charges and joining kit cost. This is valid from the moment you accept the Internship offer letter.

4. Employee agrees that he/she may be held financially liable for lost or damaged property. Employee also agrees that failure to return equipment/s will be considered theft and may lead to criminal prosecution by company.

For Consultadd Services Private limited

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APPOINTMENT LETTER

January 26, 2022

Dear Ansh Garg,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless

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confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

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g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

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a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the

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above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

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a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.

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iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-

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compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity.

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representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

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b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining

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the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be* liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in

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the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to

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obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with

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suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company,

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which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

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As an employee of the Company you are considered as

an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to “UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on

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employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Ansh Garg, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

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b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Ansh Garg

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835

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Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project**

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Engineers are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6	25000

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months	
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

a. you being "active" in the services of the company through to retention date as applicable

b. your employment has not been terminated for poor performance or for cause prior to retention date

c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

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III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

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I hereby declare that all the particulars mentioned above

are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for

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you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the

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prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards

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purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

   You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

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Travel, Accommodation, Food & Other

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Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

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i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated

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based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

   Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

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This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of

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Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies

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Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

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The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** Ansh Garg 26/1/2022 1:45 PM

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(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited

Doddakannelli

Sarjapur Road

Bengaluru 560 035

India

T :+91 (80) 2844 0011

F :+91 (80) 2844 0054

E :info@wipro.com

W :wipro.com

C :L32102KA1945PLC020800

23260953

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PRINCIPAL
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KHANDWA ROAD, INDORE

Date:09/27/2022

Pooja Chourasiya,
731/2, New Gouri Nagar
Indore, 452001
India

Subject: Training Letter

Dear Pooja,

This is further with reference to the tests and interviews conducted by us. We are pleased to inform you, that we have decided to provide you appointment as **Trainee** at **Nagarro**.

You are requested to join us on or before 10/12/2022. During the period of training, you would be paid a stipend of **19,000**/- per month.

The details of your compensation package and terms and conditions of your employment are enclosed herein.

You are requested to send us the signed duplicate copy of this letter as a token of your acceptance.

We welcome you to a pursuit of excellence with **Nagarro**.

To help complete joining formalities, may we request you to carry the following documents with you on the date of joining:

- **Mark sheets and Certificates for Class X, XII, Graduation and Post Graduation (if applicable)**
- **Copy of Aadhar Card, PAN Card, Driving License and Passport (if applicable)**
- **Five Passport size photographs**

Yours Sincerely,

For **Nagarro Enterprise Software Pvt. Ltd.**

Swati Yadav
Director

IQAC COORDINATOR
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Date:09/27/2022

Pooja Chourasiya,
731/2, New Gouri Nagar
Indore, 452001
India

Dear Pooja,

This has reference to your application for employment with **Nagarro Software** and your subsequent interview.

We are pleased to offer you as Associate Engineer at **Nagarro Enterprise Services Pvt. Ltd. - Indore, MADHYA PRADESH.**

You can join us on or before 01/12/2023.

The terms and conditions of your employment are enclosed.

We welcome you to a pursuit of excellence with Nagarro.

To help complete joining formalities, may we request you to carry the following documents with you on the date of joining:

- **Mark-sheets and certificates for Class X, Class XII, Graduation and Post-graduation if applicable**
- **Copy of Aadhar Card, PAN Card, Driving License and Passport (if applicable)**
- **Five passport-size photographs**

Yours truly,

For **Nagarro Enterprise Software Pvt. Ltd.**

Swati Yadav
Director

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KHANDWA ROAD, INDORE

Name	Pooja Chourasiya

Monthly Earnings	Amount	Annualized Amount
Basic Pay	15,000	180,000
HRA	7,500	90,000
Executive Allowance	12,278	147,336
Total Monthly (A)	34,778	417,336
Annual Earnings	**Amount**	
Employer's Contribution to Provident Fund	23,400	
Employer's Contribution to ESIC	0	
Leave Travel Allowance*	0	
Gratuity**	8,664	
Labour Contribution Fund	600	
Total Yearly (B)	**32,664**	
Total Fixed Compensation (A+B)	**450,000**	
Variable Earnings (C)	**Amount**	
Allocation Bonus *****	0	
Total Potential Compensation (A+B+C)	**450,000**	
Note:		

* Leave Travel Allowances (LTA) will be paid once in a year on submission of bills & subject to Income Tax rules

** Payment as per Gratuity Act

***** The Allocation bonus payout will be prorated to the actual allocation percentage and will be paid out quarterly. The same is subject to changes in HR policy.

Income Tax in respect of the above mentioned compensation package should be borne by the employee. There would be following deduction from Monthly A- Tax / Mediclaim / PF- employee contribution and Transport (Optional)

PLs will accrue each month on a prorated basis. Amount of accrual for the month is calculated on the basic pay existing at the end of each month

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Group Insurance

Guidelines:-

Group Mediclaim Insurance

a) An employee has a mediclaim insurance cover of 3 lac by default and he/she at the time of joining can increase his/her sum insured upto 10 lakhs & cover his dependents (spouse, kids and parents). Premium deduction details has been provided in table below.

b) During mid-term of the policy, only newly-wed spouse, Parents in Law (on account of marriage) and new born child can be included in the policy within 90 days from Date of Marriage and Date of Birth respectively. No other dependent can be included during mid-term of the policy.

c) Downward revision of Sum Insured will be allowed at the time of renewal as per the then prevalent term and conditions of the policy.

d) Exclusion of dependents will be allowed at the time of renewal only as per the then prevalent terms and conditions of the policy.

Group Personal Accident Insurance (GPA)

The GPA Policy provides the insured a cover for disability or death caused by an accident.

a) An employee has personal accident insurance cover of 3X of his TFC by default and he/she at the time of joining can go in for a sum insured upto 4X to 10X as per policy terms. Premium deduction details has been provided in table below.

b) Once an employee is enrolled in the policy he/she cannot exit the policy till he leaves the company.

Group Term Life Insurance (GTL)

The GTL policy provides the insured a cover in case of death.

a) Enrollment in GTL is optional and on discretion of the employee and employee can opt for a cover of upto 10X of their TFC. The most common practice is to cover within 3X to 5X of your TFC. Premium deduction details has been provided in table below.

b) Exit from the policy can be done at the time of renewal only by selecting “0X” multiplier in internal insurance application.

Premium for Group Insurance

	Premium	**Deduction**
Premium Deduction for Mediclaim Insurance	Calculated Formula	In equal instalments starting from the following month of DOJ till Policy end date.
Premium Deduction for GPA	Calculated Formula	From the following month of DOJ
Premium Deduction for GTL (optional)	Calculated Formula	From the following month of DOJ

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Annexure "B" – Page 1/2

Terms and Conditions

The key service conditions applicable to your employment are given below. The Company reserves the right to revise these terms and conditions at any time.

1. Place of Posting and Assignment:
Your place of posting will currently be **Indore, MADHYA PRADESH.** However, you are liable to be temporarily assigned or permanently transferred from one place to another, one job to another, one unit to another, wherever located in the country or abroad, at any point of time as the exigencies of work demand. You can also be deputed to work in and/or for any client or affiliate company.

2. Whole Time Service:
Your employment with the Company is full time and while so employed, you must under no circumstances engage yourself directly or through any agency in any work, business, profession or employment, either honorary or otherwise without obtaining written prior permission from the Management. Any breach of this condition may result in your immediate termination from the services of the Company.

3. Inventions and Discoveries:
The rights created or accrued out of any and all discoveries, inventions, copyrights, patents, etc., which you may make or obtain during the period of your employment with Nagarro shall exclusively vest with the Company and may be re-assigned by it as it deems fit. This does not apply to creative non-commercial products that are wholly unconnected with the business of the Company.

4. Termination on Misconduct or Breach of any Service Condition:
If you are found guilty of any misconduct or should you commit any breach of the service conditions or get involved in an act which in the opinion of the Company is prejudicial to the interest of the Company, the Company may without any notice terminate your services.

5. Termination by Notice:
Without prejudice to clause 4 above, your services can be terminated at any time by giving 2 calendar months' notice or 2 months' salary in lieu of notice.

In case you desire to leave the services of the Company, you will have to give us 2 calendar months' notice. In case you do not give this 2 calendar months' notice, the Company will have the authority to recover up to 2 months' salary from your full and final dues (inclusive of performance-linked bonus, if any) depending upon the impact of your resignation on the work assigned to you.

I have read and understood the above terms and conditions and I agree to abide the same.

Signature

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6. Company's decision on Termination to be Final and Binding:

The Company's decisions regarding termination under clauses 4 & 5 shall be final and binding.

7. Retirement:

The Company's retirement age is 60.

8. General Policies and Procedures:

A copy of the General Policies and Procedures of the Company will be given to you on the date of joining. You will be required to adhere to these, as well as to any other service conditions governing your unit and location that may be in force currently and/or which may be issued from time to time by the Management with respect to hours of work, weekly offs, paid holidays etc.

9. Reference/Background Checks:

Your employment by the Company is conditional upon and subject to completion of an Employment Application, the completion of a reference/background check, and approval thereof by the Company, in its sole discretion.

10. Confidentiality of this Offer:

The package offered to you is highly confidential and must not be revealed between now and the joining date or while in employment or thereafter to any individual/agency/organization, by word of mouth or otherwise.

11. Jurisdiction:

Any dispute arising out of the employment or terms of service shall be subject to the jurisdiction of the competent courts in Delhi.

12. Final Agreement:

This written offer supersedes all verbal or written agreements between you and the Company.

For Nagarro Software Pvt. Ltd.

Authorized Signatory

I have read and understood the above terms and conditions and I agree to abide the same.

Name Signature
Date

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KHANDWA ROAD, INDORE

unthinkable

Confirmation Letter

Dated: October 14, 2021

Yashraj Dighe
S/O Manish Dighe
F-83, Amrapali Modern Township
Nearby IIM Indore, Rau
Indore, Madhya Pradesh
Pincode – 453332

Dear Yashraj,

With reference to your application and subsequent interview, we are pleased to confirm that you have been selected for On-the-Job Training with the Unthinkable Solutions LLP 'Organisation' w.e.f **October 04, 2021.**

Your association with the organization is subject to the terms and conditions as mentioned in the accompanying On the Job Training letter and the uniform terms and conditions of the Company, which are also accessible from Company's office server.

Acceptance of the confirmation letter is by expression acceptance of the service agreement of Minimum contractual period. Minimum Contractual Term" means the Internship Period i.e. (initial minimum 6(Six) Months which will be extended till the time you have not appeared for your final semester exams) and 01 (One) year thereafter.

Internship engagement may be terminated by the Organisation with 10 (ten) days' notice with or without assigning any reasons thereof.

Subsequent to your completion of Internship Period you will be designated as Junior Associate – IT in Technical Department at 9th Floor, DLF Building B-1, Sector-30, Silokhera SEZ, Gurgaon , Haryana ,122001. Your reporting officer is Ms. Himani Gautama (Manager - Talent Management). Further, after completion of minimum contractual period the employment engagement may be terminated by either party by a prior written notice of **90** days. In computing the length of notice, all or any leave availed by you after giving notice shall be excluded.

Your appointment is subject to the conditions that:

- your testimonials furnished to the Company are true and correct and nothing material has been concealed therein, and
- you are free from all or any pre-existing contractual obligations that may have the effect of curbing you from accepting this offer and extending your services to our company.

The stipend and service benefits accruing to you are specified in the enclosed annexure subject to statutory and other deductions, if required for the purposes of satisfaction of any debt or other liability incurred by you in connection with your engagement, and any variation in designation or increase in salary or other benefits would take effect as if the same were a term hereof and specifically provided for herein.

Please sign return each page of this letter and each page of the enclosures confirming your acceptance thereto and joining on the commencement date. If you do not so return this letter along with its enclosures within **2** days of receipt or after such return do not report on the joining date, this offer will be deemed to have been withdrawn without further notice.

Upon joining, you will be required to furnish to your reporting officer a filled-in and signed copy of the enclosed Joining Report along with documents requested therein.

Wishing you a long and fruitful stay,

For Unthinkable Solutions LLP

.....
Authorized Signatory

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RANDWA ROAD, INDORE

yashraj

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RANDWA ROAD, INDORE

Acceptance and Agreement

"I have received a copy of this Confirmation Letter; I have read and understood its terms and conditions, and I willfully accept them. In token of my acceptance, I have signed each page of this Confirmation Letter."

Registered Office :
Unthinkable Solutions LLP
Corporate Office :
9th Floor, Tower B-1,
Tel.: +91-124-6817000
info@unthinkable.co

YUVASOFT
NEW G POWER
YUVASOFT SOLUTIONS PVT.LTD.

Sandeep Sing Sisodiya
Director
+91 9993351929
sandeep@yuvasoftech.com

Hitesh Kanwar
CEO & Founder
+91-9907286003
hitesh@yuvasoftech.com

Date: 19-Jan-2022

Dear Yuvraj Singh Babel,

Hope you are doing well!

We are Pleased to extend an offer to you for the position of **Trainee Software Engineer at Yuvasoft Solutions Pvt. Ltd.** and your joining date will be **14th February 2022.**

As per discussion, you have been offered between **INR 2,50,000 to 3,00,000 CTC** (Including Taxes) based on your performance after 6 months. During training period you will be paid stipend of Rupees 10K Per month.

We believe that you will be an excellent addition to our team & we are very much looking forward to having you on board.

NOTE: If there would be any changes in joining date, so you will be updated through mail.

Regards:

Manjari Mishra
Manager HR
Yuvasoft Solutions Pvt.Ltd.
715, Pukhraj Corporate, Navlakha
Indore 452001

YUVASOFT SOLUTIONS PVT. LTD. INDORE

Address: -
715, Pukharaj Corporate,
Navlakha, Indore (M.P.) INDIA
Ph.: 0731- 4227200, 4089013

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Witmates Technologies Pvt. Ltd.
Plot No 58, PU-4, Scheme No 54,
Behind C21 Mall, Vijay Nagar
Indore, MP, 452010 India
Ph. 91-731-4989377
Email: contact@witmates.com

Witmates

Date: 28th Oct, 2021

Komal Mathur,

Address: 404, Rukmani Nagar, Bijasan Road, Indore(M.P)

Contact No: 7067547158

Dear Komal,

This letter confirms your employment with **Witmates Technologies Pvt Ltd** as **Junior Software Engineer**. Your full-time employment starting date will be **Nov 1st, 2021.**

For first 6 months you would be on probation period and your total stipend will be 10k after successful completion of probation period your salary would be appraised to 25k. After that you will get appraisal in every 1 year. Your bond period will be 2 yrs including 6 months of probation period and 18 months after that. During the probation period your character and abilities will be tested to see whether you are suitable to work with the company.

You will also be eligible to receive other company benefits as listed in our Company handbook.

In accepting this offer of employment, you agree that after you leave the company, you will not work directly, or indirectly, as an employee, sub-contractor, owner, co-owner of a business, or in any other form, for the company's client for whom you have provided services and that this restrictive covenant will be in force for a period of twelve months after your employment with the company ends.

If you agree with the above terms, please sign below and return a signed copy of the letter to me within [illegible] Please feel free to contact me with any questions and queries.

Congratulations! We welcome on board!

WITMATES TECHNOLOGIES PVT. LTD. INDORE

Best Regards,
WitMates Technologies,
+91-731-498-9377

Date: 28/10/2021

Agree to:

Komal Mathur

Komal Mathur

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KHANDWA ROAD, INDORE

www.witmates.com

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GAMMASTACK
Brand of Grep Ruby Webtech Pvt Ltd.

Dear Yuvraj,

We are pleased to offer you the position of **Solution Engineer** for **Indore** location, on the terms and conditions mutually discussed and agreed upon:

Your gross emoluments will be **Rs. 4,14,516 (CTC).** Please see the detailed remuneration structure in Annexure I
. You will have three months as your training period.
. You will be entitled for a stipend of Rs. 10000/- during your training period
. On successful completion of your training you will be on the rolls of the company with full salary.

You are requested to report for duty on or before **7th March 2022 at 11 AM**. In case you fail to report forduty on this date unless otherwise agreed in written the offer shall stand automatically withdrawn.

On the day of your joining, you are required to submit the following:

1. Relevant copies of Academic /Professional attainments and work experience.
2. Documentary evidence of Date of Birth, No Due Certificate and Relieving letter & TDS certificate from lastemployer, details of last salary, appointment letter of current employer.
3. Three passport sizes colour Photographs.
4. 2 References from your current organization, which has to be completed before your joining Continuum Systems.

If on verification, at the time of appointment or at a later date it is found that you have furnished wrong information, in such cases your services with the company will be liable to termination.

Welcome to GammaStack Family and hope it would be the beginning of a long and mutually beneficial association!
Kindly acknowledge the duplicate copy of this letter as an acceptance of this offer.

For Grep Ruby Webtech Pvt Ltd

Sr. Manager – HR

Neelam Kabra

Accepted & Agreed

Yuvraj Singh Dodiya

91-731-2974574
www.gammastack.com
hr@gammastack.com
6th Floor, Crystal IT Park,
Indore 452014 (M.P.), India

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11:14 86%

Wipro Campus update_LOI

Inbox

wipro...@talent.i... 6/12/2021

to me

December 6, 2021

Dear Nidhi Khire ,
Resume Number - 23263409

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TRB-II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer	

99+

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11:12 86%

Update - Accenture Hiring Process

Inbox

D **donotreply.india...** Yesterday

to me

Dear Nidhi Khire,

You've made it! Congratulations on successfully completing our hiring process.

We are glad to confirm your selection. You will be receiving another email shortly regarding your interest for the offered job role. **You must accept the assigned task within 5 days**, if not accepted, we will consider your withdrawal from our hiring process.

Please note: If you are found to be engaged in any fraudulent act, misrepresentation of information or use of unfair means in any of the stages throughout the process, you will be disqualified from the recruitment process.

Your journey to the world of Accenture has just begun. See you soon!

For any queries, please login to the below link and go to Help section – choose appropriate category to raise your queries.

Link: https://indiacampus.accenture.com/myzone/accenture/1/support

Regards,
Campus Recruitment team
Accenture in India

Please note, that unless a formal employment offer is provided to candidate specifically determining the terms of employment with Accenture, nothing contained in an email or any identified processes for the purpose of candidate's participation in the interview process shall be considered as an offer for employment by Accenture notwithstanding any contents or

99+

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YUVASOFT
NEW G POWER
YUVASOFT SOLUTIONS PVT.LTD.

Sandeep Sing Sisodiya
Director
+91 9993351929
sandeep@yuvasoftech.com

Hitesh Kanwar
CEO & Founder
+91-9907286003
hitesh@yuvasoftech.com

Date: 19-Jan-2022

Dear Abhijeet Sahu,

Hope you are doing well!

We are Pleased to extend an offer to you for the position of **Trainee Software Engineer at Yuvasoft Solutions Pvt. Ltd**. and your joining date will be **14th February 2022.**

As per discussion, you have been offered between **INR 2,50,000 to 3,00,000 CTC** (Including Taxes) based on your performance after 6 months. During training period you will be paid stipend of Rupees 10K Per month.

We believe that you will be an excellent addition to our team & we are very much looking forward to having you on board.

NOTE: If there would be any changes in joining date, so you will be updated through mail.

Regards:

Manjari Mishra
Manager HR
Yuvasoft Solutions Pvt.Ltd.
715, Pukhraj Corporate, Navlakha
Indore 452001

YUVASOFT SOLUTIONS PVT. LTD. INDORE

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Address: -
715, Pukharaj Corporate,
Navlakha, Indore (M.P.) INDIA
Ph.: 0731- 4227300, 4080 AD

MindRuby
TECHNOLOGIES

27-10-2021

To,

Mr. Ankit Kumar Gupta
Subject: Letter of Intent

Dear Ankit,

Further to the interview you had with us we are pleased to offer you the position of **Software Engineer at MindRuby Technologies LLP.**

- For the first 6 months of employment, you will be on probation.
- During probation period or in the event of willful neglect of your duties, breach of trust, gross indiscipline or any other serious dereliction of duties that may be prejudicial to the interest of the company, the company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice or compensation whatsoever.
- Our offer to you as a **Software Engineer** is subject to your executing an agreement of **2 years** from the day of your joining. You will be required to submit the signed agreement at the time of joining.

In case this offer is acceptable to you, please return the duplicate copy of this letter duly signed, confirming your date of joining. In case we do not receive your acceptance of this offer by **28th October,2021** or this offer will stand automatically withdrawn.

A formal letter of appointment will be issued to you on the day of your joining.

We look forward to your joining at the earliest.

Once again a very warm welcome to MindRuby Family!

Best regards,

Team – Human Resources

Ankit
27/10/2021

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Offer: Computer Consultancy
Ref: TCSL/DT20206633458/Mumbai
Date: 14/11/2021

Mr. Arpit Paliwal
69, Pricanco ColonyAnnapurna Road,
Opposite Aanandam Girls Hostel,
Indore-452009,
Madhya Pradesh.
Tel# 91-9691038728

Dear Arpit Paliwal,

Sub: Letter of Offer

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

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

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

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

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

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TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
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

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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

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

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

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

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TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Tata 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

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PERFORMANCE PAY

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

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

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

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

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

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

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

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

HIS offers the following benefits:

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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
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1. **Basic Cover**

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

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

2. **Higher Hospitalisation**

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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

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RETIRALS

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

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

TERMS AND CONDITIONS

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

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

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

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

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

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

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

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

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

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

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

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

8. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Work in SBWS mode

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

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

12. Overseas International Assignment Agreement

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

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

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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

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

16. Retirement

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

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

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

19. Background Check

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

20. Submission of Documents

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

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

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

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 *There is no criminal offence registered/pending against you
 *There is no disciplinary case pending against you in the university

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

The original documents will be returned to you after verification.

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

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

21. TCS Xperience Program

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

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

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

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

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

25. Data Privacy Clause:

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

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

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

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

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

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

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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 & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Arpit Paliwal**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Others**

Table 1: Compensation Details (All Components in INR)

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

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

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

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

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

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

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

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Annexure 2

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

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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

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SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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. Working in SBWS Framework:

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

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

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

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

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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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

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10. Equitable Rights

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

11. General

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

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

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

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

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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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unthinkable

Dated: November 09, 2020

Subject: Appointment-cum-Offer Letter

Dear Abhishek Koushal,

We are pleased to offer you the position of **Intern** in our Company.

Your engagement shall be subject to the terms expressed herein and the on-job training letter, and uniform terms and conditions of the Company, which are also accessible from Company's office server.

Subsequent to your completion of Internship Period you will be designated as Junior Associate – IT. Acceptance of this letter is by expression acceptance of the service agreement of Minimum contractual period. Minimum Contractual Term" means the Internship Period i.e. (initial minimum 6(Six) Months which will be extended till the time you have not appeared for your final semester exams) and 1 (One) year thereafter. This period shall exclude any leaves availed by you apart from the stipulated earned leaves as per company's policy.

The date for commencement of your joining is On or before June 2021. Your reporting officer is **Ms. Himani Gautama (Manager - Talent Management)**.

Upon joining, you will receive the detailed confirmation letter and you will be required to signed copy of the enclosed Joining Report along with documents requested.

Stipend and Salary Structure:

- Stipend Structure- With effect from your joining date, you will be entitled for the monthly stipend of INR 16,000 during internship.
- Salary Structure- Post completion of internship, below will be CTC breakup **for one year.**

	Post completion of internship	
	0-06 Months	**7-12 Months**
Particulars	**Amount (INR)**	**Amount (INR)**
Basic Salary	15100	15200
HRA	7550	7600
Travelling Allowance	1600	1600
Special Allowance	185	4035
Gratuity	726	731
Health Insurance	264	264
Total Salary	**25425**	**29430**
Performance Bonus*	2825	3270
Monthly CTC	**28250**	**32700**
Expected In Hand Salary (pre-TDS)	**27235**	**31680**
Yearly CTC	**365700**	
Yearly Incentive**	**34300 (After 01 Year in permanent employment)**	
Gross Annual CTC	**400000**	

Performance Bonus*& Yearly Incentive:** As per prevailing policy of company

Wishing you a long and fruitful stay,

For Unthinkable Solutions LLP

Authorized Signatory

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KHANDWA ROAD, INDORE

SYNNOVA GEARS & TRANSMISSIONS PVT. LTD.

DATE-17/01/2021

APPOINTMENT ORDER

To,
Mr. AKSHAT OWE

With reference to your application and subsequent interview, we have the pleasure to inform you that you had been appointed as a **GRADUATE ENGINEER TRAINEE** with our organization, with following terms and conditions.

Your appointment will effect from 07th Feb-21 and be paid a salary of **Rs.15277/-** per Month as **CTC** inclusive of all subject to your regular attendance on duty.

You will be on a probation period of 6 months and based on your performance efficiency and effectiveness, your service may be confirmed. However, the company has every right to extend your probation if they feel necessary. You are eligible to enjoy the benefits of Company's leave rules on your confirmation on the company's service.

Responsibility:

You are responsible to report directly to your Department Head.

Your responsibilities are to understand the quality policy, implement & maintain the system, ensure & demonstrate knowledge of site level policies & procedures related to activities. You are also responsible to maintain necessary records based on your assignments of works performed.

During the period of your employment with the organization, you will devote full time to the work of company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or kind or otherwise without the prior written permission of the company.

If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absent from duty or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your service may be terminated without notice.

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DATE-17/01/2021

APPOINTMENT ORDER

To,
Mr. NAMAN PATEL

With reference to your application and subsequent interview, we have the pleasure to inform you that you had been appointed as a **GRADUATE ENGINEER TRAINEE** with our organization, with following terms and conditions.

Your appointment will effect from 07th Feb-21 and be paid a salary of **Rs.15277/-** per Month as **CTC** inclusive of all subject to your regular attendance on duty.

You will be on a probation period of 6 months and based on your performance efficiency and effectiveness, your service may be confirmed. However, the company has every right to extend your probation if they feel necessary. You are eligible to enjoy the benefits of Company's leave rules on your confirmation on the company's service.

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Job Profile-

- To operate machine like Hobbing/ shaving/ shaping/ or other machines in gear cutting processes
- To do quality check of the parts produced at our machine
- Arrange all the material in proper racks or trolley allocated.
- To match up the production cycle time allocated to you.
- Have to operate two machines based on the cycle time if allocated accordingly.

The above points are just a brief work profile and may have to carry the work as instructed by your immediate reporting authority on the field.

*Machine allocation will be done based on your performance in the induction training.

Job timings –

You will be working in 8 Hrs weekly rotational Shifts as below –

1st Shift – 06.00 AM to 2.00 PM

2nd Shift – 02.00 PM to 10.00 PM

3rd Shift – 10.00 PM to 06.00 AM

This appointment letter is issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussion. If it transpires that you have made false statement, that the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

In any case if you desire to leave your employer, you have to submit one month advance notice in writing through your HOD and clear all debits/credits before the expiry of time limit of your leaving.

You are advised to sign and return the duplicate copy of this letter as a token of your acceptance.

With best wishes,

For Synnova Gears & Transmissions Pvt. Ltd

Authorized Signatory

Name of Employee: NAMAN PATEL

Signature of Employee: N Patel

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With best wishes,

For Synnova Gears & Transmissions Pvt. Ltd

Authorized Signatory

Name of Employee: AKSHAT OWE

Signature of Employee: _____

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Respected Anusha Rimza,

Raletta Technology Pvt Ltd is pleased to offer you an internship opportunity as a Digital Marketing and Content Writing Intern.

You will directly report to your Team leader and your internship tenure will be 60 days from the date of joining i.e. 01st September 2020.

Please note that this offer is only good until 28th August 2020. If you fail to join us by 01st September 2020, this offer will be considered null and void. The company will not be responsible for any stipend/expenses.

Please indicate your acceptance of this offer under the terms described above by writing an email confirmation to us by 28th August 2020.

If you require any additional information regarding this opportunity, please contact us at +91 88888 39939 or email us at jobs@raletta.in.

Warm regards,
HR Manager,
Raletta Technology Pvt. Ltd.

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DATE-17/01/2021

APPOINTMENT ORDER

To,

Mr. MOHD. ARSHAD SHEIKH

With reference to your application and subsequent interview, we have the pleasure to inform you that you had been appointed as a **GRADUATE ENGINEER TRAINEE** with our organization, with following terms and conditions.

Your appointment will effect from 07th Feb-21 and be paid a salary of **Rs.15277/-** per Month as **CTC** inclusive of all subject to your regular attendance on duty.

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If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absent from duty or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your service may be terminated without notice.

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You are advised to sign and return the duplicate copy of this letter as a token of your acceptance.

With best wishes,

For Synnova Gears & Transmissions Pvt. Ltd

Authorized Signatory

Name of Employee: MOHD. ARSHAD SHEIKH

Signature of Employee: _____

Survey No. 83/P1, Rajkot Gondal N.H. 27, Near Toll Plaza, Opp. Ravi Techno Forge, Tal. Gondal, Dist. Rajkot, Pipalia 360 311, Gujarat, India • CIN : U35990GJ2010PTC062318 • info@synnova.co.in • www.synnova.in

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Annexure

Earnings	
Particulars	**Amount**
Basic	8450
Conve. All.	800
Other Allowance	389
Bonus	704
Gross Salary (A)	**10343**

Deduction Part	
Employee PF	1157
Professional Tax	150
Total Deduction (A1)	**1307**
Take Home Salary (B) = A - A1	**9036**

Other Benefits given by company and Cost bearded by the Company	
Employer PF	1157
Earn Leave(PL) 1.5 per month	457
Transportation	1300
Accommodation (sharing room)	1500
Food Pass (@50%)	520
Total Benefit Cost (D)	**4934**

Total CTC (Cost to Company)	**15277**

- The candidates are provided Lunch in 1st Shift - @ 20 RS token, which is to be bought from HRD every month and will be debited in salary.
- The candidates will be provided Snacks in 2nd Shift - Zero Cost
- The candidates will be provided Snacks in 3rd Shift - Zero Cost

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- **B.E. selected candidate list are as below**

SELECTED CANDIDATED LIST - SVCE INDORE			
SR	NAME	MO	DOJ
1	MOHD ARSHAD SHEIKH	9893277243	07/02/2021
2	AKSHAT OWE	8878547070	07/02/2021
3	NAMAN PATEL	8109507911	07/02/2021

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Respected Arjun Kumawat,

Raletta Technology Pvt Ltd is pleased to offer you an internship opportunity as a Digital Marketing and Content Writing Intern.

You will directly report to your Team leader and your internship tenure will be 60 days from the date of joining i.e. 01st September 2020.

Please note that this offer is only good until 28th August 2020. If you fail to join us by 01st September 2020, this offer will be considered null and void. The company will not be responsible for any stipend/expenses.

Please indicate your acceptance of this offer under the terms described above by writing an email confirmation to us by 28th August 2020.

If you require any additional information regarding this opportunity, please contact us at +91 88888 39939 or email us at jobs@raletta.in.

Warm regards,
HR Manager,
Raletta Technology Pvt. Ltd.

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Divergent Software Labs Private Limited
Block- B, Shivneri Plaza, Opp. Marriott Hotel,
FH- 378, Scheme No. 54, Indore (M.P.), India

No. DSL/Recruitment/ 2021-22/ June 11, 2021

Ms. Arti Parge,
D/o Mr. Raju Parge,
165, Neema Palace, Bhola Ram ka Bagicha,
Teen Imli, Indore- 452010

Dear Ms. Arti,
Further to our discussions, we are pleased to offer you a position with Divergent Software Labs Private Limited.

Position & Joining:
You shall be appointed as a Software Engineer with Divergent Software Labs Private Limited hereinafter referred to as the "company". You are expected to join on **14-06-2021 at 9:30 AM** at the following location to complete your joining formalities.

Divergent Software Labs Private Limited
Block- B, Shivneri Plaza, Opp. Marriott Hotel,
FH-378, Scheme No. 54, Vijay Nagar,
Indore – 452010

Any change in the date of joining would be at the sole discretion of the company. Please confirm via e–mail your date of joining at least one day in advance.

Probation Period:
You will be on the probation period for the first Six months of your joining. During this period you will be evaluated based on your performance in learning and solving technical issues.

Compensation & Benefits:
Your job title and compensation have been discussed with you and we have mutually agreed upon the same. Your job title for first three months will be "**Trainee Engineer**" and you will be eligible for Stipend of **Rs. 5,000 per month**. After completion of training period and confirmation your job title will be "**Software Engineer**" and you will be eligible for CTC of **Rs. 2.52 Lakh per annum.** You will be eligible for salary revision as per the company policy.

Working Hours:
The work timings are at the sole discretion of the Management and would normally consist of a 48 hours' workweek. These are subject to change as per business requirements. Same numbers of work hours is expected even when you are on an assignment abroad, unless communicated otherwise by the company entity. The general working hours will be 9:30 A.M. to 6:30 P.M., five days per week, with one hour break for lunch. Employees may also be expected to work in shifts based on business requirements.

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Annual Earned Leave:
You are entitled to 12 days leave of absence on full pay per year and un−availed leaves are accumulative as per current the company Policies. Other terms and conditions will be applicable to you as per the prevailing Leave Policy. One leave will be credited out of these 12 leaves every month.

Holidays:
The company observes 10 holidays in a year which may consist of fixed days of holidays and flexible religious holidays and may be availed as per policy in force.

Transferability:
During your employment with The company, your services can be transferred to any of the locations in India or abroad or any function or department or platform or technology within company offices or client locations or any associate or subsidiary company of The company whether existing or to be set up in future on the same terms and conditions at the sole discretion of the Management. The benefits linked to such transfers will be governed by the respective the company policy in force from time to time.

Non−Disclosure:
Due to the proprietary nature of our products and services, all employees are expected to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to the company. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services as per the policy of the company.

Business Code of Conduct and Ethics:
All employees are expected to maintain the highest level of ethical conduct and are required to sign our Code of Ethical Business Conduct / Conflict of Interest certificate. Any instance of improper conduct including but not limited to misconduct, gross negligence or abandonment of the position to which you have been appointed shall constitute sufficient grounds for immediate termination of your services without any notice or payment in lieu of.

Information Security:
All employees are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. Employees are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. Employees are responsible for maintaining information security outside the premises of organization and outside the normal working hours.

Service Agreement:
You will be required to commit to serve the company for a minimum period of 27 months as per the company policy. You will be required to enter into a Service Agreement, as per Divergent Software Labs policy, supported with a Guarantee in the form and manner decided by the company. Once accepted by you, it will be a binding contract.

Resignation and Retirement Policy:
All employees on rolls of the company will retire from the services of the company on reaching to the age of 60 years. In case of an employee wishing to resign or retire earlier, must provide notice of her/his intention to resign or retire in writing to the company through her/his immediate supervisor/manager. The employee must give two months notice before the effective date of

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resignation/retirement. The letter must state the proposed date of resignation/retirement after completion of notice period of two months commencing after 27 months of service agreement period.

Non−Smoking Policy:
Smoking is prohibited in the office premises other than the specifically assigned zones, if any.

Joining Requirements:
You are required to contact on the date you report for work as per terms of this letter. You are required to submit a copy of the following documents for joining:

- Photocopies of all educational certificates (Class X onwards)
- Mark sheets / Consolidated mark sheets of all educational qualifications (Class X onwards)
- Three recent passport size photographs
- All relevant pages of your Passport, Driving License and PAN card
- Experience certificates from past organizations, if applicable.
- Recent three months salary slips, if applicable.

Please bring originals of all documents which will be returned to you after verification except service agreement which will be retained by the company (if applicable). This offer/appointment is subject to the condition that you indemnify and also certify that all the information (like educational qualifications, work experience, past salary drawn and all other information) supplied by you to the company to get an employment with the company, is accurate and nothing has been given untrue. If it is later found that you had supplied inaccurate/untrue/false information, then the company reserves the right to terminate your services without any notice and seek appropriate damages or reimbursement of financial expenses incurred towards your training, relocation, etc. The company also reserves the right to take such other action as permitted under law.
The company reserves the right to change the terms and conditions of your employment and its policies and procedures at any time. Please sign a duplicate copy of this letter confirming your acceptance of the above terms and conditions of appointment and return it to us for office records. We are excited about your decision to join the company and wish you a long successful career with the company.

Sincerely,

Read and accepted

Parikshit Patel
Manager Development

Ms. Arti Parge

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consultadd

LETTER OF INTERNSHIP

Name: **Ayush Bendwal** **21 April 2021**

Further to your application and subsequent interview with us, we are pleased to offer you the position of **Associate Software Engineer Intern** in Engineering department in our organization.

You will be paid a monthly stipend of **Rs. 15000/- (Fifteen thousand only)**.

The location of internship is remote due to COVID 19 and the duration of the Internship is from **Monday, May 3rd, 2021 to Wednesday, June 30th,2021.** The work timings will be flexible (including night shift). You may be required to work reasonable additional hours or different shifts when necessary to perform your duties.

Please share PAN Card & Aadhar Card at the time of joining.

The internship offer is subject to acceptance and verification of documents.

With best wishes for a long Association.

For Consultadd Services Pvt. Ltd. Pune

Neha Chiddarwar
HR Associate

CONSULTADD SERVICES PVT. LTD. ★ PUNE ★

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OFFER OF EMPLOYMENT

Mr. Ayush Bendwal **April 21, 2021**

Consultadd Services Private Limited is delighted to offer you a position as **Associate Software Engineer.** We trust that your knowledge and skills will be among our most valuable assets and we hope you will enjoy your role and make a significant contribution to the success of the company.

Remunerations

If you decide to join us, the company will pay you an **annual compensation package of INR 6,00,000 per annum** (INR Six lakhs only per year) with a next due increment on Jan 2022. The salary details are in enclosed annexure.

Appointment

The location of job is **Pune, Maharashtra** and date of commencement would be **Thursday, July 1st, 2021** A detailed appointment letter will be issued to you after the joining, which will govern the term and conditions of your appointment.

The work timings will be flexible (including night shift). You may be required to work reasonable additional hours or different shifts when necessary to perform your duties.

Please bring following documents with copies while reporting,

- All mark sheets and certificates of SSC, HSC, degrees.
- Identity Proof (Driving License, Voter ID, PAN Card, Passport)
- Address Proof (Driving License, Passport, Aadhar Card)
- Four Passport size photo

Your appointment is subject to the successful completion of internship with us.
Please note, your pre-placement offer will be at the discretion of the company which means the company may terminate your pre-placement offer at any time, based on performance. Notice period of 30 days is mandatory at the time of resignation. The offer is subject to acceptance of appointment and verification of documents.

Neha Chiddarwar
Human Resource Associate
Consultadd Services Pvt Ltd

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Respected Bhagyashree Gupta,

Raletta Technology Pvt Ltd is pleased to offer you an internship opportunity as a Digital Marketing and Content Writing Intern.

You will directly report to your Team leader and your internship tenure will be 60 days from the date of joining i.e. 01st September 2020.

Please note that this offer is only good until 28th August 2020. If you fail to join us by 01st September 2020, this offer will be considered null and void. The company will not be responsible for any stipend/expenses.

Please indicate your acceptance of this offer under the terms described above by writing an email confirmation to us by 28th August 2020.

If you require any additional information regarding this opportunity, please contact us at +91 88888 39939 or email us at jobs@raletta.in.

Warm regards,
HR Manager,
Raletta Technology Pvt. Ltd.

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Respected Bharat Kumar Sharma,

Raletta Technology Pvt Ltd is pleased to offer you an internship opportunity as a Digital Marketing and Content Writing Intern.

You will directly report to your Team leader and your internship tenure will be 60 days from the date of joining i.e. 01st September 2020.

Please note that this offer is only good until 28th August 2020. If you fail to join us by 01st September 2020, this offer will be considered null and void. The company will not be responsible for any stipend/expenses.

Please indicate your acceptance of this offer under the terms described above by writing an email confirmation to us by 28th August 2020.

If you require any additional information regarding this opportunity, please contact us at +91 88888 39939 or email us at jobs@raletta.in.

Warm regards,
HR Manager,
Raletta Technology Pvt. Ltd.

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SYNNOVA GEARS & TRANSMISSIONS PVT. LTD.

DATE-17/01/2021

APPOINTMENT ORDER

To,
Mr. AKSHAT OWE

With reference to your application and subsequent interview, we have the pleasure to inform you that you had been appointed as a **GRADUATE ENGINEER TRAINEE** with our organization, with following terms and conditions.

Your appointment will effect from 07th Feb-21 and be paid a salary of **Rs.15277/-** per Month as **CTC** inclusive of all subject to your regular attendance on duty.

You will be on a probation period of 6 months and based on your performance efficiency and effectiveness, your service may be confirmed. However, the company has every right to extend your probation if they feel necessary. You are eligible to enjoy the benefits of Company's leave rules on your confirmation on the company's service.

Responsibility:

You are responsible to report directly to your Department Head.

Your responsibilities are to understand the quality policy, implement & maintain the system, ensure & demonstrate knowledge of site level policies & procedures related to activities. You are also responsible to maintain necessary records based on your assignments of works performed.

During the period of your employment with the organization, you will devote full time to the work of company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or kind or otherwise without the prior written permission of the company.

If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absent from duty or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your service may be terminated without notice.

Survey No. 83/P1, Rajkot Gondal N.H. 27, Near Toll Plaza, Opp. Ravi Techno Forge, Tal. Gondal, Dist. Rajkot, Pipalia-360 311, Gujarat, India. • CIN : U35990GJ2010PTC062318 • info@synnova.co.in • www.synnova.in
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DATE-17/01/2021

APPOINTMENT ORDER

To,
Mr. NAMAN PATEL

With reference to your application and subsequent interview, we have the pleasure to inform you that you had been appointed as a **GRADUATE ENGINEER TRAINEE** with our organization, with following terms and conditions.

Your appointment will effect from 07th Feb-21 and be paid a salary of **Rs.15277/-** per Month as **CTC** inclusive of all subject to your regular attendance on duty.

You will be on a probation period of 6 months and based on your performance efficiency and effectiveness, your service may be confirmed. However, the company has every right to extend your probation if they feel necessary. You are eligible to enjoy the benefits of Company's leave rules on your confirmation on the company's service.

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During the period of your employment with the organization, you will devote full time to the work of company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or kind or otherwise without the prior written permission of the company.

If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absent from duty or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your service may be terminated without notice.

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Job Profile-

- To operate machine like Hobbing/ shaving/ shaping/ or other machines in gear cutting processes
- To do quality check of the parts produced at our machine
- Arrange all the material in proper racks or trolley allocated.
- To match up the production cycle time allocated to you.
- Have to operate two machines based on the cycle time if allocated accordingly.

The above points are just a brief work profile and may have to carry the work as instructed by your immediate reporting authority on the field.

*Machine allocation will be done based on your performance in the induction training.

Job timings –

You will be working in 8 Hrs weekly rotational Shifts as below –

1st Shift – 06.00 AM to 2.00 PM

2nd Shift – 02.00 PM to 10.00 PM

3rd Shift – 10.00 PM to 06.00 AM

This appointment letter is issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussion. If it transpires that you have made false statement, that the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

In any case if you desire to leave your employer, you have to submit one month advance notice in writing through your HOD and clear all debits/credits before the expiry of time limit of your leaving.

You are advised to sign and return the duplicate copy of this letter as a token of your acceptance.

With best wishes,

For Synnova Gears & Transmissions Pvt. Ltd

Authorized Signatory

Name of Employee: NAMAN PATEL

Signature of Employee: N Patel

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Job Profile-

- To operate machine like Hobbing/ shaving/ shaping/ or other machines in gear cutting processes
- To do quality check of the parts produced at our machine
- Arrange all the material in proper racks or trolley allocated.
- To match up the production cycle time allocated to you.
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You are advised to sign and return the duplicate copy of this letter as a token of your acceptance.

With best wishes,

For Synnova Gears & Transmissions Pvt. Ltd

Authorized Signatory

Name of Employee: AKSHAT OWE

Signature of Employee: _____

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KHANDWA ROAD, INDORE

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Respected Chetan Borasi,

Raletta Technology Pvt Ltd is pleased to offer you an internship opportunity as a Digital Marketing and Content Writing Intern.

You will directly report to your Team leader and your internship tenure will be 60 days from the date of joining i.e. 01st September 2020.

Please note that this offer is only good until 28th August 2020. If you fail to join us by 01st September 2020, this offer will be considered null and void. The company will not be responsible for any stipend/expenses.

Please indicate your acceptance of this offer under the terms described above by writing an email confirmation to us by 28th August 2020.

If you require any additional information regarding this opportunity, please contact us at +91 88888 39939 or email us at jobs@raletta.in.

Warm regards,
HR Manager,
Raletta Technology Pvt. Ltd.

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KHANDWA ROAD, INDORE

nagarro

Date: February 15, 2021

Deepesh Tiwari,

(Madhya Pradesh) India

Subject: Training Letter

Dear Deepesh Tiwari,

This is further with reference to the tests and interviews conducted by us. We are pleased to inform you, that we have decided to provide you appointment as **Trainee, Quality Assurance** at **Nagarro.**

You are requested to join us on or before **March 8, 2021**. During the period of training you would be paid a stipend of **Indian Rupee (INR) 13,000.00/-** per month.

The details of your compensation package and terms and conditions of your employment are enclosed herein.

You are requested to send us the signed duplicate copy of this letter as a token of your acceptance.

We welcome you to a pursuit of excellence with **Nagarro.**

To help complete joining formalities, may we request you to carry the following documents with you on the date of joining:

- **Mark sheets and Certificates for Class X, XII, Graduation and Post Graduation (if applicable)**
- **Copy of Aadhar Card, PAN Card, Driving License and Passport (if applicable)**
- **Five Passport size photographs**

Yours Sincerely,

For **Nagarro Software Pvt. Ltd.**

Swati Yadav

Swati Yadav
Associate Director

Registered Office: 19/20, Punjabi Bagh (East), New Delhi - 110 026
Unit II: Plot No. 36, Electronic City, Sector 18, Gurgaon - 122015, Haryana, India Ph: (+91 124) 2450807 Fax: (+91 124) 2450832
Unit III: Plot No. 37, Electronic City, Sector 18 Gurgaon - 122015, Haryana, India Ph: (+91 124) 2450807 Fax: (+91 124) 2450832
www.nagarro.com email: info.in@nagarro.com

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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

nagarro

Ref: Nagarro Software Pvt. Ltd./APP/20004871/789116

Date: February 15, 2021

Deepesh Tiwari,

(Madhya Pradesh) India

Dear Deepesh Tiwari,

This has reference to your application for employment with **Nagarro Software** and your subsequent interview.

We are pleased to appoint you as **Associate Engineer** at **Nagarro Software Private Limited Unit-II** of **Nagarro Software Pvt. Ltd. Plot No. 13, Udyog Vihar, Sector - 18, Gurgaon, India.** You can join us on or before **November 8, 2021**

The terms and conditions of your employment are enclosed as **Annexure "B"**.

We welcome you to a pursuit of excellence with Nagarro.

Please sign the duplicate copy of this letter, Annexure "A" and Annexure "B" as a token of your acceptance and deliver it to us in person or via mail/courier within ten days from the date of receipt of this letter.

To help complete joining formalities, may we request you to carry the following documents with you on the date of joining:

- **Mark-sheets and certificates for Class X, Class XII, Graduation and Post-graduation if applicable**
- **Copy of Aadhar Card, PAN Card, Driving License and Passport (if applicable)**
- **Five passport-size photographs**

Yours truly,

For **Nagarro Software Pvt. Ltd.**

Swati Yadav

Swati Yadav
Associate Director

Registered Office: 13/20, Punjabi Bagh (East), New Delhi - 110 026
Unit II: Plot No. 35, Electronic City, Sector 18, Gurgaon - 122015, Haryana, India Ph: (+91 124) 2450007 Fax: (+91 124) 2450032
Unit III: Plot No. 37, Electronic City, Sector 18, Gurgaon - 122015, Haryana, India Ph: (+91 124) 2450007 Fax: (+91 124) 2450032
www.nagarro.com email: info.in@nagarro.com

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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

nagarro

Date: February 15, 2021

Deepesh Tiwari,

(Madhya Pradesh) India

Subject: Training Letter

Dear Deepesh Tiwari,

This is further with reference to the tests and interviews conducted by us. We are pleased to inform you, that we have decided to provide you appointment as **Trainee, Quality Assurance** at **Nagarro.**

You are requested to join us on or before **March 8, 2021**. During the period of training you would be paid a stipend of **Indian Rupee (INR) 13,000.00/-** per month.

The details of your compensation package and terms and conditions of your employment are enclosed herein.

You are requested to send us the signed duplicate copy of this letter as a token of your acceptance.

We welcome you to a pursuit of excellence with **Nagarro.**

To help complete joining formalities, may we request you to carry the following documents with you on the date of joining:

- **Mark sheets and Certificates for Class X, XII, Graduation and Post Graduation (if applicable)**
- **Copy of Aadhar Card, PAN Card, Driving License and Passport (if applicable)**
- **Five Passport size photographs**

Yours Sincerely,

For **Nagarro Software Pvt. Ltd.**

Swati Yadav

Swati Yadav
Associate Director

Registered Office: 12/20, Hospital Bagh (East), New Delhi - 110 025
Unit II: Plot No. 35, Electronic City, Sector 18, Gurgaon - 122015, Haryana, India Ph: (+91 124) 2490007 Fax: (+91 124) 2490032
Unit III: Plot No. 37, Electronic City, Sector 18 Gurgaon - 122015, Haryana, India Ph: (+91 124) 2490007 Fax: (+91 124) 2490032
www.nagarro.com email: info.in@nagarro.com

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KHANDWA ROAD, INDORE

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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

nagarro

Ref: Nagarro Software Pvt. Ltd./APP/20004871/789116

Date: February 15, 2021

Deepesh Tiwari,

(Madhya Pradesh) India

Dear Deepesh Tiwari,

This has reference to your application for employment with **Nagarro Software** and your subsequent interview.

We are pleased to appoint you as **Associate Engineer** at **Nagarro Software Private Limited Unit-II** of **Nagarro Software Pvt. Ltd. Plot No. 13, Udyog Vihar, Sector - 18, Gurgaon, India.** You can join us on or before **November 8, 2021**

The terms and conditions of your employment are enclosed as **Annexure "B"**.

We welcome you to a pursuit of excellence with Nagarro.

Please sign the duplicate copy of this letter, Annexure "A" and Annexure "B" as a token of your acceptance and deliver it to us in person or via mail/courier within ten days from the date of receipt of this letter.

To help complete joining formalities, may we request you to carry the following documents with you on the date of joining:

- **Mark-sheets and certificates for Class X, Class XII, Graduation and Post-graduation if applicable**
- **Copy of Aadhar Card, PAN Card, Driving License and Passport (if applicable)**
- **Five passport-size photographs**

Yours truly,

For **Nagarro Software Pvt. Ltd.**

Swati Yadav

Swati Yadav
Associate Director

Registered Office: 13/20, Punjabi Bagh (East), New Delhi - 110 026
Unit II: Plot No. 35, Electronic City, Sector 18, Gurgaon - 122015, Haryana, India Ph: (+91 124) 2450007 Fax: (+91 124) 2450032
Unit III: Plot No. 37, Electronic City, Sector 18, Gurgaon - 122015, Haryana, India Ph: (+91 124) 2450007 Fax: (+91 124) 2450032
www.nagarro.com email: info.in@nagarro.com

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KHANDWA ROAD, INDORE

Offer: Computer Consultancy
Ref: TCSL/DT20206836807/Pune
Date: 13/08/2021

Ms. Divya Sharma
485-BJay Nagar Colony,
Pithampur,
Pithampur-454775,
Madhya Pradesh.
Tel# 91-9111265731

Dear Divya Sharma,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

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

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

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

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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.

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PERFORMANCE PAY

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

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

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

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

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

CITY ALLOWANCE

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

OTHER BENEFITS

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

HIS offers the following benefits:

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

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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 ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

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

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

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

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

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

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RETIRALS

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

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

TERMS AND CONDITIONS

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

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

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

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

3. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

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

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

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

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

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

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written permission of TCSL.

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

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

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your

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day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

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

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19. Submission of Documents

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

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

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

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

The original documents will be returned to you after verification.

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

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

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*Passport
*NSR E-Card

20. TCS Xperience Program

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

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

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

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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

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24. Data Privacy Clause:

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

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

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

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

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

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

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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 & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Divya Sharma**
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.

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

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

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

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

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

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Annexure 2

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

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Tata Consultancy Services Limited
Wayside Tata, Ground Floor, S.No.103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 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/DT20206836807/Pune
Date: 13/08/2021

Ms. Divya Sharma
485-BJay Nagar Colony,
Pithampur,
Pithampur-454775,
Madhya Pradesh.
Tel# 91-9111265731

Dear Divya Sharma,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

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

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

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

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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.

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PERFORMANCE PAY

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

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

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

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

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

CITY ALLOWANCE

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

OTHER BENEFITS

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

HIS offers the following benefits:

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

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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 ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

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

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

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

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

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

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RETIRALS

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

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

TERMS AND CONDITIONS

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

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

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

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

3. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

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

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

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

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

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

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Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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written permission of TCSL.

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

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

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your

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day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

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

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19. Submission of Documents

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

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

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

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

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

The original documents will be returned to you after verification.

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

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

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*Passport
*NSR E-Card

20. TCS Xperience Program

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

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

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

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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

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24. Data Privacy Clause:

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

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

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

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

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

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

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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 & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Divya Sharma**
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.

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

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

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

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

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

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Annexure 2

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

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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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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
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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/DT20206571141/Mumbai
Date: 11/03/2021

Mr. Vibhore Joshi
90 Gayatri NagarKesharbag Road,
In Line Of Jeevandeep Clinic,
Indore-452009,
Madhya Pradesh.
Tel# 91-8962696876

Dear Vibhore Joshi,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

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

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

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

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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

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

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

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

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PERFORMANCE PAY

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

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

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

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

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

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

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

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

HIS offers the following benefits:

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1. **Basic Cover**

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

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

2. **Higher Hospitalisation**

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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

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RETIRALS

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

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

TERMS AND CONDITIONS

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

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

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

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

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3. **Training Period**

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

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

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

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

4. **Working Hours**

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

5. **Mobility**

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

6. **Compensation Structure / Salary components**

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

7. **Increments and Promotions**

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

8. **Alternative Occupation / Employment**

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

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

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

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13. TATA Code of Conduct

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

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action

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including termination of traineeship/service without notice.

19. Submission of Documents

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

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

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

*There is no criminal offence registered/pending against you

*There is no disciplinary case pending against you in the university

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

The original documents will be returned to you after verification.

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

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

20. TCS Xperience Program

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

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

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

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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

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24. Data Privacy Clause:

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

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

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

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

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

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

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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

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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KHANDWA ROAD, INDORE

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Tata 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
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GROSS SALARY SHEET **Annexure 1**

Name	**Vibhore Joshi**
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
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

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

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

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

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

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

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

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Annexure 2

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

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Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

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

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

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

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

   (d) Customer and prospective customer lists, and

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

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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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nagarro

Nagarro Software Pvt. Ltd
(CIN :U72900DL1996PTC075453)

Date:May 24, 2021

Yogesh Yadav,

(Madhya Pradesh) India

Subject: Training Letter

Dear Yogesh Yadav,

This is further with reference to the tests and interviews conducted by us. We are pleased to inform you, that we have decided to provide you appointment as **Trainee** at **Nagarro**.

You are requested to join us on or before **June 14, 2021**. During the period of training you would be paid a stipend of **Indian Rupee (INR) 15,00(** per month.

The details of your compensation package and terms and conditions of your employment are enclosed herein.

You are requested to send us the signed duplicate copy of this letter as a token of your acceptance.

We welcome you to a pursuit of excellence with **Nagarro**.

To help complete joining formalities, may we request you to carry the following documents with you on the date of joining:

- **Mark sheets and Certificates for Class X, XII, Graduation and Post Graduation (if applicable)**
- **Copy of Aadhar Card, PAN Card, Driving License and Passport (if applicable)**
- **Five Passport size photographs**

Yours Sincerely,

For **Nagarro Software Pvt. Ltd.**

Swati Yadav

Swati Yadav
Associate Director

Registered Office: 19/20, Punjabi Bagh (East), New Delhi - 110 026
Unit II: Plot No. 36, Electronic City, Sector-18, Gurgaon - 122015, Haryana, India Ph: (+91 124) 2450807 Fax : (+91 124) 2450832
Unit III: Plot No. 37, Electronic City, Sector-18,Gurgaon - 122015, Haryana, India Ph: (+91 124) 2450807 Fax : (+91 124) 2450832
www.nagarro.com email: info.in@nagarro.com

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nagarro

Nagarro Software Pvt. Ltd
(CIN :U72900DL1996PTC075453)

Ref: Nagarro Software Pvt. Ltd./APP/18001917/838711

Date: May 24, 2021

Yogesh Yadav,

(Madhya Pradesh) India

Dear Yogesh Yadav,

This has reference to your application for employment with **Nagarro Software** and your subsequent interview.

We are pleased to appoint you as **Associate Engieer** at **Nagarro Software Private Limited Unit-II** of **Nagarro Software Pvt. Ltd. Plot Udyog Vihar, Sector - 18, Gurgaon, India**. You can join us on or before **September 14, 2021**

The terms and conditions of your employment are enclosed as **Annexure "B"**.

We welcome you to a pursuit of excellence with Nagarro.

Please sign the duplicate copy of this letter, Annexure "A" and Annexure "B" as a token of your acceptance and deliver it to us in perso mail/courier within ten days from the date of receipt of this letter.

To help complete joining formalities, may we request you to carry the following documents with you on the date of joining:

- **Mark-sheets and certificates for Class X, Class XII, Graduation and Post-graduation if applicable**
- **Copy of Aadhar Card, PAN Card, Driving License and Passport (if applicable)**
- **Five passport-size photographs**

Yours truly,

For **Nagarro Software Pvt. Ltd.**

Swati Yadav

Swati Yadav
Associate Director

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Name	Yogesh Yadav

Monthly Earnings	Amount in Indian Rupee (INR)	Annualized Amount in Indian Rupee (INR)
Basic Pay	15,000.00	180,000.00
HRA	7,500.00	90,000
Executive Allowance	3,945.00	47,340.00
Total (A)	**26,445.00**	**317,340.00**
Annual Earnings	**Amount in Indian Rupee (INR)**	
Medical Reimbursement*	0	
Employer's Contribution to Provident Fund	23,400.00	
Employer's Contribution to ESIC	0.00	
Leave Travel Allowance**	0.00	
Gratuity***	8,660.00	
Labour Contribution Fund	600.00	
Total Yearly (B)	**32,660.00**	
Variable Bonus	0	
Total Fixed Compensation (A+B)	**350,000.00**	

Note:

**Leave Travel Allowance (LTA) will be paid once in a year on submission of bills & subject to Income Tax rules

***Payment as per Gratuity Act

Income Tax in respect of the above mentioned compensation package should be borne by the employee. There would be following deduction from Monthly A- Tax/ Mediclaim / PF-employee contribution and Transport (Optional)

PLs will accrue each month on a prorated basis. Amount of accrual for the month is calculated on the basic pay existing at the end of each month

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Group Insurance

Guidelines:-

Group Mediclaim Insurance

a) An employee has a mediclaim insurance cover of 3 lac by default and he/she at the time of joining can increase his/her sum insured upto 10 & cover his dependents (spouse, kids and parents). Premium deduction details has been provided in table below.

b) During mid-term of the policy, only newly-wed spouse, Parents in Law (on account of marriage) and new born child can be included in the pc within 90 days from Date of Marriage and Date of Birth respectively. No other dependent can be included during mid-term of the policy.

c) Downward revision of Sum Insured will be allowed at the time of renewal as per the then prevalent term and conditions of the policy.

d) Exclusion of dependents will be allowed at the time of renewal only as per the then prevalent terms and conditions of the policy.

Group Personal Accident Insurance (GPA)

The GPA Policy provides the insured a cover for disability or death caused by an accident.

a) An employee has personal accident insurance cover of 3X of his TFC by default and he/she at the time of joining can go in for a sum insure 4X to 10X as per policy terms. Premium deduction details has been provided in table below.

b) Once an employee is enrolled in the policy he/she cannot exit the policy till he leaves the company.

Group Term Life Insurance (GTL)

The GTL policy provides the insured a cover in case of death.

a) Enrollment in GTL is optional and on discretion of the employee and employee can opt for a cover of upto 10X of their TFC. The most com practice is to cover within 3X to 5X of your TFC. Premium deduction details has been provided in table below.

b) Exit from the policy can be done at the time of renewal only by selecting "0X" multiplier in internal insurance application.

Premium for Group Insurance

	Premium	Deduction
Premium Deduction for Mediclaim Insurance	Calculated Formula	In equal instalments starting from the following month of DOJ till Policy end date.
Premium Deduction for GPA	Calculated Formula	From the following month of DOJ
Premium Deduction for GTL (optional)	Calculated Formula	From the following month of DOJ

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Terms and Conditions

The key service conditions applicable to your employment are given below. The Company reserves the right to revise these terms and conditic any time.

1. Place of Posting and Assignment:
Your place of posting will currently be GURUGRAM. However, you are liable to be temporarily assigned or permanently transferred from one pla another, one job to another, one unit to another, wherever located in the country or abroad, at any point of time as the exigencies of work dema You can also be deputed to work in and/or for any client or affiliate company.

2. Whole Time Service:
Your employment with the Company is full time and while so employed, you must under no circumstances engage yourself directly or through a agency in any work, business, profession or employment, either honorary or otherwise without obtaining written prior permission from the Management. Any breach of this condition may result in your immediate termination from the services of the Company.

3. Inventions and Discoveries:
The rights created or accrued out of any and all discoveries, inventions, copyrights, patents, etc., which you may make or obtain during the peri your employment with Nagarro shall exclusively vest with the Company and may be re-assigned by it as it deems fit. This does not apply to cre non-commercial products that are wholly unconnected with the business of the Company.

4. Termination on Misconduct or Breach of any Service Condition:
If you are found guilty of any misconduct or should you commit any breach of the service conditions or get involved in an act which in the opini the Company is prejudicial to the interest of the Company, the Company may without any notice terminate your services.

5. Termination by Notice:
Without prejudice to clause 4 above, your services can be terminated at any time by giving two calendar months' notice or two months' salary of notice. In case you desire to leave the services of the Company, you will have to give us two calendar months' notice. In case you do not gi two calendar months' notice, the Company will have the authority to recover up to two months' salary from your full and final dues (inclusive of performance linked bonus, if any) depending upon the impact of your resignation on the work assigned to you.

I have read and understood the above terms and conditions and I agree to abide the same.

Signature

6. Company's decision on Termination to be Final and Binding:

The Company's decisions regarding termination under clauses 4 & 5 shall be final and binding.

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7. Retirement:

The Company's retirement age is 60.

8. General Policies and Procedures:

A copy of the General Policies and Procedures of the Company will be given to you on the date of joining. You will be required to adhere to the well as to any other service conditions governing your unit and location that may be in force currently and/or which may be issued from time tc by the Management with respect to hours of work, weekly offs, paid holidays etc.

9. Reference/Background Checks:

Your employment by the Company is conditional upon and subject to completion of an Employment Application, the completion of a reference/background check, and approval thereof by the Company, in its sole discretion.

10. Confidentiality of this Offer:

The package offered to you is highly confidential and must not be revealed between now and the joining date or while in employment or there any individual/agency/organization, by word of mouth or otherwise.

11. Jurisdiction:

Any dispute arising out of the employment or terms of service shall be subject to the jurisdiction of the competent courts in Delhi.

12. Final Agreement:

This written offer supersedes all verbal or written agreements between you and the Company.

For Nagarro Software Pvt. Ltd.

Authorized Signatory

I have read and understood the above terms and conditions and I agree to abide the same.

Name Signature Date

Registered Office: 19/20, Punjabi Bagh (East), New Delhi – 110 026 email:info@nagarro.com

Unit II: Plot. 14, Electronic City, Sector 18, Gurgaon 122 015, Haryana, India Ph: (+91 124) 3048647 Fax: (+91 124) 3048646

Unit III: Plot 37, Electronic City, Sector 18, Gurgaon – 122 015, Haryana, India Ph : (+91 124) 3048647 Fax : (+91 124) 3048646

IQAC COORDINATOR
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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Infoity Technologies Pvt. Ltd.
592, Neki Ram Marg,
Sector 9, Gurugram (Haryana)-122001

Arjun Kumawat

Sub: Expression of Interest (EOI) for employment offer

Dear Arjun Kumawat,

This is in regards to your interview with us on 4 Jan 2021. We are pleased to inform that you have passed the minimum eligibility criteria to receive an offer for the applied position.

We hereby submit our expression of interest and require you to submit the scanned copy of below documents:

- Adhaar Card
- Pan Card/Passport/Voter Id Card
- Passport (If available)
- Most Recent Certificate/Degree
- Career Readiness Certificate from Akinse / ARN Number (Akinse's Registration Number) (https://akinse.com)

  OR

  Microsoft Certified Solution Developer - App Builder **and** Microsoft Certified Solutions Associate- SQL Server 2016 Database Development

Post successful verification of the above, we will be able to process the offer letter.

We welcome you and wish you every success in your career with Infoity.

Warm regards,

Human Resources
Infoity Technologies Pvt. Ltd.

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KHANDWA ROAD, INDORE

To,
Mr. Aadarsh Patel
Indore
Date: 10/12/2020

Offer Letter

Dear Aadarsh,

We are pleased to make you an offer with Gyrix TechnoLabs LLP ("Gyrix"). This offer is based on following terms and conditions:

1. You must complete your Engineering without backlogs and with a minimum overall percentage of 60% or achieving a CGPA of no less than 6.0/10.
2. You will be designated as an **Application Development Trainee** for a period of six months during which you will undergo classroom training, simulated and real projects, and on the job training.
3. You are required to complete a compulsory internship prior to your final examination; the internship will be a full-time internship starting from 14th December 2020 where you are required to work for 5 days during the period and will not get any paid / unpaid leaves during the internship period. However, based your request we will make an exception to this rule during the days of external examination days at your college.
4. You will be given a stipend of INR 3000/- per month during the internship period.
5. You will be entitled to a total remuneration of INR 348,722/- per annum as outlined in the appendix A.
6. We expect a minimum commitment of 24 months of employment with a notice period of 45 working days.
7. You need to confirm the acceptance of the offer by Friday, 11th December 2020 via email (hr@gyrix.co). After giving a confirmation, we expect you to honor your word and not cancel the joining later on.
8. If you fail to accept the offer from Gyrix within the mentioned period, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

In case of any query, feel free to discuss the same with us.

We wish you a bright career ahead with us.

Yours Sincerely,

Arti Tiwari
CPO, Gyrix TechnoLabs

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Appendix – A

Sr. No.	Particular	Total Amount (Rs.) Per Month	Total Amount (Rs.) Per Year
1	Basic Salary	9,000	108,000
2	Conveyance allowance	800	9,600
3	House Rent Allowance (HRA)	3,600	43,200
4	Medical allowance	1,250	15,000
5	Special Allowance / City Compensatory allowance etc.	1,150	13,800
	Total pay (a)	***15,800***	***189,600***
6	Training and Development Cost		25000
7	Food and Beverage Cost		5,000
8	Admin Cost		5,000
9	PF Company Contribution		12,960
10	ESIC Company Contribution		6,162
	Total (b)		***54,122***
11	***Eligible for payment after 6 months of continued engagement***		15,000
12	***Eligible for payment after 12 months of continued engagement***		30,000
13	***Eligible for payment after 24 months of continued engagement***		60,000
	Total (c)		***105,000***
	Total Cost to Company		**348,722**

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To,
Mr. Rahul Sharma
Indore
Date: 10/12/2020

Offer Letter

Dear Rahul,

We are pleased to make you an offer with Gyrix TechnoLabs LLP ("Gyrix"). This offer is based on following terms and conditions:

1. You must complete your Engineering without backlogs and with a minimum overall percentage of 60% or achieving a CGPA of no less than 6.0/10.
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In case of any query, feel free to discuss the same with us.

We wish you a bright career ahead with us.

Yours Sincerely,

Arti Tiwari
CPO, Gyrix TechnoLabs

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To,
Ms. Sara Khan
Indore
Date: 10/12/2020

Offer Letter

Dear Sara,

We are pleased to make you an offer with Gyrix TechnoLabs LLP ("Gyrix"). This offer is based on following terms and conditions:

1. You must complete your Engineering without backlogs and with a minimum overall percentage of 60% or achieving a CGPA of no less than 6.0/10.
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8. If you fail to accept the offer from Gyrix within the mentioned period, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

In case of any query, feel free to discuss the same with us.

We wish you a bright career ahead with us.

Yours Sincerely,

Arti Tiwari
CPO, Gyrix TechnoLabs

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KHANDWA ROAD, INDORE

To,
Mr. Suyashendra Rathore
Indore
Date: 10/12/2020

Offer Letter

Dear Suyashendra,

We are pleased to make you an offer with Gyrix TechnoLabs LLP ("Gyrix"). This offer is based on following terms and conditions:

1. You must complete your Engineering without backlogs and with a minimum overall percentage of 60% or achieving a CGPA of no less than 6.0/10.
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In case of any query, feel free to discuss the same with us.

We wish you a bright career ahead with us.

Yours Sincerely,

Arti Tiwari
CPO, Gyrix TechnoLabs

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KHANDWA ROAD, INDORE

To,
Ms. Bhagyashree Gupta
Indore
Date: 10/12/2020

Offer Letter

Dear Bhagyashree,

We are pleased to make you an offer with Gyrix TechnoLabs LLP ("Gyrix"). This offer is based on following terms and conditions:

1. You must complete your Engineering without backlogs and with a minimum overall percentage of 60% or achieving a CGPA of no less than 6.0/10.
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In case of any query, feel free to discuss the same with us.

We wish you a bright career ahead with us.

Yours Sincerely,
Arti Tiwari
CPO, Gyrix TechnoLabs

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KHANDWA ROAD, INDORE

Respected Jasleen Kaur Kochar,

Raletta Technology Pvt Ltd is pleased to offer you an internship opportunity as a Digital Marketing and Content Writing Intern.

You will directly report to your Team leader and your internship tenure will be 60 days from the date of joining i.e. 01st September 2020.

Please note that this offer is only good until 28th August 2020. If you fail to join us by 01st September 2020, this offer will be considered null and void. The company will not be responsible for any stipend/expenses.

Please indicate your acceptance of this offer under the terms described above by writing an email confirmation to us by 28th August 2020.

If you require any additional information regarding this opportunity, please contact us at +91 88888 39939 or email us at jobs@raletta.in.

Warm regards,
HR Manager,
Raletta Technology Pvt. Ltd.

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KHANDWA ROAD, INDORE

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KHANDWA ROAD, INDORE

unthinkable

Dated: January 20, 2021

Subject: Appointment-cum-Offer Letter

Dear Kuldeep Salve,

We are pleased to offer you the position of **Intern** in our Company.

Your engagement shall be subject to the terms expressed herein and the on-job training letter, and uniform terms and conditions of the Company, which are also accessible from Company's office server.

Subsequent to your completion of Internship Period you will be designated as Junior Associate – IT. Acceptance of this letter is by expression acceptance of the service agreement of Minimum contractual period. **Minimum Contractual Term"** means the **Internship Period i.e. (initial minimum 6(Six)** Months which will be extended till the time you have not appeared for your final semester exams) and **1 (One) year thereafter**. This period shall exclude any leaves availed by you apart from the stipulated earned leaves as per company's policy.

The date for commencement of your joining is On or before Jun'21. Your reporting officer is **Ms. Himani Gautama (Manager - Talent Management)**.

Upon joining, you will receive the detailed confirmation letter and you will be required to signed copy of the enclosed Joining Report along with documents requested.

Stipend and Salary Structure:

- Stipend Structure- With effect from your joining date, you will be entitled for the monthly stipend of INR 16,000 during internship.
- Salary Structure- Post completion of internship, below will be CTC breakup **for one year.**

	Post completion of internship	
	0-06 Months	**7-12 Months**
Particulars	**Amount (INR)**	**Amount (INR)**
Basic Salary	15100	15200
HRA	7550	7600
Travelling Allowance	1600	1600
Special Allowance	185	4035
Gratuity	726	731
Health Insurance	264	264
Total Salary	**25425**	**29430**
Performance Bonus*	2825	3270
Monthly CTC	**28250**	**32700**
Expected In Hand Salary (pre-TDS)	**27235**	**31680**
Yearly CTC	**365700**	
Yearly Incentive**	**34300 (After 01 Year in permanent employment)**	
Gross Annual CTC	**400000**	

Performance Bonus*& Yearly Incentive:** As per prevailing policy of company

Wishing you a long and fruitful stay,

For Unthinkable Solutions LLP

Authorized Signatory

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KHANDWA ROAD, INDORE

PRINCIPAL
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KHANDWA ROAD, INDORE

venza Consulting

Letter of Intent

Dear Anusha,

We are delighted to offer you the position of **Associate Financial Consultant** with our **Consulting Division**, the place of posting shall be at **Indore (M.P)**. You are going to be a part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and consulting.

We are confident that you will find this new opportunity both challenging and rewarding. An Appointment letter would be issued to you on joining. The following points outline the terms and conditions, along with this letter of intent.

Joining date: 07-Dec-2020,

Yearly package: 2,52,444/-(INR), Annexure 'A' attached,

*** You need to sign a service agreement of 12 months.**

Probation: On joining you would be serving a training period of 8-10 days as applicable to your level and then you will be on Probation for Three (3) months. If your services are found to be satisfactory, your employment with VENZA Research will deemed to be confirmed, unless you are informed in writing otherwise. VENZA Research reserves the right to reduce, dispense with or extend your Probation Period at its absolute discretion. After confirmation you would be eligible for all company benefits as per company Standing Order from time to time.

Separation: You should serve a notice period of one month before resigning from the position. If not, shall lose the pay and incentives for the one month period worked preceding resignation and forfeit 'Relieving Certificate' and 'Experience Certificate'. During Probation Period your services shall be terminated on the Disciplinary, non performance or non adherence of the rules and policies of the company. VENZA Research shall have the right to terminate your employment, forthwith, without notice or payment of salary.

Here's wishing you a warm welcome and look forward to a long and mutually satisfying association.

On the day of joining you are required to bring the photo copies of following testimonials. This is mandatory for completing your joining and authentication process with VENZA Research.

1. 10th/12th/ Graduation/ Post Graduation/ Certification courses-Certificates and Mark sheets **(1copy each)**
2. ID Proof (**AADHAR Card, PAN card (Mandatory)**, Driving License, Voter ID) - **Three copies each.**
3. Copy of Bank pass book
4. Copy of Letter of Intent
5. Passport size photographs – Six Nos. (Colored)
6. All of the above documents need to be carried in original and photo copies for Company's & Bank verification process.

For, Venza Consulting | **With the signature below, I accept this offer for employment**

People Development Group | **Anusha Rimza** | **Date:** _____

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KHANDWA ROAD, INDORE

Salary Details for Associate Financial Consultant (AFC) - Annexure 'A'

Name of the candidate	Anusha Rimza
Date Of Joining	07-Dec-2020

Fixed Components	**Monthly**	**Annual**
Basic	8,600	1,03,200
Attendance allowance	1,000	12,000
Variable Components		
Key Performance Indicators (KPI)*	3,655*	43,860*
Annual Performance Pay*	-	9,000*
Monthly Performance Incentives*	-	72,000*
Gross Salary	13,255	2,42,060
Retirement benefits	-	
Provident fund (Employer's Contribution)	1,032	12,384
Total CTC	**14,287/-**	**2,52,444/-**

Important terms:

- KPI, Annual Performance Pay and Monthly Performance Incentives* will vary based on your performance score and meeting the delivery targets as per the team structure. The incentive scale may vary as per your team allocation.
- Annual Performance Pay will be paid out based on Company's policies & as per Bonus Act 1965.
- Employee Contribution to PF of Rs 1032/- and ESIC Rs. 99/- will be deducted from your Gross salary.
- Your appointment will be subject to you being found medically fit., medical certificate to be provided on joining
- You are not planning for any higher studies which would force you to quit the job during Service Agreement of 01 year.
- In case of resigning before 12 months, shall loose the pay for the month served as notice.
- Company is having all rights to increase or decrease the salary or any component of CTC or other benefits any time subjected to the your performance
- Kindly confirm your acceptance of this offer by signing and returning a copy of this letter and share a mail at **recruitment@epicresearch.co**

Accepted By

Anusha Rimza

(Name and signature of candidate)

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Incentive Structure (Annexure 'B')

Slabs (In SGD)	Incentives (In INR)	Applicable for
1000-1500	3105	Non-Tenured
1501-1900	4661	Non-Tenured & MT
1901-2400	5900	Non-Tenured & MT
2401-2700	7455	Tenured, Non-Tenured & MT
2701-3000	8496	Tenured, Non-Tenured & MT
3001-3500	9453	Tenured, Non-Tenured & MT
3501-4300	11501	Tenured, Non-Tenured & MT
4301-5100	12580	Tenured, Non-Tenured & MT
5101-5900	14920	Tenured, Non-Tenured & MT
5901-6700	16597	Tenured, Non-Tenured & MT
6701-7500	18847	Tenured, Non-Tenured & MT
7501-8300	20759	Tenured, Non-Tenured & MT
8301-9100	22973	Tenured, Non-Tenured & MT
9101-9900	25187	Tenured, Non-Tenured & MT
9901-11000	27401	Tenured, Non-Tenured & MT
11001-13500	29703	Tenured, Non-Tenured & MT
13501-16000	36453	Tenured, Non-Tenured & MT
16001-18500	43203	Tenured, Non-Tenured & MT
18501-21000	49953	Tenured, Non-Tenured & MT
21001 & Above	Earn Flat 5% on Incremented Amount	Tenured, Non-Tenured & MT

For, Venza Consulting **With the signature below, I accept this offer for employment**

People Development Group **Anusha Rimza** **Date:** _____

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KHANDWA ROAD, INDORE

Respected Manoj Daiyya,

Raletta Technology Pvt Ltd is pleased to offer you an internship opportunity as a Digital Marketing and Content Writing Intern.

You will directly report to your Team leader and your internship tenure will be 60 days from the date of joining i.e. 01st September 2020.

Please note that this offer is only good until 28th August 2020. If you fail to join us by 01st September 2020, this offer will be considered null and void. The company will not be responsible for any stipend/expenses.

Please indicate your acceptance of this offer under the terms described above by writing an email confirmation to us by 28th August 2020.

If you require any additional information regarding this opportunity, please contact us at +91 88888 39939 or email us at jobs@raletta.in.

Warm regards,
HR Manager,
Raletta Technology Pvt. Ltd.

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KHANDWA ROAD, INDORE

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
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Divergent Software Labs Private Limited
Block- B, Shivneri Plaza, Opp. Marriott Hotel,
FH- 378, Scheme No. 54, Indore (M.P.), India

No. DSL/Recruitment/ 2021-22/ June 11, 2021

Ms. Mitesh Choudhary,
S/o Mr. Jayesh Choudhary,
221, Kalani Nagar, Airport Road,
Indore- 452005

Dear Mr. Mitesh,
Further to our discussions, we are pleased to offer you a position with Divergent Software Labs Private Limited.

Position & Joining:
You shall be appointed as a Software Engineer with Divergent Software Labs Private Limited hereinafter referred to as the "company". You are expected to join on **14-06-2021 at 9:30 AM** at the following location to complete your joining formalities.

Divergent Software Labs Private Limited
Block- B, Shivneri Plaza, Opp. Marriott Hotel,
FH-378, Scheme No. 54, Vijay Nagar,
Indore – 452010

Any change in the date of joining would be at the sole discretion of the company. Please confirm via e–mail your date of joining at least one day in advance.

Probation Period:
You will be on the probation period for the first Six months of your joining. During this period you will be evaluated based on your performance in learning and solving technical issues.

Compensation & Benefits:
Your job title and compensation have been discussed with you and we have mutually agreed upon the same. Your job title for first three months will be "**Trainee Engineer**" and you will be eligible for Stipend of **Rs. 5,000 per month**. After completion of training period and confirmation your job title will be "**Software Engineer**" and you will be eligible for CTC of **Rs. 2.52 Lakh per annum.** You will be eligible for salary revision as per the company policy.

Working Hours:
The work timings are at the sole discretion of the Management and would normally consist of a 48 hours' workweek. These are subject to change as per business requirements. Same numbers of work hours is expected even when you are on an assignment abroad, unless communicated otherwise by the company entity. The general working hours will be 9:30 A.M. to 6:30 P.M., five days per week, with one hour break for lunch. Employees may also be expected to work in shifts based on business requirements.

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Annual Earned Leave:
You are entitled to 12 days leave of absence on full pay per year and un−availed leaves are accumulative as per current the company Policies. Other terms and conditions will be applicable to you as per the prevailing Leave Policy. One leave will be credited out of these 12 leaves every month.

Holidays:
The company observes 10 holidays in a year which may consist of fixed days of holidays and flexible religious holidays and may be availed as per policy in force.

Transferability:
During your employment with The company, your services can be transferred to any of the locations in India or abroad or any function or department or platform or technology within company offices or client locations or any associate or subsidiary company of The company whether existing or to be set up in future on the same terms and conditions at the sole discretion of the Management. The benefits linked to such transfers will be governed by the respective the company policy in force from time to time.

Non−Disclosure:
Due to the proprietary nature of our products and services, all employees are expected to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to the company. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services as per the policy of the company.

Business Code of Conduct and Ethics:
All employees are expected to maintain the highest level of ethical conduct and are required to sign our Code of Ethical Business Conduct / Conflict of Interest certificate. Any instance of improper conduct including but not limited to misconduct, gross negligence or abandonment of the position to which you have been appointed shall constitute sufficient grounds for immediate termination of your services without any notice or payment in lieu of.

Information Security:
All employees are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. Employees are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. Employees are responsible for maintaining information security outside the premises of organization and outside the normal working hours.

Service Agreement:
You will be required to commit to serve the company for a minimum period of 27 months as per the company policy. You will be required to enter into a Service Agreement, as per Divergent Software Labs policy, supported with a Guarantee in the form and manner decided by the company. Once accepted by you, it will be a binding contract.

Resignation and Retirement Policy:
All employees on rolls of the company will retire from the services of the company on reaching to the age of 60 years. In case of an employee wishing to resign or retire earlier, must provide notice of her/his intention to resign or retire in writing to the company through her/his immediate supervisor/manager. The employee must give two months notice before the effective date of

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resignation/retirement. The letter must state the proposed date of resignation/retirement after completion of notice period of two months commencing after 27 months of service agreement period.

Non−Smoking Policy:
Smoking is prohibited in the office premises other than the specifically assigned zones, if any.

Joining Requirements:
You are required to contact on the date you report for work as per terms of this letter. You are required to submit a copy of the following documents for joining:

- Photocopies of all educational certificates (Class X onwards)
- Mark sheets / Consolidated mark sheets of all educational qualifications (Class X onwards)
- Three recent passport size photographs
- All relevant pages of your Passport, Driving License and PAN card
- Experience certificates from past organizations, if applicable.
- Recent three months salary slips, if applicable.

Please bring originals of all documents which will be returned to you after verification except service agreement which will be retained by the company (if applicable). This offer/appointment is subject to the condition that you indemnify and also certify that all the information (like educational qualifications, work experience, past salary drawn and all other information) supplied by you to the company to get an employment with the company, is accurate and nothing has been given untrue. If it is later found that you had supplied inaccurate/untrue/false information, then the company reserves the right to terminate your services without any notice and seek appropriate damages or reimbursement of financial expenses incurred towards your training, relocation, etc. The company also reserves the right to take such other action as permitted under law.
The company reserves the right to change the terms and conditions of your employment and its policies and procedures at any time. Please sign a duplicate copy of this letter confirming your acceptance of the above terms and conditions of appointment and return it to us for office records. We are excited about your decision to join the company and wish you a long successful career with the company.

Sincerely,

Read and accepted

Parikshit Patel
Manager Development

Mr. Mitesh Choudhary

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unthinkable

Dated: August 09, 2021

Subject: Appointment-cum-Offer Letter

Dear Mudit Tiwari,

We are pleased to offer you the position of **Intern** in our Company.

Your engagement shall be subject to the terms expressed herein and the on-job training letter, and uniform terms and conditions of the Company, which are also accessible from Company's office server.

Subsequent to your completion of Internship Period you will be designated as Junior Associate – IT. Acceptance of this letter is by expression acceptance of the service agreement of Minimum contractual period. Minimum Contractual Term" means the Internship Period i.e. (initial minimum 6(Six) Months which will be extended till the time you have not appeared for your final semester exams) and 1 (One) year thereafter. This period shall exclude any leaves availed by you apart from the stipulated earned leaves as per company's policy.

The date for commencement of your joining is October 2021. Your reporting officer is **Ms. Himani Gautama (Manager - Talent Management)**.

Upon joining, you will receive the detailed confirmation letter and you will be required to signed copy of the enclosed Joining Report along with documents requested.

Stipend and Salary Structure:

- Stipend Structure- With effect from your joining date, you will be entitled for the monthly stipend of INR 20,000 during internship.
- Salary Structure- Post completion of internship, below will be CTC breakup **for one year.**

	Post completion of internship	
	0-06 Months	**7-12 Months**
Particulars	**Amount (INR)**	**Amount (INR)**
Basic Salary	15100	15200
HRA	7550	7600
Travelling Allowance	1600	1600
Special Allowance	6517	11582
Gratuity	726	731
Health Insurance	277	277
Total Salary	**31770**	**36990**
Performance Bonus*	3530	4110
Monthly CTC	**35300**	**41100**
Expected In Hand Salary (pre-TDS)	34272	40067
Yearly CTC	**458400**	
Yearly Incentive**	**41600 (After 01 Year in permanent employment)**	
Total Annual CTC	**500000**	

Performance Bonus*& Yearly Incentive:** As per prevailing policy of company

Wishing you a long and fruitful stay,

For Unthinkable Solutions LLP

Authorized Signatory

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Edunomics Tech Solution
Add: 402, Jai Lakshmi Narayan, Mulund East
Mob.- 9669911101 Email: hr@edunomics.in

Date: 20th October 2020

AAYUSH KUMAR PARWAL

2240/D Sudama Nagar, Indore (M.P)
aayush.parwal1304@gmail.com
+919669988261

Sub: Job Offer Letter (Web Application Developer)

Dear Mr. Aayush,
We are pleased to offer you a job as a **Web Application Developer** at our organization. We are confident that you will add value to Edunomics with your sincere effort and hard work.

You will be entitled to reward-based incentives following the successful completion of all the duties and tasks assigned to you. You are requested to join us from the day failing which this offer stands rescinded. You are also required to submit documents (detailed in Annexure A) before the date of joining. You will be required to work from home and will have to comply with the work-from-home policies of the company (Annexure B).

Please note that you are on probation i.e internship till your graduation which will start from 26/10/2020. During the internship, your work will be evaluated, and be entitled to a stipend of **12K + 3K.** The 3k will be based on your performance. Upon successful completion of all the tasks assigned, you will be provided with the formal appointment letter detailing the terms and conditions of your employment and be entitled to the said salary (as discussed) which is of **4 LPA**, after completion of your internship period. Please note that this offer is conditional upon the successful verification of information provided by you, failing which the offer stands canceled.
Please submit a signed copy of this letter as a token of your acceptance of this offer.

Note: The mentioned CTC in your Offer Letter will be evaluated according to your performance in the internship period.

Warm Regards,

Chitransh Agnihotri

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KHANDWA ROAD, INDORE

Founder, Edunomics

Annexure A

You are required to submit the following documents before the date of joining:

1. Signed updated resume
2. Signed copy of all professional qualifications, including graduation, post-graduation and certificate programs
3. Signed copy of all previous experience certificates
4. Signed copies of last three pay-slips of your current organization
5. Two passport size photographs
6. Photo ID and permanent address proof
7. Medical Fitness certificate from Family Doctor

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Annexure B

The work from home policies for Edunomics are detailed below and are subject to revision upon discretion:

1. Working hours

a. Working hours are flexible.
b. You will be required to clock in a total of 8 working hours per day between 9:00 and 21:00 hours.
c. You are required to be available online during working hours and respond to calls and messages.

2. Internal Communication and Reporting

a. You are required to report online on the platform 'Cisco Webex Teams' with regard to your targets and daily tasks assigned.
b. In the event that you are unable to do so via this platform, you can report via email.
c. Approximately 3 calls with team members will be conducted on a daily basis in order to coordinate processes.
d. Further calls depend on the discretion of team members and can be considered as follow-ups and clarifications for the assigned tasks.
e. You are required to answer and attend all these calls.
f. If there are others who are depending on your work, ensure that your work does not slow them down. They should not have to wait for you.

3. Daily Work-flow and Reporting

a. Your daily tasks will be divided into two halves.
b. You are required to post an update twice a day, once in the first half and once in the second half. These updates will be regarding the completion of your tasks.
c. Task updates need to be detailed.
d. Your work-from-home tasks and activities will be evaluated and verified on a regular basis. You may be required to justify your present or past work for the same.

I have read and agreed to all the terms stated in this document and am willing to comply with them.

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Name:
Signature:
Date:

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Edunomics Tech Solution
Add: 402, Jai Lakshmi Narayan, Mulund East
Mob.- 9669911101 Email: hr@edunomics.in

Date: 20th October 2020

AMAN MISHRA

amanmishra1321@gmail.com
+917898971320

Sub: Job Offer Letter (Web Developer)

Dear Mr. Aman,
We are pleased to offer you a job as a **Web Application Developer** at our organization. We are confident that you will add value to Edunomics with your sincere effort and hard work.

You will be entitled to reward-based incentives following the successful completion of all the duties and tasks assigned to you. You are requested to join us from the day failing which this offer stands rescinded. You are also required to submit documents (detailed in Annexure A) before the date of joining. You will be required to work from home and will have to comply with the work-from-home policies of the company (Annexure B).

Please note that you are on probation i.e internship till your graduation which will start from 26/10/2020. During the internship, your work will be evaluated, and be entitled to a stipend of **12K + 3K.** The 3k will be based on your performance. Upon successful completion of all the tasks assigned, you will be provided with the formal appointment letter detailing the terms and conditions of your employment and be entitled to the said salary (as discussed) which is of **4 LPA**, after completion of your internship period. Please note that this offer is conditional upon the successful verification of information provided by you, failing which the offer stands canceled.
Please submit a signed copy of this letter as a token of your acceptance of this offer.

Note: The mentioned CTC in your Offer Letter will be evaluated according to your performance in the internship period.

Warm Regards,

Chitransh Agnihotri
Founder, Edunomics

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Annexure A

You are required to submit the following documents before the date of joining:

1. Signed updated resume
2. Signed copy of all professional qualifications, including graduation, post-graduation and certificate programs
3. Signed copy of all previous experience certificates
4. Signed copies of last three pay-slips of your current organization
5. Two passport size photographs
6. Photo ID and permanent address proof
7. Medical Fitness certificate from Family Doctor

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Annexure B

The work from home policies for Edunomics are detailed below and are subject to revision upon discretion:

1. Working hours

a. Working hours are flexible.
b. You will be required to clock in a total of 8 working hours per day between 9:00 and 21:00 hours.
c. You are required to be available online during working hours and respond to calls and messages.

2. Internal Communication and Reporting

a. You are required to report online on the platform 'Cisco Webex Teams' with regard to your targets and daily tasks assigned.
b. In the event that you are unable to do so via this platform, you can report via email.
c. Approximately 3 calls with team members will be conducted on a daily basis in order to coordinate processes.
d. Further calls depend on the discretion of team members and can be considered as follow-ups and clarifications for the assigned tasks.
e. You are required to answer and attend all these calls.
f. If there are others who are depending on your work, ensure that your work does not slow them down. They should not have to wait for you.

3. Daily Work-flow and Reporting

a. Your daily tasks will be divided into two halves.
b. You are required to post an update twice a day, once in the first half and once in the second half. These updates will be regarding the completion of your tasks.
c. Task updates need to be detailed.
d. Your work-from-home tasks and activities will be evaluated and verified on a regular basis. You may be required to justify your present or past work for the same.

I have read and agreed to all the terms stated in this document and am willing to comply with them.

Name:

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Signature:
Date:

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Add: 402, Jai Lakshmi Narayan, Mulund East
Mob.- 9669911101 Email: hr@edunomics.in

Date: 20th October 2020

AYUSH BENDWAL

Bendwalayush3@gmail.com
+91-7000190424

Sub: Job Offer Letter (Web Developer)

Dear Mr. Ayush,
We are pleased to offer you a job as a **Web Application Developer** at our organization. We are confident that you will add value to Edunomics with your sincere effort and hard work.

You will be entitled to reward-based incentives following the successful completion of all the duties and tasks assigned to you. You are requested to join us from the day failing which this offer stands rescinded. You are also required to submit documents (detailed in Annexure A) before the date of joining. You will be required to work from home and will have to comply with the work-from-home policies of the company (Annexure B).

Please note that you are on probation i.e internship till your graduation which will start from 26/10/2020. During the internship, your work will be evaluated, and be entitled to a stipend of **12K + 3K.** The 3k will be based on your performance. Upon successful completion of all the tasks assigned, you will be provided with the formal appointment letter detailing the terms and conditions of your employment and be entitled to the said salary (as discussed) which is of **4.5 LPA**, after completion of your internship period. Please note that this offer is conditional upon the successful verification of information provided by you, failing which the offer stands canceled.
Please submit a signed copy of this letter as a token of your acceptance of this offer.

Note: The mentioned CTC in your Offer Letter will be evaluated according to your performance in the internship period.

Warm Regards,

Chitransh Agnihotri
Founder, Edunomics

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Annexure A

You are required to submit the following documents before the date of joining:

1. Signed updated resume
2. Signed copy of all professional qualifications, including graduation, post-graduation and certificate programs
3. Signed copy of all previous experience certificates
4. Signed copies of last three pay-slips of your current organization
5. Two passport size photographs
6. Photo ID and permanent address proof
7. Medical Fitness certificate from Family Doctor

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Annexure B

The work from home policies for Edunomics are detailed below and are subject to revision upon discretion:

1. Working hours

a. Working hours are flexible.
b. You will be required to clock in a total of 8 working hours per day between 9:00 and 21:00 hours.
c. You are required to be available online during working hours and respond to calls and messages.

2. Internal Communication and Reporting

a. You are required to report online on the platform 'Cisco Webex Teams' with regard to your targets and daily tasks assigned.
b. In the event that you are unable to do so via this platform, you can report via email.
c. Approximately 3 calls with team members will be conducted on a daily basis in order to coordinate processes.
d. Further calls depend on the discretion of team members and can be considered as follow-ups and clarifications for the assigned tasks.
e. You are required to answer and attend all these calls.
f. If there are others who are depending on your work, ensure that your work does not slow them down. They should not have to wait for you.

3. Daily Work-flow and Reporting

a. Your daily tasks will be divided into two halves.
b. You are required to post an update twice a day, once in the first half and once in the second half. These updates will be regarding the completion of your tasks.
c. Task updates need to be detailed.
d. Your work-from-home tasks and activities will be evaluated and verified on a regular basis. You may be required to justify your present or past work for the same.

I have read and agreed to all the terms stated in this document and am willing to comply with them.

Name: Ayush Bendwal

Signature:

Date: 23-oct-2020

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Edunomics Tech Solution
Add: 402, Jai Lakshmi Narayan, Mulund East
Mob.- 9669911101 Email: hr@edunomics.in

Date: 20th October 2020

SAMARTH BAJAJ

+919039519677
samarthbajaj005@gmail.com
A73, Ambedkar Nagar, Indore

Sub: Job Offer Letter (Web Developer)

Dear Mr. Samarth,
We are pleased to offer you a job as a **Web Application Developer** at our organization. We are confident that you will add value to Edunomics with your sincere effort and hard work.

You will be entitled to reward-based incentives following the successful completion of all the duties and tasks assigned to you. You are requested to join us from the day failing which this offer stands rescinded. You are also required to submit documents (detailed in Annexure A) before the date of joining. You will be required to work from home and will have to comply with the work-from-home policies of the company (Annexure B).

Please note that you are on probation i.e internship till your graduation which will start from 26/10/2020. During the internship, your work will be evaluated, and be entitled to a stipend of **12K + 3K.** The 3k will be based on your performance. Upon successful completion of all the tasks assigned, you will be provided with the formal appointment letter detailing the terms and conditions of your employment and be entitled to the said salary (as discussed) which is of **5 LPA**, after completion of your internship period. Please note that this offer is conditional upon the successful verification of information provided by you, failing which the offer stands canceled.
Please submit a signed copy of this letter as a token of your acceptance of this offer.

Note: The mentioned CTC in your Offer Letter will be evaluated according to your performance in the internship period.

Warm Regards,

Chitransh Agnihotri

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Founder, Edunomics

Annexure A

You are required to submit the following documents before the date of joining:

1. Signed updated resume
2. Signed copy of all professional qualifications, including graduation, post-graduation and certificate programs
3. Signed copy of all previous experience certificates
4. Signed copies of last three pay-slips of your current organization
5. Two passport size photographs
6. Photo ID and permanent address proof
7. Medical Fitness certificate from Family Doctor

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Annexure B

The work from home policies for Edunomics are detailed below and are subject to revision upon discretion:

1. Working hours

a. Working hours are flexible.
b. You will be required to clock in a total of 8 working hours per day between 9:00 and 21:00 hours.
c. You are required to be available online during working hours and respond to calls and messages.

2. Internal Communication and Reporting

a. You are required to report online on the platform 'Cisco Webex Teams' with regard to your targets and daily tasks assigned.
b. In the event that you are unable to do so via this platform, you can report via email.
c. Approximately 3 calls with team members will be conducted on a daily basis in order to coordinate processes.
d. Further calls depend on the discretion of team members and can be considered as follow-ups and clarifications for the assigned tasks.
e. You are required to answer and attend all these calls.
f. If there are others who are depending on your work, ensure that your work does not slow them down. They should not have to wait for you.

3. Daily Work-flow and Reporting

a. Your daily tasks will be divided into two halves.
b. You are required to post an update twice a day, once in the first half and once in the second half. These updates will be regarding the completion of your tasks.
c. Task updates need to be detailed.
d. Your work-from-home tasks and activities will be evaluated and verified on a regular basis. You may be required to justify your present or past work for the same.

I have read and agreed to all the terms stated in this document and am willing to comply with them.

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Name:
Signature:
Date:

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Add: 402, Jai Lakshmi Narayan, Mulund East
Mob.- 9669911101 Email: hr@edunomics.in

Date: 20th October 2020

SYED OWAIS HUSSAIN

OWES.HUSSAIN@GMAIL..COM

Sub: Job Offer Letter (Web Application Developer)

Dear Mr. Owais,
We are pleased to offer you a job as a **Web Application Developer** at our organization. We are confident that you will add value to Edunomics with your sincere effort and hard work.

You will be entitled to reward-based incentives following the successful completion of all the duties and tasks assigned to you. You are requested to join us from the day failing which this offer stands rescinded. You are also required to submit documents (detailed in Annexure A) before the date of joining. You will be required to work from home and will have to comply with the work-from-home policies of the company (Annexure B).

Please note that you are on probation i.e internship till your graduation which will start from 26/10/2020. During the internship, your work will be evaluated, and be entitled to a stipend of **12K + 3K.** The 3k will be based on your performance. Upon successful completion of all the tasks assigned, you will be provided with the formal appointment letter detailing the terms and conditions of your employment and be entitled to the said salary (as discussed) which is of **4 LPA**, after completion of your internship period. Please note that this offer is conditional upon the successful verification of information provided by you, failing which the offer stands canceled.
Please submit a signed copy of this letter as a token of your acceptance of this offer.

Note: The mentioned CTC in your Offer Letter will be evaluated according to your performance in the internship period.

Warm Regards,

Chitransh Agnihotri
Founder, Edunomics

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Annexure A

You are required to submit the following documents before the date of joining:

1. Signed updated resume
2. Signed copy of all professional qualifications, including graduation, post-graduation and certificate programs
3. Signed copy of all previous experience certificates
4. Signed copies of last three pay-slips of your current organization
5. Two passport size photographs
6. Photo ID and permanent address proof
7. Medical Fitness certificate from Family Doctor

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KHANDWA ROAD, INDORE

Annexure B

The work from home policies for Edunomics are detailed below and are subject to revision upon discretion:

1. Working hours

a. Working hours are flexible.
b. You will be required to clock in a total of 8 working hours per day between 9:00 and 21:00 hours.
c. You are required to be available online during working hours and respond to calls and messages.

2. Internal Communication and Reporting

a. You are required to report online on the platform 'Cisco Webex Teams' with regard to your targets and daily tasks assigned.
b. In the event that you are unable to do so via this platform, you can report via email.
c. Approximately 3 calls with team members will be conducted on a daily basis in order to coordinate processes.
d. Further calls depend on the discretion of team members and can be considered as follow-ups and clarifications for the assigned tasks.
e. You are required to answer and attend all these calls.
f. If there are others who are depending on your work, ensure that your work does not slow them down. They should not have to wait for you.

3. Daily Work-flow and Reporting

a. Your daily tasks will be divided into two halves.
b. You are required to post an update twice a day, once in the first half and once in the second half. These updates will be regarding the completion of your tasks.
c. Task updates need to be detailed.
d. Your work-from-home tasks and activities will be evaluated and verified on a regular basis. You may be required to justify your present or past work for the same.

I have read and agreed to all the terms stated in this document and am willing to comply with them.

Name:
Signature:

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Date:

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PRINCIPAL
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KHANDWA ROAD, INDORE

Edunomics Tech Solution
Add: 402, Jai Lakshmi Narayan, Mulund East
Mob.- 9669911101 Email: hr@edunomics.in

Date: 20th October 2020

VAIDEHI SHRIVASTAVA

PHONE: +91 8982827844
GMAIL: VAIDEHISHRIVASTAVA09@GMAIL.COM

Sub: Job Offer Letter (Web Application Developer)

Dear Miss. Vaidehi,
We are pleased to offer you a job as a **Web Application Developer** at our organization. We are confident that you will add value to Edunomics with your sincere effort and hard work.

You will be entitled to reward-based incentives following the successful completion of all the duties and tasks assigned to you. You are requested to join us from the day failing which this offer stands rescinded. You are also required to submit documents (detailed in Annexure A) before the date of joining. You will be required to work from home and will have to comply with the work-from-home policies of the company (Annexure B).

Please note that you are on probation i.e internship till your graduation which will start from 26/10/2020. During the internship, your work will be evaluated, and be entitled to a stipend of **12K + 3K.** The 3k will be based on your performance. Upon successful completion of all the tasks assigned, you will be provided with the formal appointment letter detailing the terms and conditions of your employment and be entitled to the said salary (as discussed) which is of **5 LPA**, after completion of your internship period. Please note that this offer is conditional upon the successful verification of information provided by you, failing which the offer stands canceled.
Please submit a signed copy of this letter as a token of your acceptance of this offer.

Note: The mentioned CTC in your Offer Letter will be evaluated according to your performance in the internship period.

Warm Regards,

Chitransh Agnihotri

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Founder, Edunomics

Annexure A

You are required to submit the following documents before the date of joining:

1. Signed updated resume
2. Signed copy of all professional qualifications, including graduation, post-graduation and certificate programs
3. Signed copy of all previous experience certificates
4. Signed copies of last three pay-slips of your current organization
5. Two passport size photographs
6. Photo ID and permanent address proof
7. Medical Fitness certificate from Family Doctor

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Annexure B

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d. Further calls depend on the discretion of team members and can be considered as follow-ups and clarifications for the assigned tasks.
e. You are required to answer and attend all these calls.
f. If there are others who are depending on your work, ensure that your work does not slow them down. They should not have to wait for you.

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c. Task updates need to be detailed.
d. Your work-from-home tasks and activities will be evaluated and verified on a regular basis. You may be required to justify your present or past work for the same.

I have read and agreed to all the terms stated in this document and am willing to comply with them.

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Name:
Signature:
Date:

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Crystal IT Park,
STP-I, 2nd Floor,
Ring Road,
Indore - 452 001 (M.P.) India
T : +91 731 6702000

PUNE :
Unit 101-C, Level 1, Delta -1,
Giga Space IT Park,
Viman Nagar,
Pune - 411014 (M.H.), India
T : +91 20 67211838

Offer Letter

Date: February 5, 2021

Ms. Jasleen Kochar
Indore
9131413919

Dear Jasleen,

Congratulations!

We trust that this letter finds you equally excited about your new employment.

Below is the subset of information for your quick reference.

Attached Annexures
Annexure I: Employment Acceptance
Annexure II: Compensation Breakup

Service Agreement
The Service Agreement details the scope, terms, and conditions of your employment towards InfoBeans. You are expected to abide by the terms and conditions laid out in the Service Agreement, supported with a Guarantee in the form and manner that is pre-decided.

Background Verification
Background Verification can be conducted before, after or during your tenure with InfoBeans. Hence, it is essential that you submit all the required information and documents before the date of joining. If the background verification is negative, the offer of employment then stands revoked.

Security Cheque
A security cheque is needed to be submitted by all Team Members with less than five years of experience in lieu of the training and on-boarding efforts. The amount shall be equivalent to six month's salary. This amount is considered as a security deposit just in case a Team Member leaves without meeting obligations of the Service Agreement. This cheque shall be returned on completion of two year.

Transferability
During your employment with InfoBeans, your services can be transferred to any of the locations in India or abroad or any function or department or technology within company offices or client locations. The benefits linked to such transfers will be governed by the organization policy.

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Variable
The variable is entirely driven by individual performance. In the Financial Year 2019-20, 96.61% Team Members achieved 90 percent & above variable.

The variable would get processed from the start date of employment on a pro-rata basis for that particular quarter. A Team Member is entitled to variable pay during the probation period. The same shall be considered as deferred payment until the Team Member is confirmed. The variable pay will be disbursed with the variable of the following Quarter. If targets are not locked in the review system; the Team Member is not eligible for the variable pay.

Reimbursements and other benefits
You shall be eligible for benefits that include Telephone Reimbursements, Leave Travel Allowance, Meal Voucher / Special Allowance. These allowances will be paid to you as part of your monthly compensation.

Medical Benefit and other salary components
Medical Insurance coverage is of INR 2,00,000 for Group Medical Insurance and INR 5,00,000 for Group Personal Accident Insurance annually. This applies to immediate family members comprising of self, spouse and two children. You can also opt to add your parents and parents in law with an insurance coverage of INR 2,00,000.
Gratuity is as per prevailing Payment of Gratuity Act, 1972.
ESIC coverage is as per the prevailing Employee State Insurance Act, 1948.
The employee and employer contribution in EPF is as per the prevailing Provident Fund Act.

Appraisal Cycle
Performance Appraisal follows the financial year cycle. For being eligible for the annual appraisal your date of joining should be on or before 30th September of the financial year.

Probation Confirmation
Probation confirmation depends on performance, achievement of KRA's and alignment to InfoBeans cultural values. The objective is to ensure that the Team Members takes the ownership of their task. Every new joinee shall be on probation as mentioned in the Service Agreement. Successful completion of probation also requires the lead/manager approval. However, completion of probation shall not result in automatic confirmation of your employment, unless InfoBeans confirms the employment in writing. In probation, leaves are accrued monthly.

Leave and Attendance
As a part of the organization policy, you are entitled to Earned Leave from the date of joining. You will be eligible for 18 working days of Earned Leave annually for the first five years of your tenure with InfoBeans. On completion of five years, you will be eligible for 24 working days of Earned Leave annually. In addition we have 10 declared holidays (8 fixed and 2 optional). InfoBeans also provides other types of leaves such as Maternity Leave, Paternity Leave, and Hospitalization Leave. Further details will be provided at the time of your joining.

InfoBeans believes in providing all Team Members a flexible work life. We have flexible time; however, a team member is expected to complete at least forty-five hours in office per week of five working days. You can start and end your day as per yours and your team's preference. We believe in having a work-life

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balance hence we offer several flexibilities around attendance. On successful completion of your probation, Earned Leave of the remaining months of the financial year will be credited to your account, and you will also be eligible for optional holidays.

Leave/Holiday calendar follows the financial year cycle.

Passport Mandate
As we cater to clients in the international market, we would like every Team Member in InfoBeans to be travel ready. Hence, we ask everyone to have a valid passport at the time of joining. In case you do not have a passport but have applied, a receipt of an application can be presented at the time of joining. Your probation status will be confirmed after submitting a passport copy to HR.

Dress Code
We believe in promoting an open culture within the organization. We do not have a specific dress code; however, a smart dressing will showcase a professional image to clients, potential candidates and business visitors. It is expected from Team Members to maintain standards of personal grooming and hygiene to present a neat, professional appearance at all times.

General Terms and Conditions
You shall be required to comply with organization guidelines but not limited to the Confidentiality, Intellectual Property Right, the Code of Business Conduct and Ethics. Your employment shall be governed by all the rules and regulations of the organization as amended from time to time. For further details, you can refer to the Service Agreement.

We welcome you to InfoBeans and look forward to a rewarding partnership in the coming years.

Yours Sincerely,

Kanupriya Manchanda
Human Resources - Head

DISCLAIMER: No documents or policies pertaining to the organization imply any promise or guarantee of any benefit or terms and conditions. No past policies or procedures, whether oral or written, form any express or implied agreement to continue such policies or procedures. The Company reserves the right to modify, revise or discontinue any practice or policy at any time with or without notice to any Team Member. PF, Gratuity and Government Affiliated Acts are subject to change as per Government norms.

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Annexure I: Employment Acceptance

Date and Day of joining : February 8, 2021, Monday
Designation : Trainee Software Engineer
Annual CTC : INR 3,20,000 (Three Lakh Twenty Thousand Rupees)

We are glad to propose the Staged Compensation Plan for next 24 months which would facilitate mutual commitment and ensure explicit growth prospects.

1. INR 3,60,000 with variable amount of INR 7000 after 6 months from the date of joining.
2. INR 4,00,000 with variable amount of INR 9000 after 12 months from the date of joining.
3. INR 4,40,000 with variable amount of INR 10000 after 18 months from the date of joining.
4. INR 4,80,000 with variable amount of INR 13000 after 24 months from the date of joining.

This is to apprise you that the above compensation model will be applicable only on successful achievement of the minimum threshold that is 75% quarterly targets & quarterly ratings to be at least 7.5 out of 10.

Time of Reporting : 10:30 AM
Address : InfoBeans Technologies Limited,
2nd Floor Crystal IT Park, Indrapuri,
Indore, Madhya Pradesh 452014
Contact Person : Sachi Khanna / Nupur Doshi
sachi.khanna@infobeans.com / nupur.doshi@infobeans.com
0731 716 2000

I, **Jasleen Kochar**, by undersigning this document, declare that I have fully reviewed and understood the details of the offer letter, compensation package, employment agreement, & benefits and that I agree with all the terms of my employment. I accept the employment opportunity extended by InfoBeans.

Signed,

_____

Name: Phone:
Place: Date:

Get glimpses of our WOW culture at -
Website: https://www.infobeans.com/
Facebook: https://www.facebook.com/InfoBeans/
LinkedIn: https://www.linkedin.com/company/infobeans/

Please note: You are expected to provide the scanned documents before joining and during the employment as and whenever required.

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STP-I, 2nd Floor,
Ring Road,
Indore - 452 001 (M.P.) India
T : +91 731 6702000

PUNE :
Unit 101-C, Level 1, Delta -1,
Giga Space IT Park,
Viman Nagar,
Pune - 411014 (M.H.), India
T : +91 20 67211838

Offer Letter

Date: February 5, 2021

Ms. Jasleen Kochar
Indore
9131413919

Dear Jasleen,

Congratulations!

We trust that this letter finds you equally excited about your new employment.

Below is the subset of information for your quick reference.

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Yours Sincerely,

Kanupriya Manchanda
Human Resources - Head

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Annual CTC : INR 3,20,000 (Three Lakh Twenty Thousand Rupees)

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This is to apprise you that the above compensation model will be applicable only on successful achievement of the minimum threshold that is 75% quarterly targets & quarterly ratings to be at least 7.5 out of 10.

Time of Reporting : 10:30 AM
Address : InfoBeans Technologies Limited,
2nd Floor Crystal IT Park, Indrapuri,
Indore, Madhya Pradesh 452014
Contact Person : Sachi Khanna / Nupur Doshi
sachi.khanna@infobeans.com / nupur.doshi@infobeans.com
0731 716 2000

I, **Jasleen Kochar**, by undersigning this document, declare that I have fully reviewed and understood the details of the offer letter, compensation package, employment agreement, & benefits and that I agree with all the terms of my employment. I accept the employment opportunity extended by InfoBeans.

Signed,

_____

Name: Phone:
Place: Date:

Get glimpses of our WOW culture at -
Website: https://www.infobeans.com/
Facebook: https://www.facebook.com/InfoBeans/
LinkedIn: https://www.linkedin.com/company/infobeans/

Please note: You are expected to provide the scanned documents before joining and during the employment as and whenever required.

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KHANDWA ROAD, INDORE

DATE-17/01/2021

APPOINTMENT ORDER

To,
Mr.

With reference to your application and subsequent interview, we have the pleasure to inform you that you had been appointed as a **GRADUATE ENGINEER TRAINEE** with our organization, with following terms and conditions.

Your appointment will effect from 07th Feb-21 and be paid a salary of **Rs.15277**/- per Month as **CTC** inclusive of all subject to your regular attendance on duty.

You will be on a probation period of 6 months and based on your performance efficiency and effectiveness, your service may be confirmed. However, the company has every right to extend your probation if they feel necessary. You are eligible to enjoy the benefits of Company's leave rules on your confirmation on the company's service.

Responsibility:

You are responsible to report directly to your Department Head.

Your responsibilities are to understand the quality policy, implement & maintain the system, ensure & demonstrate knowledge of site level policies & procedures related to activities. You are also responsible to maintain necessary records based on your assignments of works performed.

During the period of your employment with the organization, you will devote full time to the work of company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or kind or otherwise without the prior written permission of the company.

If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absent from duty or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your service may be terminated without notice.

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Job Profile-

- To operate machine like Hobbing/ shaving/ shaping/ or other machines in gear cutting processes
- To do quality check of the parts produced at our machine
- Arrange all the material in proper racks or trolley allocated.
- To match up the production cycle time allocated to you.
- Have to operate two machines based on the cycle time if allocated accordingly.

The above points are just a brief work profile and may have to carry the work as instructed by your immediate reporting authority on the field.

*Machine allocation will be done based on your performance in the induction training.

Job timings –

You will be working in 8 Hrs weekly rotational Shifts as below –

1st Shift – 06.00 AM to 2.00 PM

2nd Shift – 02.00 PM to 10.00 PM

3rd Shift – 10.00 PM to 06.00 AM

This appointment letter is issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussion. If it transpires that you have made false statement, that the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

In any case if you desire to leave your employer, you have to submit one month advance notice in writing through your HOD and clear all debits/credits before the expiry of time limit of your leaving.

You are advised to sign and return the duplicate copy of this letter as a token of your acceptance.

With best wishes,

For Synnova Gears & Transmissions Pvt. Ltd

Authorized Signatory

Name of Employee:

Signature of Employee: _____

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Annexure

Earnings	
Particulars	**Amount**
Basic	8450
Conve. All.	800
Other Allowance	389
Bonus	704
Gross Salary (A)	**10343**

Deduction Part	
Employee PF	1157
Professional Tax	150
Total Deduction (A1)	**1307**
Take Home Salary (B) = A - A1	**9036**

Other Benefits given by company and Cost bearded by the Company	
Employer PF	1157
Earn Leave(PL) 1.5 per month	457
Transportation	1300
Accommodation (sharing room)	1500
Food Pass (@50%)	520
Total Benefit Cost (D)	**4934**

Total CTC (Cost to Company)	**15277**

*The candidates are provided Lunch in 1st Shift - @ 20 RS token, which is to be bought from HRD every month and will be debited in salary.

* The candidates will be provided Snacks in 2nd Shift - Zero Cost

* The candidates will be provided Snacks in 3rd Shift - Zero Cost

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- **B.E. selected candidate list are as below**

SELECTED CANDIDATED LIST - SVCE INDORE			
SR	**NAME**	**MO**	**DOJ**
1	MOHD ARSHAD SHEIKH	9893277243	07/02/2021
2	AKSHAT OWE	8878547070	07/02/2021
3	NAMAN PATEL	8109507911	07/02/2021

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PRINCIPAL
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KHANDWA ROAD, INDORE

DATE-17/01/2021

APPOINTMENT ORDER

To,
Mr.

With reference to your application and subsequent interview, we have the pleasure to inform you that you had been appointed as a **GRADUATE ENGINEER TRAINEE** with our organization, with following terms and conditions.

Your appointment will effect from 07th Feb-21 and be paid a salary of **Rs.15277**/- per Month as **CTC** inclusive of all subject to your regular attendance on duty.

You will be on a probation period of 6 months and based on your performance efficiency and effectiveness, your service may be confirmed. However, the company has every right to extend your probation if they feel necessary. You are eligible to enjoy the benefits of Company's leave rules on your confirmation on the company's service.

Responsibility:

You are responsible to report directly to your Department Head.

Your responsibilities are to understand the quality policy, implement & maintain the system, ensure & demonstrate knowledge of site level policies & procedures related to activities. You are also responsible to maintain necessary records based on your assignments of works performed.

During the period of your employment with the organization, you will devote full time to the work of company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or kind or otherwise without the prior written permission of the company.

If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absent from duty or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your service may be terminated without notice.

IQAC COORDINATOR
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

PRINCIPAL
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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Job Profile-

- To operate machine like Hobbing/ shaving/ shaping/ or other machines in gear cutting processes
- To do quality check of the parts produced at our machine
- Arrange all the material in proper racks or trolley allocated.
- To match up the production cycle time allocated to you.
- Have to operate two machines based on the cycle time if allocated accordingly.

The above points are just a brief work profile and may have to carry the work as instructed by your immediate reporting authority on the field.

*Machine allocation will be done based on your performance in the induction training.

Job timings –

You will be working in 8 Hrs weekly rotational Shifts as below –

1st Shift – 06.00 AM to 2.00 PM

2nd Shift – 02.00 PM to 10.00 PM

3rd Shift – 10.00 PM to 06.00 AM

This appointment letter is issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussion. If it transpires that you have made false statement, that the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

In any case if you desire to leave your employer, you have to submit one month advance notice in writing through your HOD and clear all debits/credits before the expiry of time limit of your leaving.

You are advised to sign and return the duplicate copy of this letter as a token of your acceptance.

With best wishes,

For Synnova Gears & Transmissions Pvt. Ltd

Authorized Signatory

Name of Employee:

Signature of Employee: _____

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Annexure

Earnings	
Particulars	**Amount**
Basic	8450
Conve. All.	800
Other Allowance	389
Bonus	704
Gross Salary (A)	**10343**

Deduction Part	
Employee PF	1157
Professional Tax	150
Total Deduction (A1)	**1307**
Take Home Salary (B) = A - A1	**9036**

Other Benefits given by company and Cost bearded by the Company	
Employer PF	1157
Earn Leave(PL) 1.5 per month	457
Transportation	1300
Accommodation (sharing room)	1500
Food Pass (@50%)	520
Total Benefit Cost (D)	**4934**

Total CTC (Cost to Company)	**15277**

*The candidates are provided Lunch in 1st Shift - @ 20 RS token, which is to be bought from HRD every month and will be debited in salary.

* The candidates will be provided Snacks in 2nd Shift - Zero Cost

* The candidates will be provided Snacks in 3rd Shift - Zero Cost

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- **B.E. selected candidate list are as below**

SELECTED CANDIDATED LIST - SVCE INDORE			
SR	**NAME**	**MO**	**DOJ**
1	MOHD ARSHAD SHEIKH	9893277243	07/02/2021
2	AKSHAT OWE	8878547070	07/02/2021
3	NAMAN PATEL	8109507911	07/02/2021

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KHANDWA ROAD, INDORE

Ref. No.: HR/2103-17 MAR 17, 2021

Vibhore Joshi,
Indore (M.P)

OFFER LETTER

Dear Vibhore,

We are pleased to inform you that after careful consideration, **TechInfini Solutions Pvt. Ltd.** has decided to offer you employment as an **Associate Software Engineer - Trainee**. We made this decision based on, in part, the information you provided us regarding your fitness to work.

We have outlined the principal conditions and terms of our offer below. Please review and contact us as soon as possible should you require any additional information.

Confidentiality: Your offer of employment is conditional upon your acceptance and observance of the company confidentially policy. As an employee of **TechInfini Solutions Pvt. Ltd.** you will have access to certain company confidential information and you may, during the course of your employment, develop certain information, ideas, inventions, which will become the property of **TechInfini Solutions Pvt. Ltd.** We wish to impress upon you that we do not wish to bring with you any confidential or proprietary material of any former or to violate any other obligation to your former employer. Also you present that you are not subject to any restrictions that prevent you from working for **TechInfini Solutions Pvt. Ltd.**

Date of Appointment: Tentative date of joining will be in the week of JUNE, 2021

Full Time Position: Your position is a full time employment with the company and you are expected to devote yourself exclusively to the business of the company. The timings will be 09:30 AM to 07:00 PM Mondays to Friday of the month. . We are working in shifts, we will shift you in different shifts as per project/company requirement.

Yours Responsibilities:

- Developing required skills to work
- Perform work as per assigned to you.
- You should follow all the rules and regulation set by the management to you.
- You will not enter into any agreement, which conflicts with your duties or obligation to the company.
- You should not perform any act that will harm the reputation of the company.

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Salary and Allowances:

You will be on training period for first 3 months in which you will provided monthly stipend of INR. 7,000/- starts from second month of your training. Then you will be on probation period for first 6 months from joining date which makes you eligible for monthly stipend of INR 12000/- for next three months after completion of your training period. With the successful completion of probation period, you will be promoted as an Associate Software Engineer and will eligible for monthly CTC salary/wages of INR 19000/- for next 12 months. You shall receive your payment on or before 10th of every month. Holidays, leave and other company policies can be found in the HR Policies document which will be shared with you on joining. You will be entitled to all allowances and benefits as decided by the management.

Minimum Commitment Duration: You will be required to serve for minimum 18 months with the company. Failing this will require you to pay us amount equal to INR 100,000. Though we would never like that but after 18 months, in case for any reason you want to leave the organization you have to give us a 60 working day notice period in writing. If the notice period is not served out then the company can take a legal action against you.

TechInfini Solutions Pvt. Ltd. is not bound with any minimum commitment duration to receive your services. We have all rights to discontinue your services anytime.

We look forward to your joining the **TechInfini Solutions** team. We are confident that you will enjoy working with us, learn, deliver and have fun.

Sincere Regards,

Hariom Raghuwanshi
Manager – Human Resource
TechInfini Solutions Pvt. Ltd.

ACCEPTED & AGREED:

Name:

Place: Date:

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KHANDWA ROAD, INDORE

DATE: 08/08/2022

OFFER ID: 69064-281150-276550

Offer Letter

Mr. Nitish Dhekwar
33,
Benegaon Kirnapur
Balaghat Madhya Pradesh - 481115

Dear **Nitish Dhekwar**,

We are delighted to welcome you as a part of the Cipla Family in our **Manufacturing**, **Formulation** team at Cipla based in **Indore, Unit-2**.Your role details including band, grade and designation, will be as below:

Band & Grade: **A I**
Designation: **Trainee**

Post your interactions with our leaders at Cipla, we believe that you have the qualifications for a great career with us. At Cipla, we are committed towards ***Caring for Life***. By joining Cipla you will be assured of working with fine individuals in an excellence focused and innovation driven environment.

The complete break up of your current cost to company is attached in Annexure A of this letter.You shall also be entitled to various benefits of the Company as applicable including Leave, Health Insurance, Travel expenses etc.

You will be on probation until 12 months from your date of joining, which may be extended at the discretion of the Company. On completion of the probation, you may be confirmed in permanent employment, in writing, subject to your satisfactory performance.

A formal letter of appointment with the terms and conditions of employment would be issued to you upon joining. This offer is subject to you clearing the medical examination, documentation and completion of your course successfully without any backlogs.

This offer is subject to you clearing the medical examination and reference check successfully.

Kindly confirm your acceptance in the next 3 days. You are expected to join us on or before **16/08/2022**.

We welcome you to Cipla family!

For Cipla Ltd

Vinay Kumar Bassi
Head HR - Operations

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KHANDWA ROAD, INDORE

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Cipla

ANNEXURE A

Name: Nitish Dhekwar	**Designation:** Trainee
Division: Manufacturing	**Department:** Formulation
Region: Indore	**Location:** Unit-2

COMPONENTS	PER MONTH(RS)	PER ANNUM(RS)
BASIC	6933	83196
HOUSE RENT ALLOWANCE	3467	41598
CONVEYANCE ALLOWANCE	0	0
FOOD ALLOWANCE	0	0
ADDITIONAL ALLOWANCE	0	0
TOTAL A	16094	193119
PROVIDENT FUND	1515	18183
EXGRATIA / BONUS	2200	26400
TOTAL B	19809	237702

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Phone +91 22 24826000 Fax +91 22 24826120 E-mail contactus@cipla.com Website www.cipla.com
Corporate Identity Number L24239MH1935PLC002380

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KHANDWA ROAD, INDORE

DATE: 20/08/2022

OFFER ID: 69235-287379-283521

Offer Letter

Mr. Rishi Kumar Namdev
Village post naiguwan
District chhatarpur tehsil. chhatarpur M.P
CHHATARPUR Madhya Pradesh - 471408

Dear **Rishi Kumar Namdev**,

We are delighted to welcome you as a part of the Cipla Family in our **Manufacturing**, **Formulation** team at Cipla based in **Indore, Unit-1**.Your role details including band, grade and designation, will be as below:

Band & Grade: **A I**
Designation: **Trainee**

Post your interactions with our leaders at Cipla, we believe that you have the qualifications for a great career with us. At Cipla, we are committed towards ***Caring for Life***. By joining Cipla you will be assured of working with fine individuals in an excellence focused and innovation driven environment.

The complete break up of your current cost to company is attached in Annexure A of this letter.You shall also be entitled to various benefits of the Company as applicable including Leave, Health Insurance, Travel expenses etc.

You will be on probation until 12 months from your date of joining, which may be extended at the discretion of the Company. On completion of the probation, you may be confirmed in permanent employment, in writing, subject to your satisfactory performance.

A formal letter of appointment with the terms and conditions of employment would be issued to you upon joining. This offer is subject to you clearing the medical examination, documentation and completion of your course successfully without any backlogs.

This offer is subject to you clearing the medical examination and reference check successfully.

Kindly confirm your acceptance in the next 3 days. You are expected to join us on or before **24/08/2022**.

We welcome you to Cipla family!

For Cipla Ltd

Vinay Kumar Bassi
Head HR - Operations

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ANNEXURE A

Name: Rishi Kumar Namdev	**Designation:** Trainee
Division: Manufacturing	**Department:** Formulation
Region: Indore	**Location:** Unit-1

COMPONENTS	PER MONTH(RS)	PER ANNUM(RS)
BASIC	9488	113861
HOUSE RENT ALLOWANCE	2491	29889
CONVEYANCE ALLOWANCE	1542	18502
FOOD ALLOWANCE	600	7200
ADDITIONAL ALLOWANCE	3207	38485
TOTAL A	17328	207937
PROVIDENT FUND	1780	21365
EXGRATIA / BONUS	700	8400
TOTAL B	19808	237702

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nagarro

Date: February 15, 2021

Deepesh Tiwari,

(Madhya Pradesh) India

Subject: Training Letter

Dear Deepesh Tiwari,

This is further with reference to the tests and interviews conducted by us. We are pleased to inform you, that we have decided to provide you appointment as **Trainee, Quality Assurance** at **Nagarro.**

You are requested to join us on or before **March 8, 2021**. During the period of training you would be paid a stipend of **Indian Rupee (INR) 13,000.00/-** per month.

The details of your compensation package and terms and conditions of your employment are enclosed herein.

You are requested to send us the signed duplicate copy of this letter as a token of your acceptance.

We welcome you to a pursuit of excellence with **Nagarro.**

To help complete joining formalities, may we request you to carry the following documents with you on the date of joining:

- **Mark sheets and Certificates for Class X, XII, Graduation and Post Graduation (if applicable)**
- **Copy of Aadhar Card, PAN Card, Driving License and Passport (if applicable)**
- **Five Passport size photographs**

Yours Sincerely,

For **Nagarro Software Pvt. Ltd.**

Swati Yadav

Swati Yadav
Associate Director

Registered Office: 19/20, Panjabi Bagh (East), New Delhi - 110 026
Unit II: Plot No. 36, Electronic City, Sector 18, Gurgaon - 122015, Haryana, India Ph: (+91 124) 2450807 Fax: (+91 124) 2450832
Unit III: Plot No. 37, Electronic City, Sector 18 Gurgaon - 122015, Haryana, India Ph: (+91 124) 2450807 Fax: (+91 124) 2450832
www.nagarro.com email: info.in@nagarro.com

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KHANDWA ROAD, INDORE

nagarro

Ref: Nagarro Software Pvt. Ltd./APP/20004871/789116

Date: February 15, 2021

Deepesh Tiwari,

(Madhya Pradesh) India

Dear Deepesh Tiwari,

This has reference to your application for employment with **Nagarro Software** and your subsequent interview.

We are pleased to appoint you as **Associate Engineer** at **Nagarro Software Private Limited Unit-II** of **Nagarro Software Pvt. Ltd. Plot No. 13, Udyog Vihar, Sector - 18, Gurgaon, India.** You can join us on or before **November 8, 2021**

The terms and conditions of your employment are enclosed as **Annexure "B"**.

We welcome you to a pursuit of excellence with Nagarro.

Please sign the duplicate copy of this letter, Annexure "A" and Annexure "B" as a token of your acceptance and deliver it to us in person or via mail/courier within ten days from the date of receipt of this letter.

To help complete joining formalities, may we request you to carry the following documents with you on the date of joining:

- **Mark-sheets and certificates for Class X, Class XII, Graduation and Post-graduation if applicable**
- **Copy of Aadhar Card, PAN Card, Driving License and Passport (if applicable)**
- **Five passport-size photographs**

Yours truly,

For **Nagarro Software Pvt. Ltd.**

Swati Yadav

Swati Yadav
Associate Director

Registered Office: 13/20, Punjabi Bagh (East), New Delhi - 110 026
Unit II: Plot No. 35, Electronic City, Sector 18, Gurgaon - 122015, Haryana, India Ph: (+91 124) 2450007 Fax: (+91 124) 2450032
Unit III: Plot No. 37, Electronic City, Sector 18, Gurgaon - 122015, Haryana, India Ph: (+91 124) 2450007 Fax: (+91 124) 2450032
www.nagarro.com email: info.in@nagarro.com

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KHANDWA ROAD, INDORE

Respected Prachi Jadhav,

Raletta Technology Pvt Ltd is pleased to offer you an internship opportunity as a Digital Marketing and Content Writing Intern.

You will directly report to your Team leader and your internship tenure will be 60 days from the date of joining i.e. 01st September 2020.

Please note that this offer is only good until 28th August 2020. If you fail to join us by 01st September 2020, this offer will be considered null and void. The company will not be responsible for any stipend/expenses.

Please indicate your acceptance of this offer under the terms described above by writing an email confirmation to us by 28th August 2020.

If you require any additional information regarding this opportunity, please contact us at +91 88888 39939 or email us at jobs@raletta.in.

Warm regards,
HR Manager,
Raletta Technology Pvt. Ltd.

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KHANDWA ROAD, INDORE

PRINCIPAL
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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Respected Rahul Choudhary,

Raletta Technology Pvt Ltd is pleased to offer you an internship opportunity as a Digital Marketing and Content Writing Intern.

You will directly report to your Team leader and your internship tenure will be 60 days from the date of joining i.e. 01st September 2020.

Please note that this offer is only good until 28th August 2020. If you fail to join us by 01st September 2020, this offer will be considered null and void. The company will not be responsible for any stipend/expenses.

Please indicate your acceptance of this offer under the terms described above by writing an email confirmation to us by 28th August 2020.

If you require any additional information regarding this opportunity, please contact us at +91 88888 39939 or email us at jobs@raletta.in.

Warm regards,
HR Manager,
Raletta Technology Pvt. Ltd.

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KHANDWA ROAD, INDORE

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KHANDWA ROAD, INDORE

Respected Rahul Sharma,

Raletta Technology Pvt Ltd is pleased to offer you an internship opportunity as a Digital Marketing and Content Writing Intern.

You will directly report to your Team leader and your internship tenure will be 60 days from the date of joining i.e. 01st September 2020.

Please note that this offer is only good until 28th August 2020. If you fail to join us by 01st September 2020, this offer will be considered null and void. The company will not be responsible for any stipend/expenses.

Please indicate your acceptance of this offer under the terms described above by writing an email confirmation to us by 28th August 2020.

If you require any additional information regarding this opportunity, please contact us at +91 88888 39939 or email us at jobs@raletta.in.

Warm regards,
HR Manager,
Raletta Technology Pvt. Ltd.

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IMPETUS

IIIPL/HEG/OFFER/4655 Date: June 22, 2021

To,

Rahul Sharma
25/02 Raja bag colony, Kushwah Nagar, Banganga Indore
Madhya Pradesh 452015

Dear Rahul,

Pursuant to our discussions, **Impetus Technologies India Pvt Ltd** is pleased to make you an offer of employment as **Associate Software Engineer** in the grade **G4** starting on or before **July 6, 2021** .

Your remuneration(Cost to Company - CTC) will be **INR 400,000.00** per annum. The components constituting the CTC have been mentioned in **Annexure I.**

All terms and conditions of your employment will be in accordance with this letter read along with (i) **Annexure B** to this letter, (ii) the Appointment Letter (to be issued to you upon the date of joining), (iii) the Employment Agreement and (iv) the Employee Non-Disclosure Agreement. Formats / copies of the above-mentioned documents are available with us and you are required to read and understand the same prior to your acceptance of our offer for employment. In addition, you shall also be required to abide by all the policies and procedures of the Company including those provided on the Company's intranet.

Please note that this offer is conditional upon satisfactory feedback from your references and necessary background, academic, medical, credit/financial and criminal checks. Our offer is also contingent upon your full and complete disclosure to the Company of any and all agreements (non-competition, non-solicitation, employment, confidentiality or otherwise) with any prior employer, clients, principals, partners or others which in any way limit you either contractually or otherwise from engaging in any business activities required or contemplated by the Company in this offer of employment. The Company reserves the right to withdraw this offer of employment without any obligation whatsoever, in the event that it presume or suspect or determines or believes that any commercial or contractual or other obligation may limit your ability to engage in business activities of the Company.

The Company reserves the right to withdraw this offer of employment without any obligation whatsoever, in the event that it presume or suspect or determines or believes that any commercial or contractual or other obligation may limit ability of company to engage the candidate in business activities of the Company.

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Please note the following information in relation to the benefits being offered to you:

Your annual variable pay linked to performance of **INR 36,000.00** which forms part of your CTC, shall be payable to you for the prorated applicable period as follows:

1. if you join anytime between 1st March and 31st August, the first payout would be in the Dec pay cycle that follows and thereafter in June pay cycle next year.
2. if you join anytime between 1st September and 29th February, the payout would be in the June pay cycle that follows, and thereafter as per the company policy for the subsequent year.

The VPLP shall be payable to you **subjected to you being confirmed and being on the rolls** of the company as an active employee (not in resigned state) at the time of payout i.e. as on **31st December 2021** (if applicable) and **30th June 2022** . **In case you are not confirmed at the time of payout** , the prorated payout for that period, will be paid in the month you get confirmed.

Your employment with the Company shall be subject to a probationary period of 6 months which period shall commence from the date of your joining the Company. The Company may choose to extend such probationary period to the extent it deems fit.

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your attorneys and accountants, for seeking their advice) without our prior written consent.

Should you accept our offer, please share the scanned copy of documents mentioned below before your Day of Joining and on the Day of Joining, please meet our HEG Personnel at 10:30 AM along with the following documents:

1. Signed copy of the accepted offer Letter
2. Copy of Aadhar Card
3. Copy of PAN card (kindly apply for the same in case you don't have one)
4. Copy of passport (kindly apply for the same in case you don't have one)
5. Copy of 10th, 12th, Graduation and Post graduation mark sheets and degree
6. 1 passport size photograph
7. Experience letter from previous organization
8. Relieving letter from previous organization
9. Latest salary slip from previous organization
10. Copy of UAN card.

Impetus Technologies India Pvt Ltd
CIN: U72100MP2000PTC014455
Impetus IT SEZ Campus,Survey no. 291, Badiya Keema,Bicholi Mardana-Ambamoliya Road,Indore-452016(M.P.) India.,Phone: +91.731.4743000. Fax: +91.731.4743111
Regd. Office : Sarda House,24-B,Palasia,A.B. Road, Indore-452001 (M.P.) India. Phone: +91.731.4269300, Fax: +91.731.4071256

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You will be required to carry original copy of all your mark sheets starting from 10th onwards till your last degree and your experience certificate for verification purpose.

Sincerely,

Authorized Signatory

Encl.

Annexure A: Salary Break Up

Annexure B: Terms and Conditions of Employment

I hereby unconditionally accept all the terms and conditions of this offer for employment with **Impetus Technologies India Pvt Ltd** I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Name:

Date:

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KHANDWA ROAD, INDORE

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Annexure I	
A) MONTHLY COMPONENTS:	**INR**
Basic	15,005.00
HRA	6,002.00
Telephone Expense Reimbursement	1,000.00
Periodicals & Journals Expense Reimbursement	500.00
Food Coupons	0.00
Gift Vouchers	0.00
LTA	0.00
Flexi Pay	5,717.00
Total (Monthly)	28,224.00
Total (Annual) = Monthly(above row) X 12 (A)	338,684.00
B) ANNUAL COMPONENTS:	
Annual variable pay linked to performance:	36,000.00
Annual Gratuity*:	8,654.00
Annual Medical Insurance**:	16,662.00
Total of Annual components: (B)	61,316.00
TOTAL COST TO THE COMPANY (A + B)	400,000.00

Please note: Employee's contribution to provident fund and food coupons are optional components in the salary structure. Employee's and employer's contributions both will be the part of the CTC.

The Company shall withhold from any amounts payable to you such taxes as may be required to be withheld pursuant to any applicable law or regulation.In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest / penalty thereon.

*Gratuity will only be payable to you subject to your eligibility for receiving gratuity under the Payment of Gratuity Act, 1972, as may be applicable. The gratuity amount is only indicative in nature and has been arrived at based on your current basic salary amount. The amount is for the limited purposes of your reference and cannot be claimed as a matter of contract or a right unless you are eligible to receiving it under law.

**The amount of Annual Medical Insurance is the amount payable by the Company to the insurance service provider as premium for obtaining an insurance policy on your behalf. You will not be eligible or entitled to receiving the amount as a payment from the Company at any time.

Rahul

Impetus Technologies India Pvt Ltd
CIN: U72100MP2000PTC014455
Impetus IT SEZ Campus,Survey no. 291, Badiya Keema,Bicholi Mardana-Ambamoliya Road,Indore-452016(M.P.) India.,Phone: +91.731.4743000. Fax: +91.731.4743111
Regd. Office : Sarda House,24-B,Palasia,A.B. Road, Indore-452001 (M.P.) India. Phone: +91.731.4269300, Fax: +91.731.4071256

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Annexure B

Terms and Conditions of Employment

If you accept the Company's offer of employment the following terms and conditions (or as may be modified from time to time) will operate and govern your employment with **Impetus Technologies India Pvt Ltd**

1.Your place of work will be at the Company's office in **Indore .**

2. You may be posted or transferred to any unit/ office/ branch/ location of the Company or to any of our group / associate companies at any time in any part of India or abroad, at the sole and absolute discretion of the Company. You may also be assigned to projects that require you to travel within and out of India. In the instance of your travel on behalf of the Company, you shall be entitled to reimbursement of expenses and allowances as per applicable Company policies. Further, in such case, you shall also be bound by any policy of such other office or associate companies, in existence at the date of this Agreement or that may be subsequently framed by the Company or the associate companies.

3. As a full-time employee of the Company you may be eligible to participate in a number of Company sponsored benefits, as may exist and be created from time to time.

4. You are required to abide by the rules and regulations of the office and are required to maintain the code of conduct and disciplinary rules, which may be framed or modified from time to time. By accepting this offer and joining the Company, you are accepting all the prevailing policies of the Company and any future changes in the policies from time to time.

5. You may be eligible to participate in the Company's annual appraisal cycle generally conducted in July every year. The appraisal shall be done as per the Company Policy.

6. In the event you wish to resign from your employment with the Company, you would be required to give three (3) month's notice to the Company.

7. The Company may terminate your employment by giving three (3) month's notice. The Company may also terminate your employment with immediate effect, (without any notice or payment in lieu of notice) in the event of

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any misconduct on your part, including (i) fraudulent, dishonest or undisciplined conduct, (ii) breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's property, (iii) insubordination or failure to comply with the directions given to you, (iv) insolvency or conviction for any offence involving moral turpitude, (v) breach of any terms or conditions of employment (vi) irregularity in attendance, or unauthorized or unapproved absence from the place of work, (vii) going on or abetting a strike in contravention of any law for the time being in force, (viii) conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (ix) misconduct as provided under the labour laws or under Company's policies.

8. You would be entitled to take leaves as per the Company's Annual Leave Policy.

9.You will also be entitled to any other employee benefits that may be decided and implemented from time to time.

10. You agree to devote your full working time and attention exclusively for the Company's work and responsibilities assigned to you. You will not engage in any other commercial or business activity, even part time, for any monetary gains.

11. You agree that you will not enter into any contract, agreement or arrangement with any person or entity that binds the Company or creates any liability or obligation upon Company, without obtaining a specific prior written permission from the Company. You shall also not communicate with the media in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

12. You agree to sign the Employment Agreement and Employee Non Disclosure Agreement with the Company on the first day of your joining before any work allocation.

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Authorized Signatory

Impetus Technologies India Pvt Ltd
CIN: U72100MP2000PTC014455
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Appointment commitments :	
Name	Rahul Sharma
DOJ	July 6, 2021
Experience as on date	0
Skill set	Java/J2EE
Source	Recruiter Sourced
Salary	INR 400,000.00 Per Annum inclusive of INR36,000.00 as Variable (Monthly Gross INR 28,224.00)
Probation Period	6
Designation & Grade	Associate Software Engineer/ G4
Recruiter's Name	Sanjay Singh Negi
Eligibility for Performance Appraisal	You will be included in appraisal cycle of Jul-22 and henceforth in the month of July every year. The appraisal would be done as per Company Policy, Standards and salary structure.

Candidates Signature:
Name: Rahul Sharma

Authorized Signatory

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ADDENDUM:

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Your CTC will be INR 5,00,000 (five lacs only) which shall be applicable from 7th month, that is after successful completion of probation and training, During the probation and training you shall receive INR 4,00,000 (four lacs only) as per the structure defined in this offer letter.

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Divergent Software Labs Private Limited
Block- B, Shivneri Plaza, Opp. Marriott Hotel,
FH- 378, Scheme No. 54, Indore (M.P.), India

No. DSL/Recruitment/ 2021-22/ June 11, 2021

Ms. Rakesh Mukati,
S/o Mr. Gulabsingh Mukati,
80, Bardiya, Maheshwar,
Dist: Khargone- 451225

Dear Mr. Rajesh,
Further to our discussions, we are pleased to offer you a position with Divergent Software Labs Private Limited.

Position & Joining:
You shall be appointed as a Software Engineer with Divergent Software Labs Private Limited hereinafter referred to as the "company". You are expected to join on **14-06-2021 at 9:30 AM** at the following location to complete your joining formalities.

Divergent Software Labs Private Limited
Block- B, Shivneri Plaza, Opp. Marriott Hotel,
FH-378, Scheme No. 54, Vijay Nagar,
Indore – 452010

Any change in the date of joining would be at the sole discretion of the company. Please confirm via e–mail your date of joining at least one day in advance.

Probation Period:
You will be on the probation period for the first Six months of your joining. During this period you will be evaluated based on your performance in learning and solving technical issues.

Compensation & Benefits:
Your job title and compensation have been discussed with you and we have mutually agreed upon the same. Your job title for first three months will be "**Trainee Engineer**" and you will be eligible for Stipend of **Rs. 5,000 per month**. After completion of training period and confirmation your job title will be "**Software Engineer**" and you will be eligible for CTC of **Rs. 2.52 Lakh per annum.** You will be eligible for salary revision as per the company policy.

Working Hours:
The work timings are at the sole discretion of the Management and would normally consist of a 48 hours' workweek. These are subject to change as per business requirements. Same numbers of work hours is expected even when you are on an assignment abroad, unless communicated otherwise by the company entity. The general working hours will be 9:30 A.M. to 6:30 P.M., five days per week, with one hour break for lunch. Employees may also be expected to work in shifts based on business requirements.

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Annual Earned Leave:
You are entitled to 12 days leave of absence on full pay per year and un−availed leaves are accumulative as per current the company Policies. Other terms and conditions will be applicable to you as per the prevailing Leave Policy. One leave will be credited out of these 12 leaves every month.

Holidays:
The company observes 10 holidays in a year which may consist of fixed days of holidays and flexible religious holidays and may be availed as per policy in force.

Transferability:
During your employment with The company, your services can be transferred to any of the locations in India or abroad or any function or department or platform or technology within company offices or client locations or any associate or subsidiary company of The company whether existing or to be set up in future on the same terms and conditions at the sole discretion of the Management. The benefits linked to such transfers will be governed by the respective the company policy in force from time to time.

Non−Disclosure:
Due to the proprietary nature of our products and services, all employees are expected to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to the company. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services as per the policy of the company.

Business Code of Conduct and Ethics:
All employees are expected to maintain the highest level of ethical conduct and are required to sign our Code of Ethical Business Conduct / Conflict of Interest certificate. Any instance of improper conduct including but not limited to misconduct, gross negligence or abandonment of the position to which you have been appointed shall constitute sufficient grounds for immediate termination of your services without any notice or payment in lieu of.

Information Security:
All employees are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. Employees are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. Employees are responsible for maintaining information security outside the premises of organization and outside the normal working hours.

Service Agreement:
You will be required to commit to serve the company for a minimum period of 27 months as per the company policy. You will be required to enter into a Service Agreement, as per Divergent Software Labs policy, supported with a Guarantee in the form and manner decided by the company. Once accepted by you, it will be a binding contract.

Resignation and Retirement Policy:
All employees on rolls of the company will retire from the services of the company on reaching to the age of 60 years. In case of an employee wishing to resign or retire earlier, must provide notice of her/his intention to resign or retire in writing to the company through her/his immediate supervisor/manager. The employee must give two months notice before the effective date of

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resignation/retirement. The letter must state the proposed date of resignation/retirement after completion of notice period of two months commencing after 27 months of service agreement period.

Non−Smoking Policy:
Smoking is prohibited in the office premises other than the specifically assigned zones, if any.

Joining Requirements:
You are required to contact on the date you report for work as per terms of this letter. You are required to submit a copy of the following documents for joining:

- Photocopies of all educational certificates (Class X onwards)
- Mark sheets / Consolidated mark sheets of all educational qualifications (Class X onwards)
- Three recent passport size photographs
- All relevant pages of your Passport, Driving License and PAN card
- Experience certificates from past organizations, if applicable.
- Recent three months salary slips, if applicable.

Please bring originals of all documents which will be returned to you after verification except service agreement which will be retained by the company (if applicable). This offer/appointment is subject to the condition that you indemnify and also certify that all the information (like educational qualifications, work experience, past salary drawn and all other information) supplied by you to the company to get an employment with the company, is accurate and nothing has been given untrue. If it is later found that you had supplied inaccurate/untrue/false information, then the company reserves the right to terminate your services without any notice and seek appropriate damages or reimbursement of financial expenses incurred towards your training, relocation, etc. The company also reserves the right to take such other action as permitted under law.
The company reserves the right to change the terms and conditions of your employment and its policies and procedures at any time. Please sign a duplicate copy of this letter confirming your acceptance of the above terms and conditions of appointment and return it to us for office records. We are excited about your decision to join the company and wish you a long successful career with the company.

Sincerely,

Read and accepted

Parikshit Patel
Manager Development

Mr. Rajesh Mukati

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Respected Rinki Singh,

Raletta Technology Pvt Ltd is pleased to offer you an internship opportunity as a Digital Marketing and Content Writing Intern.

You will directly report to your Team leader and your internship tenure will be 60 days from the date of joining i.e. 01st September 2020.

Please note that this offer is only good until 28th August 2020. If you fail to join us by 01st September 2020, this offer will be considered null and void. The company will not be responsible for any stipend/expenses.

Please indicate your acceptance of this offer under the terms described above by writing an email confirmation to us by 28th August 2020.

If you require any additional information regarding this opportunity, please contact us at +91 88888 39939 or email us at jobs@raletta.in.

Warm regards,
HR Manager,
Raletta Technology Pvt. Ltd.

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Cognizant

26-Aug-2021

Dear Rishabh Dhawne,
B.Tech, Computer Science & Engineering
Swami Vivekanand College of Engineering, Indore

Candidate ID – 16473944

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs. **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized

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based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship:

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program:

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

3.3 GenC Training Post joining:

a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

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Compensation and Benefits

Name:	Rishabh Dhawne	**Designation:**	Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

As an associate you are also entitled to the following additional benefits:

• Floating Medical Insurance Coverage
• Round the Clock Group Personal Accident Insurance coverage
• Group Term Life Insurance
• Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
• Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

• From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

SI No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

• From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
• In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

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Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

***Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

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Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Rishabh Dhawne, 23, residing at _____ (hereinafter referred to as " you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

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systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

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any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

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c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

e. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

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• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.
This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.
You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.
IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited	**[Name of Employee]**
Sign: _____	Sign: _____
Name:	Name:

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RWS

WD/OFF/1077

June 18, 2021

Ms. Rishika Jain

D/O Pramod Jain, 283, Kaiani nagar, airport road,

bijasan road, Madhya Pradesh

Indore – 452005

Dear Rishika,

It is always a privilege to be able to extend an offer of appointment to enthusiastic individuals such as yourself. **RWS Moravia (India) Private Limited is** part of UK Base RWS Group places an emphasis on hiring individuals who desire growth both professionally and personally. With this objective in mind, we look forward to having you join our team of professionals

Your initial assignment, should you decide to accept, will be at our Head Office at **Indore**. You would be designated as **"Associate Software Engineer".** You will be drawing annual salary as per attached **Annexure I.**

You will be committed for 2 years with us and your tentative date of joining the organization will be **1-July-2021**

You may like to endorse your acceptance on the office copy of this offer letter and return it.

A detailed appointment letter mentioning other terms and conditions will be given to you at the time of joining.

With best wishes and regards,

Sincerely,

For RWS Moravia (India) Private Limited

Swapnil Jain

Director–-Human Resources

I accept the above-mentioned terms and conditions.

Name :_____

Signature & Date : _____

Corporate Office:RWS Moravia India Private Limited, 60/1, Babu Labh Chand Chhajlani Marg, Indore – 452 009, Madhya Pradesh, India.
T: +91-731-4865800 | F: +91-731-2548555 | E: rwsmoravia-india@rws.com
www.rws.com

Registered Office: RWS Moravia India Private Limited, f.k.a. Webdunia.com (India) Private Limited, B-810, 8th Floor, BSEL Tech Park, 39/5 & 39/5A, Sector - 30A, Vashi, Navi Mumbai, Thane - 400 703, Maharashtra, India.
T: +91-22-49786542 | CIN NO: U72900MH2000PTC1235281

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RWS

ANNEXURE-I

Name: **Rishika Jain**

Designation: Associate Software Engineer

Total Cost to Company: Rs. 3,60,000/- p.a.

Salary Structure Annual		
	Basic	**1,43,558**
	HRA	**1,26,331**
	Supplementary Allowance	**-**
	Flexi Pay	**-**
(A)	**Fixed Component**	**2,69,889**
	Statutory bonus	**-**
(B)	**Total Fixed Earning (A+B)**	**2,69,889**
	Performance Linked Incentive (Target)	
(C)	**Variable Pay :**	**50,000**
	Other Contributions	
(D)	**PF Employer**	**17,227**
(E)	**Total (B+C+D)**	**3,37,116**
	Retiral and Other Benefits	
i.	**Gratuity * As per Gratuity Act, 1972**	**6,902**
ii.	**Leave Encashment * As per company Policy**	**5,982**
iii.	**Medical Benefits (Family Health Insurance)**	**10,000**
(F)	**Retiral and Other Benefits**	**22,884**
	Total Compensation (E+F)	**3,60,000**

Employee Provident Fund & Gratuity: As per the existing Government rules & regulations. Employee contribution to PF will be additionally deducted in salary.

PT and ESI (if applicable) will be deducted From Take Home Salary

Variable Pay	Disbursement and Criteria
	Disbursement on quarterly basis based on overall performance and IRA's & DM's approval

Your compensation package is unique and not for comparison with others. Disclosure of the same to anybody will be considered as breach of confidentiality.

Additionally you are governed by statuary legislations like Professional Tax, Labor Welfare Fund and Employee State Insurance Scheme (if applicable) hence, the contribution payable to these schemes shall form a part of your CTC.

Corporate Office:RWS Moravia India Private Limited, 60/1, Babu Labh Chand Chhajlani Marg, Indore – 452 009, Madhya Pradesh, India.
T: +91-731-4865800 | F: +91-731-2548555 | E: rwsmoravia-india@rws.com
www.rws.com

Registered Office: RWS Moravia India Private Limited, f.k.a. Webdunia.com (India) Private Limited, B-810, 8th Floor, BSEL Tech Park, 39/5 & 39/5A, Sector - 30A, Vashi, Navi Mumbai, Thane - 400 703, Maharashtra, India.
T: +91-22-49786542 | CIN NO: U72900MH2000PTC1235281

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Divergent Software Labs Private Limited
Block- B, Shivneri Plaza, Opp. Marriott Hotel,
FH- 378, Scheme No. 54, Indore (M.P.), India

No. DSL/Recruitment/ 2021-22/ June 11, 2021

Ms. Rishika Jain,
D/o Mr. Pramod Kumar Jain,
283, Kalani Nagar, Airport Road,
Indore- 452005

Dear Ms. Rishika,
Further to our discussions, we are pleased to offer you a position with Divergent Software Labs Private Limited.

Position & Joining:
You shall be appointed as a Software Engineer with Divergent Software Labs Private Limited hereinafter referred to as the "company". You are expected to join on **14-06-2021 at 9:30 AM** at the following location to complete your joining formalities.

Divergent Software Labs Private Limited
Block- B, Shivneri Plaza, Opp. Marriott Hotel,
FH-378, Scheme No. 54, Vijay Nagar,
Indore – 452010

Any change in the date of joining would be at the sole discretion of the company. Please confirm via e–mail your date of joining at least one day in advance.

Probation Period:
You will be on the probation period for the first Six months of your joining. During this period you will be evaluated based on your performance in learning and solving technical issues.

Compensation & Benefits:
Your job title and compensation have been discussed with you and we have mutually agreed upon the same. Your job title for first three months will be "**Trainee Engineer**" and you will be eligible for Stipend of **Rs. 5,000 per month**. After completion of training period and confirmation your job title will be "**Software Engineer**" and you will be eligible for CTC of **Rs. 2.52 Lakh per annum.** You will be eligible for salary revision as per the company policy.

Working Hours:
The work timings are at the sole discretion of the Management and would normally consist of a 48 hours' workweek. These are subject to change as per business requirements. Same numbers of work hours is expected even when you are on an assignment abroad, unless communicated otherwise by the company entity. The general working hours will be 9:30 A.M. to 6:30 P.M., five days per week, with one hour break for lunch. Employees may also be expected to work in shifts based on business requirements.

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Annual Earned Leave:
You are entitled to 12 days leave of absence on full pay per year and un−availed leaves are accumulative as per current the company Policies. Other terms and conditions will be applicable to you as per the prevailing Leave Policy. One leave will be credited out of these 12 leaves every month.

Holidays:
The company observes 10 holidays in a year which may consist of fixed days of holidays and flexible religious holidays and may be availed as per policy in force.

Transferability:
During your employment with The company, your services can be transferred to any of the locations in India or abroad or any function or department or platform or technology within company offices or client locations or any associate or subsidiary company of The company whether existing or to be set up in future on the same terms and conditions at the sole discretion of the Management. The benefits linked to such transfers will be governed by the respective the company policy in force from time to time.

Non−Disclosure:
Due to the proprietary nature of our products and services, all employees are expected to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to the company. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services as per the policy of the company.

Business Code of Conduct and Ethics:
All employees are expected to maintain the highest level of ethical conduct and are required to sign our Code of Ethical Business Conduct / Conflict of Interest certificate. Any instance of improper conduct including but not limited to misconduct, gross negligence or abandonment of the position to which you have been appointed shall constitute sufficient grounds for immediate termination of your services without any notice or payment in lieu of.

Information Security:
All employees are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. Employees are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. Employees are responsible for maintaining information security outside the premises of organization and outside the normal working hours.

Service Agreement:
You will be required to commit to serve the company for a minimum period of 27 months as per the company policy. You will be required to enter into a Service Agreement, as per Divergent Software Labs policy, supported with a Guarantee in the form and manner decided by the company. Once accepted by you, it will be a binding contract.

Resignation and Retirement Policy:
All employees on rolls of the company will retire from the services of the company on reaching to the age of 60 years. In case of an employee wishing to resign or retire earlier, must provide notice of her/his intention to resign or retire in writing to the company through her/his immediate supervisor/manager. The employee must give two months notice before the effective date of

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resignation/retirement. The letter must state the proposed date of resignation/retirement after completion of notice period of two months commencing after 27 months of service agreement period.

Non−Smoking Policy:
Smoking is prohibited in the office premises other than the specifically assigned zones, if any.

Joining Requirements:
You are required to contact on the date you report for work as per terms of this letter. You are required to submit a copy of the following documents for joining:

- Photocopies of all educational certificates (Class X onwards)
- Mark sheets / Consolidated mark sheets of all educational qualifications (Class X onwards)
- Three recent passport size photographs
- All relevant pages of your Passport, Driving License and PAN card
- Experience certificates from past organizations, if applicable.
- Recent three months salary slips, if applicable.

Please bring originals of all documents which will be returned to you after verification except service agreement which will be retained by the company (if applicable). This offer/appointment is subject to the condition that you indemnify and also certify that all the information (like educational qualifications, work experience, past salary drawn and all other information) supplied by you to the company to get an employment with the company, is accurate and nothing has been given untrue. If it is later found that you had supplied inaccurate/untrue/false information, then the company reserves the right to terminate your services without any notice and seek appropriate damages or reimbursement of financial expenses incurred towards your training, relocation, etc. The company also reserves the right to take such other action as permitted under law.
The company reserves the right to change the terms and conditions of your employment and its policies and procedures at any time. Please sign a duplicate copy of this letter confirming your acceptance of the above terms and conditions of appointment and return it to us for office records. We are excited about your decision to join the company and wish you a long successful career with the company.

Sincerely,

Read and accepted

Parikshit Patel
Manager Development

Ms. Rishika Jain

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unthinkable

Dated: November 09, 2020

Subject: Appointment-cum-Offer Letter

Dear Sakshee Suryawanshi,

We are pleased to offer you the position of **Intern** in our Company.

Your engagement shall be subject to the terms expressed herein and the on-job training letter, and uniform terms and conditions of the Company, which are also accessible from Company's office server.

Subsequent to your completion of Internship Period you will be designated as Junior Associate – IT. Acceptance of this letter is by expression acceptance of the service agreement of Minimum contractual period. Minimum Contractual Term" means the Internship Period i.e. (initial minimum 6(Six) Months which will be extended till the time you have not appeared for your final semester exams) and 1 (One) year thereafter. This period shall exclude any leaves availed by you apart from the stipulated earned leaves as per company's policy.

The date for commencement of your joining is On or before June 2021. Your reporting officer is **Ms. Himani Gautama (Manager - Talent Management)**.

Upon joining, you will receive the detailed confirmation letter and you will be required to signed copy of the enclosed Joining Report along with documents requested.

Stipend and Salary Structure:

- Stipend Structure- With effect from your joining date, you will be entitled for the monthly stipend of INR 16,000 during internship.
- Salary Structure- Post completion of internship, below will be CTC breakup **for one year.**

	Post completion of internship	
	0-06 Months	**7-12 Months**
Particulars	**Amount (INR)**	**Amount (INR)**
Basic Salary	15100	15200
HRA	7550	7600
Travelling Allowance	1600	1600
Special Allowance	185	4035
Gratuity	726	731
Health Insurance	264	264
Total Salary	**25425**	**29430**
Performance Bonus*	2825	3270
Monthly CTC	**28250**	**32700**
Expected In Hand Salary (pre-TDS)	**27235**	**31680**
Yearly CTC	**365700**	
Yearly Incentive**	**34300 (After 01 Year in permanent employment)**	
Gross Annual CTC	**400000**	

Performance Bonus*& Yearly Incentive:** As per prevailing policy of company

Wishing you a long and fruitful stay,

For Unthinkable Solutions LLP

Authorized Signatory

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KHANDWA ROAD, INDORE

Offer: Computer Consultancy
Ref: TCSL/DT20184491578/Mumbai
Date: 09/01/2021

Ms. Sakshee Suryawanshi
2277/ D Sector Sudama NagarNear Jaroliya Market,
Sudama Nagar,
Indore-452009,
Madhya Pradesh.
Tel# 91-8319023649

Dear Sakshee Suryawanshi,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

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

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

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

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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

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

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

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

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PERFORMANCE PAY

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

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

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

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

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

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

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

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

HIS offers the following benefits:

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1. **Basic Cover**

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

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

2. **Higher Hospitalisation**

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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

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RETIRALS

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

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

TERMS AND CONDITIONS

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

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

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

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

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3. **Training Period**

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

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

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

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

4. **Working Hours**

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

5. **Mobility**

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

6. **Compensation Structure / Salary components**

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

7. **Increments and Promotions**

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

8. **Alternative Occupation / Employment**

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

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

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

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13. TATA Code of Conduct

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

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action

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including termination of traineeship/service without notice.

19. Submission of Documents

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

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

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

*There is no criminal offence registered/pending against you

*There is no disciplinary case pending against you in the university

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

The original documents will be returned to you after verification.

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

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

20. TCS Xperience Program

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

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

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

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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

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24. Data Privacy Clause:

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

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

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

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

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

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

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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

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Sakshee Suryawanshi**
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
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

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

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

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

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

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

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

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Annexure 2

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

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Tata Consultancy Services Limited
Garima 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

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Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

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

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

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

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

   (d) Customer and prospective customer lists, and

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

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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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unthinkable

Dated: November 09, 2020

Subject: Appointment-cum-Offer Letter

Dear Sakshee Suryawanshi,

We are pleased to offer you the position of **Intern** in our Company.

Your engagement shall be subject to the terms expressed herein and the on-job training letter, and uniform terms and conditions of the Company, which are also accessible from Company's office server.

Subsequent to your completion of Internship Period you will be designated as Junior Associate – IT. Acceptance of this letter is by expression acceptance of the service agreement of Minimum contractual period. Minimum Contractual Term" means the Internship Period i.e. (initial minimum 6(Six) Months which will be extended till the time you have not appeared for your final semester exams) and 1 (One) year thereafter. This period shall exclude any leaves availed by you apart from the stipulated earned leaves as per company's policy.

The date for commencement of your joining is On or before June 2021. Your reporting officer is **Ms. Himani Gautama (Manager - Talent Management).**

Upon joining, you will receive the detailed confirmation letter and you will be required to signed copy of the enclosed Joining Report along with documents requested.

Stipend and Salary Structure:

- Stipend Structure- With effect from your joining date, you will be entitled for the monthly stipend of INR 16,000 during internship.
- Salary Structure- Post completion of internship, below will be CTC breakup **for one year.**

	Post completion of internship	
	0-06 Months	**7-12 Months**
Particulars	**Amount (INR)**	**Amount (INR)**
Basic Salary	15100	15200
HRA	7550	7600
Travelling Allowance	1600	1600
Special Allowance	185	4035
Gratuity	726	731
Health Insurance	264	264
Total Salary	**25425**	**29430**
Performance Bonus*	2825	3270
Monthly CTC	**28250**	**32700**
Expected In Hand Salary (pre-TDS)	**27235**	**31680**
Yearly CTC	**365700**	
Yearly Incentive**	**34300 (After 01 Year in permanent employment)**	
Gross Annual CTC	**400000**	

Performance Bonus*& Yearly Incentive:** As per prevailing policy of company

Wishing you a long and fruitful stay,

For Unthinkable Solutions LLP

Sakshee

Authorized Signatory

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Divish Mobility (P) Ltd.
Regd off : "Gokulam," 11, Manisha society,
Karvenagar, Pune. 411052 MH
CIN : U74999PN2018PTC174312
E-mail : divishmobility@gmail.com
Mob : 9822406333

Dear Sawan,

We are happy to offer you the position of Product Operations Engineer at Divish Mobility Pvt Ltd (BatteryPool).

These are the details of the offer:

Start Date: May 15, 2023
Office Location : Indore (primary) + Pune (secondary)
CTC : Rs. 3 lacs per annum

Deductions : TDS (as applicable)

Here are your responsibilities:
1. Handle end-to-end technical operations in Indore in aspects of embedded firmware, software and hardware in the swapping stations and battery packs .
2. Work with the hardware vendors to resolve issues on the components
3. Help address customer issues in installation and use of the swapping stations.
4. Work with the BatteryPool team to provide world class after sales support to our customers.

You will report to Ayush Jha & Gorank Jadon and your performance will be reviewed on a quarterly basis.

Regards,

Ashwin Shankar
Director

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17th February 2021

Private & confidential

Dear Shivani Kushwah,

We are pleased to extend a formal offer of employment for the position of Consultant (during probation period) with InnoEye Software Technologies Pvt. Ltd. Upon acceptance of this offer, a detailed appointment letter will be issued to you, which will lay additional governing terms & conditions of your appointment. Your appointment is subjected to the issuance by the company and the acceptance by you

Here are key particulars of our offer of employment to you.

1. **Remuneration** –
   Stipend of INR 12500 per month for probation period.

   Company will pay you an annual compensation package of INR 300000 after successful completion of your probation period in accordance with the company's payroll procedures as noted below: -
   - Salary of INR 270000 per annum provided @ 22500 per month basis
   - Onetime assured bonus of INR 30000. You will be eligible for this after 12 months of successful employment confirmation. This will be made available to you with the next month salary after eligibility subject to you being an active member on the payroll (i.e. not resigned or serving notice period) then

   Your remuneration will be subject to review after 12 months of employment confirmation.

2. **Probation** – The first 3 months of your employment will be considered as Probation period. The period of your probation may be further extended or curtailed at the discretion of the company either during the probation period or during the extended period of probation. During the probation period, company will observe the candidate and may terminate the employment with or without notice without the need to provide explanation. You will be confirmed after satisfactory performance and conduct during the probation period.

3. **Service Agreement** – By virtue of the employment, the Company is investing with employee in training & evolving his/her skills set. If the employee considers extending employment beyond the probation period, the Company expects that employee shall serve the Company faithfully and diligently for a sustained period of 36 months thereafter. Based on this, Company shall form understanding with its client for continued availability of team members as well. Also, Company has provided for probation period to employee to evaluate if company is suitable based on employee considerations & his/her judgments. Considering this, if the employee were to breach this agreement by leaving the services of the company within 36 months after probation period for any reason whatsoever, he/she shall pay to the company by way of liquidated damages a sum of Rs. 200,000/- (Rs. Two Lac Only). If the payment is not made, the Company is entitled to sue the employee for breach of contract. The Company doesn't want to use the funds and would rather donate the same for charity purposes.

4. **Notice period** - On the unfortunate event of termination of the services

   a) You will be on probation till you are intimated in writing about the confirmation of your services. The period of your probation may be further extended or curtailed at the discretion of the company either during the probation period or during the extended period of probation. Team member will get regular feedback from the team lead and if the lead deems it suitable, the team member can be confirmed within or before 3 months. The confirmation at the expiry of the prescribed period of probation will not be

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deemed or presumes unless we have issued a letter to this effect. During the period of probation your services are liable for termination with or without notice by the company. In case you desire to leave the service during this period, you will be required to give three months' notice or pay three month's salary.

b) After completion of the probationary period, your services are liable for termination with or without notice by the company. Team members must give the Organization at least 3 months' notice of resignation. The Organization may waive the resignation notice period in whole or in parts at any time in case of any conflict of interest, breach of confidentiality, harassment, insubordination, or careless, negligent or documented poor work performance even without providing payment of regular salary for the period that has been waived. For those who are under services agreement term, the notice period will start after the completion of services agreement tenure.

5. **Profile** - The organizational structure and your job description will be explained to you on joining. Both of this may be modified from time to time based in the business needs of InnoEye Technologies and your position in the organization.

6. **Policy** - You will be bound by any rules & regulations enforced by the company in relation to terms and conditions of employment and the company reserves the right to change the terms and conditions of employment and its HR policies and procedures at any time
   a. You would be allowed to take leaves as per Company's Annual Leave Policy
   b. You will be entitled to participate in all health insurance, personal accident insurance, vacation, ESOP and any other Employee Benefit Programs. Descriptions of these programs will be issued to you during your employment

7. **Representations and Warranties -** The Company's agreement to continue to employ you and the compensation and benefits to be paid to you are in consideration of the terms, covenants, and conditions stated herein, and you represent and warrant to the company that;

   a. You are under no contractual or other restriction or obligation which is inconsistent with the conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder;
   b. You are under no physical or mental disability that would hinder the performance of your duties contained herein;
   c. You shall not raise any issue of the reasonableness of the terms, covenants, and/or conditions in any proceeding to enforce these terms, covenants and/or conditions;
   d. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, inconsistent herewith
   e. You hereby agree and undertake to indemnify the Company, its affiliates and the directors, officers and employees of each of the foregoing and to hold them harmless from and against any and all third party claims they face, which give rise to any liabilities, damages, claims, costs and expenses (including legal expenses), due to any act, omission, violation or breach of any of your representations, warranties, and covenants;
   f. The Company shall not indemnify and defend you with respect to any claims brought against you, arising out of any action taken or not taken in your capacity as an employee of the Company, relating to intentional or willful acts, or to other acts as to which indemnification is not allowable under applicable law.

8. **Confidentiality & Agreement** - Your salary details are confidential, failure to keep them so will invite disciplinary actions and may even result in termination of your services

   You will be required to sign an Employee Inventions and Proprietary Rights Assignment Agreement as a condition of your employment. This letter, along with any agreements relating to proprietary rights between you and the Company, set forth the terms of your

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employment with the Company and supersed any prior representations or agreements, whether written or oral. This letter may not be modified or amended except by a written agreement, signed by the Company and you

Please note that as a prerequisite to your appointment, you will be required to sign confidentiality, non-competition and assignment of intellectual property rights undertaking/agreement, whose terms and conditions shall be in accordance with this offer and InnoEye's policy & procedures.

9. **No Solicitation**
   a. During the term of your employment with the Company and for a period of two (2) years thereafter, you will not solicit, encourage, or cause others to solicit or encourage any employees of the Company and/or any of its affiliates, subsidiaries, or parent companies to terminate their employment with the Company

   b. During the term of your employment with the Company and for a period of two (2) years thereafter, you will not solicit, or cause others to solicit any clients or prospects of the Company and/or its its affiliates, subsidiaries, or parent companies for business of any kind

   c. During the term of your performance of services, and for twelve (12) months after the termination thereof for any reason whatsoever, without the written consent of Company, you agree that he/she shall not, under any circumstances, whether as principal, agent, employee, employer, proprietor, partner, joint venture, beneficial or record owner, or otherwise, for you or on behalf of any other entity, (i) work at or solicit employment or service contracts to, or do any business with Company's customers and/or (ii) solicit employment, attempt to hire or offer employment to any employee of Company

   d. You acknowledge that the restrictions imposed by this Agreement are reasonable and necessary to protect the legitimate business interests of the Company. You also acknowledge and agree that such restrictions do not and will not impose an undue hardship on you. If you breach any of the restrictions imposed by this Agreement, you agree that the Company has the right to obtain both a temporary and permanent injunction to prevent any further violations, and that the Company has the additional right to recover court costs and reasonable attorney's fees along with the damages caused due to this incurred by the Company

10. **Place of work** - Your normal workplace will be at InnoEye Technologies, Indore. As a part of employment, you may have to undertake national or international travel. You will be entitled to reimbursement of expenses and allowances as per standard company policies at the time of your travel.

11. **Transfer -** Your employment is transferable to any other place/ establishment/ department/ division/ unit/ branch/ subsidiary/ affiliate of our client/ associate. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.

This offer letter is subject to satisfactory background/reference check and verification of your academic & employment records. You will be required to submit following documents with self-signatures (please carry the originals for verification on date of joining)

Qualification certificates
Identification (passport, license etc)
5 passport size photographs
If applicable, copy of experience & relieving letters from previous employers
If available, photocopy of PAN card
Copy of front page of Bank Passbook

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To indicate your acceptance of this offer, please sign and date this letter in the space provided below and return it to us.

Innoeye also reserves the right to change date of joining or accept or decline any such request from candidate. InnoEye holds the right to cancel the offer letter if any situation arises due to any request from candidate for change in date of joining date.

After accepting the offer, if the candidate does not report to work on the joining date without communication, it will be treated as termination of employment by the employee.

As a member of InnoEye, we would expect to uphold the objectives of technical excellence, dedication, ethical business dealings and high productivity

We look forward to work with you at InnoEye. Welcome aboard!

Sincerely,

For InnoEye Software Technologies Pvt. Ltd.

Authorized signatory

AGREED TO & ACCEPTED

Signature:_____

Dated:_____

SALARY BREAKUP

Confidential

Compensation components

Basic – INR 180000 per annum
HRA – INR 90000 per annum

Onetime Assured Bonus - INR 30000

Notes

Your salary & benefits shall be subjected to deductions of taxes and other statutory deductions/contributions as appropriate and consistent with Indian Tax laws. This shall be further subjected to deductions on account of any unauthorized absence, authorized absence for time period beyond leave entitlement, damage to property and/or reputation and/or brand of the company and all the matters as governed by Company policy from time to time

The allowances/benefits are provided on condition that they would not entail further costs of company. If any tax needs to be paid, employee will bear the same

Any amount claimable, but not claimed as above by 1st Feb every year will be paid as lump sum, subject to tax, before 31st March of that year or on termination of employment, if earlier.

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Dated: January 20, 2021

Subject: Appointment-cum-Offer Letter

Dear Syed Owais Hussain,

We are pleased to offer you the position of **Intern** in our Company.

Your engagement shall be subject to the terms expressed herein and the on-job training letter, and uniform terms and conditions of the Company, which are also accessible from Company's office server.

Subsequent to your completion of Internship Period you will be designated as Junior Associate – IT. Acceptance of this letter is by expression acceptance of the service agreement of Minimum contractual period. **Minimum Contractual Term"** means the **Internship Period i.e. (initial minimum 6(Six)** Months which will be extended till the time you have not appeared for your final semester exams) and **1 (One) year thereafter**. This period shall exclude any leaves availed by you apart from the stipulated earned leaves as per company's policy.

The date for commencement of your joining is On or before Jun'21. Your reporting officer is **Ms. Himani Gautama (Manager - Talent Management)**.

Upon joining, you will receive the detailed confirmation letter and you will be required to signed copy of the enclosed Joining Report along with documents requested.

Stipend and Salary Structure:

- Stipend Structure- With effect from your joining date, you will be entitled for the monthly stipend of INR 16,000 during internship.
- Salary Structure- Post completion of internship, below will be CTC breakup **for one year.**

	Post completion of internship	
	0-06 Months	**7-12 Months**
Particulars	**Amount (INR)**	**Amount (INR)**
Basic Salary	15100	15200
HRA	7550	7600
Travelling Allowance	1600	1600
Special Allowance	185	4035
Gratuity	726	731
Health Insurance	264	264
Total Salary	**25425**	**29430**
Performance Bonus*	2825	3270
Monthly CTC	**28250**	**32700**
Expected In Hand Salary (pre-TDS)	**27235**	**31680**
Yearly CTC	**365700**	
Yearly Incentive**	**34300 (After 01 Year in permanent employment)**	
Gross Annual CTC	**400000**	

Performance Bonus*& Yearly Incentive:** As per prevailing policy of company

Wishing you a long and fruitful stay,

For Unthinkable Solutions LLP

Authorized Signatory

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Internship Offer Letter

Ref: TCSL/AIP-2020-21/MUMBAI/ DT20195217135

Date: 01-Jul-2020

Mayank Shinde
BTech in Computer Science
Swami Vivekananda College of Engineering, Indore
jacob8547black@gmail.com

Dear **Mayank Shinde**

Sub: Internship Offer

We are pleased to offer you internship in Tata Consultancy Services (TCS) from 01-July-2020 to 23-September-2020 for 12 weeks, under the Brand **Incubator** on the following terms and conditions:

1. You will be assigned a Project Guide under whose supervision you will work on the project assigned to you.
2. You will be working **Remotely** for TCS.
3. You will not be paid any stipend.
4. You shall complete your project in accordance with the requirements and guidance of the TCS Project Guide, and maintain qualitative standards as required. You will maintain the discipline, dignity, honor and goodwill of TCS.
5. The arrangement is not that of an employer and an employee and as such you shall not be eligible to any allowances or other benefits as may be available to the employees of TCS.
6. You will observe the rules & regulations and discipline of TCS, and also maintain complete confidentiality and secrecy of the matters pertaining to TCS and/or any data that has been provided to you in the course of your project work. The detailed terms of Confidentiality, Data and Intellectual Property Protection are enclosed as Annexure A. You will be permitted to attend any classes in the college / university at the discretion of the Project Guide if so called for during the period of your project assignment.
7. On completion of your internship you will be required to submit a copy of your project report, which will be the sole property of TCS.
8. In the event of any misconduct or breach of terms of this internship on the part of the Intern during the internship period, TCS reserves the right to terminate this internship immediately without any notice.

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Tel: +91 22 6778 2000/2222 Fax +91 40 6778 2190 website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1 800 209 3111 Email: careers@tc.com

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9. This offer of Internship will be governed as per the Laws of India.

You are required to sign and return a copy of this Internship Offer letter and the Annexure towards your acceptance of the terms and conditions stated therein.

For Tata Consultancy Services

Chandra Koduru
Head, Academic Interface Programme

Accepted,

Name of the Intern: Mayank Shinde

Date: 01/07/2020

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Annexure A

Confidentiality, Data and Intellectual Property Protection

1. Confidential Information

"Confidential Information" shall mean any and 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 Intern 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 Intern in the course of or in connection with or arising out of the Intern'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 Intern 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 Intern.

2. Intern's Obligations

Intern agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Intern agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly any 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

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having a valid contract with TCS. Upon termination of employment, the Intern 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

Intern 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 Intern shall have no right title or claim of any nature whatsoever in the Confidential Information. Intern 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 Intern 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 Intern 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, Intern 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 Intern shall co-ordinate in filing and / or prosecuting any such applications. Intern hereby expressly waives any "artist's rights" or "moral rights", which Intern might otherwise have in such intellectual property rights.

4. Prior knowledge

Intern 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. Intern 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.

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5. Use of Third-Party material

Intern expressly agrees that he or she 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;

a) 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.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if he or she has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

   i. Intern has expressly declared to TCS in a prescribed form whether such exposure was owing to publicly available information or under and subject to any agreement; AND

   ii. TCS has expressly confirmed to the Intern that TCS has proper authorization or license or approval of the respective owner of such Third-Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Intern's participation in such activity.

c) Knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Intern access or is exposed to any such Third-Party IP during such association, Intern shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity.

6. Security policies and Guidelines

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

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6.2 Intern acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Intern will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained, acquired or processed by Intern for and on behalf of TCS, its affiliates or Clients, Intern undertake that he/she will:

a) Process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;

b) Abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;

c) Promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");

d) Promptly provide TCS with all information in Intern's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS' prior written consent;

e) Not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;

f) Upon expiry or termination of Intern's engagement with TCS, return all copies of the Personal Data and Information to TCS in Intern's possession or control; and

g) Promptly bring to TCS' notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Intern expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Intern's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use Third-Party services or sub-contractors to collect or otherwise process

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Intern's Personal Data and Information for which TCS shall remain responsible for such Third-Party services provider or sub-contractor's compliance with TCS' obligations hereunder.

7. Restriction on Intern's Rights

Intern 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 Intern 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 Intern of the Confidential Information.

9. Equitable Rights

Intern acknowledges that any Confidential Information that comes into the possession and / or knowledge of Intern is of a unique, highly confidential and proprietary nature. It is further acknowledged by Intern that the disclosure, distribution, dissemination and / or release by Intern of the Confidential Information without the prior written consent of TCS or any breach of the Confidentiality Clause by Intern 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, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and

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binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Intern 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 Intern 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.

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

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

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Offer: Computer Consultancy
Ref: TCSL/DT20206836807/Pune
Date: 13/08/2021

Ms. Divya Sharma
485-BJay Nagar Colony,
Pithampur,
Pithampur-454775,
Madhya Pradesh.
Tel# 91-9111265731

Dear Divya Sharma,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

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

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

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

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Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
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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.

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PERFORMANCE PAY

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

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

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

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

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

CITY ALLOWANCE

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

OTHER BENEFITS

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

HIS offers the following benefits:

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

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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 ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

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

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

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

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

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

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RETIRALS

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

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

TERMS AND CONDITIONS

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

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

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

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

3. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

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Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

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

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

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

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

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

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written permission of TCSL.

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

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

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your

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day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

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

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19. Submission of Documents

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

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

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

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

The original documents will be returned to you after verification.

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

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

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*Passport
*NSR E-Card

20. TCS Xperience Program

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

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

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

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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

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24. Data Privacy Clause:

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

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

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

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

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

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

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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 & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Divya Sharma**
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.

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

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

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

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

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

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Annexure 2

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

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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/DT20206571141/Mumbai
Date: 11/03/2021

Mr. Vibhore Joshi
90 Gayatri NagarKesharbag Road,
In Line Of Jeevandeep Clinic,
Indore-452009,
Madhya Pradesh.
Tel# 91-8962696876

Dear Vibhore Joshi,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

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

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

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

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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

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

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

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

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PERFORMANCE PAY

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

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

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

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

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

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

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

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

HIS offers the following benefits:

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1. **Basic Cover**

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

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

2. **Higher Hospitalisation**

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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

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RETIRALS

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

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

TERMS AND CONDITIONS

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

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

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

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

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3. **Training Period**

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

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

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

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

4. **Working Hours**

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

5. **Mobility**

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

6. **Compensation Structure / Salary components**

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

7. **Increments and Promotions**

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

8. **Alternative Occupation / Employment**

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

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

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

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13. TATA Code of Conduct

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

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action

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including termination of traineeship/service without notice.

19. Submission of Documents

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

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

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

*There is no criminal offence registered/pending against you

*There is no disciplinary case pending against you in the university

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

The original documents will be returned to you after verification.

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

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

20. TCS Xperience Program

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

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

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

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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

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

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24. Data Privacy Clause:

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

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

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

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

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

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

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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

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Vibhore Joshi**
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
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

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

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

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

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

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

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

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Annexure 2

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

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Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

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

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

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

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

   (d) Customer and prospective customer lists, and

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

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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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Vijay Patidar Offer Letter_20...

consultadd

OFFER OF EMPLOYMENT

Mr. Vijay Patidar **April 21, 2021**

Consultadd Services Private Limited is delighted to offer you a position as **Associate Software Engineer.** We trust that your knowledge and skills will be among our most valuable assets and we hope you will enjoy your role and make a significant contribution to the success of the company.

Remunerations

If you decide to join us, the company will pay you an **annual compensation package of INR 6,00,000 per annum** (INR Six lakhs only per year) with a next due increment on Jan 2022. The salary details are in enclosed annexure.

Appointment

The location of job is **Pune, Maharashtra** and date of commencement would be **Thursday, July 1st, 2021** A detailed appointment letter will be issued to you after the joining, which will govern the term and conditions of your appointment.

The work timings will be flexible (including night shift). You may be required to work reasonable additional hours or different shifts when necessary to perform your duties.

Please bring following documents with copies while reporting,

- All mark sheets and certificates of SSC, HSC, degrees.
- Identity Proof (Driving License, Voter ID, PAN Card, Passport)
- Address Proof (Driving License, Passport, Aadhar Card)
- Four Passport size photo

Your appointment is subject to the successful completion of internship with us.
Please note, your pre-placement offer will be at the discretion of the company which means the company may terminate your pre-placement offer at any time, based on performance. Notice period of 30 days is mandatory at the time of resignation. The offer is subject to acceptance of appointment and verification of documents.

Neha Chiddarwar
Human Resource Associate
Consultadd Services Pvt Ltd

CONSULTADD SERVICES PVT. LTD. ★ PUNE ★

www.consultadd.com

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unthinkable

Dated: August 09, 2021

Subject: Appointment-cum-Offer Letter

Dear Yashraj Dighe,

We are pleased to offer you the position of **Intern** in our Company.

Your engagement shall be subject to the terms expressed herein and the on-job training letter, and uniform terms and conditions of the Company, which are also accessible from Company's office server.

Subsequent to your completion of Internship Period you will be designated as Junior Associate – IT. Acceptance of this letter is by expression acceptance of the service agreement of Minimum contractual period. Minimum Contractual Term" means the Internship Period i.e. (initial minimum 6(Six) Months which will be extended till the time you have not appeared for your final semester exams) and 1 (One) year thereafter. This period shall exclude any leaves availed by you apart from the stipulated earned leaves as per company's policy.

The date for commencement of your joining is October 2021. Your reporting officer is **Ms. Himani Gautama (Manager - Talent Management)**.

Upon joining, you will receive the detailed confirmation letter and you will be required to signed copy of the enclosed Joining Report along with documents requested.

Stipend and Salary Structure:

- Stipend Structure- With effect from your joining date, you will be entitled for the monthly stipend of INR 20,000 during internship.
- Salary Structure- Post completion of internship, below will be CTC breakup **for one year.**

	Post completion of internship	
	0-06 Months	**7-12 Months**
Particulars	**Amount (INR)**	**Amount (INR)**
Basic Salary	15100	15200
HRA	7550	7600
Travelling Allowance	1600	1600
Special Allowance	6517	11582
Gratuity	726	731
Health Insurance	277	277
Total Salary	**31770**	**36990**
Performance Bonus*	3530	4110
Monthly CTC	**35300**	**41100**
Expected In Hand Salary (pre-TDS)	34272	40067
Yearly CTC	**458400**	
Yearly Incentive**	**41600 (After 01 Year in permanent employment)**	
Total Annual CTC	**500000**	

Performance Bonus*& Yearly Incentive:** As per prevailing policy of company

Wishing you a long and fruitful stay,

For Unthinkable Solutions LLP

yashraj

Authorized Signatory

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nagarro

Nagarro Software Pvt. Ltd
(CIN :U72900DL1996PTC075453)

Date:May 24, 2021

Yogesh Yadav,

(Madhya Pradesh) India

Subject: Training Letter

Dear Yogesh Yadav,

This is further with reference to the tests and interviews conducted by us. We are pleased to inform you, that we have decided to provide you appointment as **Trainee** at **Nagarro**.

You are requested to join us on or before **June 14, 2021**. During the period of training you would be paid a stipend of **Indian Rupee (INR) 15,000** per month.

The details of your compensation package and terms and conditions of your employment are enclosed herein.

You are requested to send us the signed duplicate copy of this letter as a token of your acceptance.

We welcome you to a pursuit of excellence with **Nagarro**.

To help complete joining formalities, may we request you to carry the following documents with you on the date of joining:

- **Mark sheets and Certificates for Class X, XII, Graduation and Post Graduation (if applicable)**
- **Copy of Aadhar Card, PAN Card, Driving License and Passport (if applicable)**
- **Five Passport size photographs**

Yours Sincerely,

For **Nagarro Software Pvt. Ltd.**

Swati Yadav

Swati Yadav
Associate Director

Registered Office: 19/20, Punjabi Bagh (East), New Delhi - 110 026
Unit II: Plot No. 36, Electronic City, Sector-18, Gurgaon - 122015, Haryana, India Ph: (+91 124) 2450807 Fax : (+91 124) 2450832
Unit III: Plot No. 37, Electronic City, Sector-18,Gurgaon - 122015, Haryana, India Ph: (+91 124) 2450807 Fax : (+91 124) 2450832
www.nagarro.com email: info.in@nagarro.com

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nagarro

Nagarro Software Pvt. Ltd
(CIN :U72900DL1996PTC075453)

Ref: Nagarro Software Pvt. Ltd./APP/18001917/838711

Date: May 24, 2021

Yogesh Yadav,

(Madhya Pradesh) India

Dear Yogesh Yadav,

This has reference to your application for employment with **Nagarro Software** and your subsequent interview.

We are pleased to appoint you as **Associate Engieer** at **Nagarro Software Private Limited Unit-II** of **Nagarro Software Pvt. Ltd. Plot Udyog Vihar, Sector - 18, Gurgaon, India**. You can join us on or before **September 14, 2021**

The terms and conditions of your employment are enclosed as **Annexure "B"**.

We welcome you to a pursuit of excellence with Nagarro.

Please sign the duplicate copy of this letter, Annexure "A" and Annexure "B" as a token of your acceptance and deliver it to us in perso mail/courier within ten days from the date of receipt of this letter.

To help complete joining formalities, may we request you to carry the following documents with you on the date of joining:

- **Mark-sheets and certificates for Class X, Class XII, Graduation and Post-graduation if applicable**
- **Copy of Aadhar Card, PAN Card, Driving License and Passport (if applicable)**
- **Five passport-size photographs**

Yours truly,

For **Nagarro Software Pvt. Ltd.**

Swati Yadav

Swati Yadav
Associate Director

Registered Office: 19/20, Punjabi Bagh (East), New Delhi - 110 026
Unit II: Plot No. 36, Electronic City, Sector-18, Gurgaon - 122015, Haryana, India Ph: (+91 124) 2450807 Fax : (+91 124) 2450832
Unit III: Plot No. 37, Electronic City, Sector-18,Gurgaon - 122015, Haryana, India Ph: (+91 124) 2450807 Fax : (+91 124) 2450832
www.nagarro.com email: info.in@nagarro.com

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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Name	Yogesh Yadav

Monthly Earnings	Amount in Indian Rupee (INR)	Annualized Amount in Indian Rupee (INR)
Basic Pay	15,000.00	180,000.00
HRA	7,500.00	90,000
Executive Allowance	3,945.00	47,340.00
Total (A)	**26,445.00**	**317,340.00**
Annual Earnings	**Amount in Indian Rupee (INR)**	
Medical Reimbursement*	0	
Employer's Contribution to Provident Fund	23,400.00	
Employer's Contribution to ESIC	0.00	
Leave Travel Allowance**	0.00	
Gratuity***	8,660.00	
Labour Contribution Fund	600.00	
Total Yearly (B)	**32,660.00**	
Variable Bonus	0	
Total Fixed Compensation (A+B)	**350,000.00**	

Note:

**Leave Travel Allowance (LTA) will be paid once in a year on submission of bills & subject to Income Tax rules

***Payment as per Gratuity Act

Income Tax in respect of the above mentioned compensation package should be borne by the employee. There would be following deduction from Monthly A- Tax/ Mediclaim / PF-employee contribution and Transport (Optional)

PLs will accrue each month on a prorated basis. Amount of accrual for the month is calculated on the basic pay existing at the end of each month

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Group Insurance

Guidelines:-

Group Mediclaim Insurance

a) An employee has a mediclaim insurance cover of 3 lac by default and he/she at the time of joining can increase his/her sum insured upto 10 & cover his dependents (spouse, kids and parents). Premium deduction details has been provided in table below.

b) During mid-term of the policy, only newly-wed spouse, Parents in Law (on account of marriage) and new born child can be included in the pc within 90 days from Date of Marriage and Date of Birth respectively. No other dependent can be included during mid-term of the policy.

c) Downward revision of Sum Insured will be allowed at the time of renewal as per the then prevalent term and conditions of the policy.

d) Exclusion of dependents will be allowed at the time of renewal only as per the then prevalent terms and conditions of the policy.

Group Personal Accident Insurance (GPA)

The GPA Policy provides the insured a cover for disability or death caused by an accident.

a) An employee has personal accident insurance cover of 3X of his TFC by default and he/she at the time of joining can go in for a sum insure 4X to 10X as per policy terms. Premium deduction details has been provided in table below.

b) Once an employee is enrolled in the policy he/she cannot exit the policy till he leaves the company.

Group Term Life Insurance (GTL)

The GTL policy provides the insured a cover in case of death.

a) Enrollment in GTL is optional and on discretion of the employee and employee can opt for a cover of upto 10X of their TFC. The most com practice is to cover within 3X to 5X of your TFC. Premium deduction details has been provided in table below.

b) Exit from the policy can be done at the time of renewal only by selecting "0X" multiplier in internal insurance application.

Premium for Group Insurance

	Premium	Deduction
Premium Deduction for Mediclaim Insurance	Calculated Formula	In equal instalments starting from the following month of DOJ till Policy end date.
Premium Deduction for GPA	Calculated Formula	From the following month of DOJ
Premium Deduction for GTL (optional)	Calculated Formula	From the following month of DOJ

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Terms and Conditions

The key service conditions applicable to your employment are given below. The Company reserves the right to revise these terms and conditic any time.

1. Place of Posting and Assignment:
Your place of posting will currently be GURUGRAM. However, you are liable to be temporarily assigned or permanently transferred from one pla another, one job to another, one unit to another, wherever located in the country or abroad, at any point of time as the exigencies of work dema You can also be deputed to work in and/or for any client or affiliate company.

2. Whole Time Service:
Your employment with the Company is full time and while so employed, you must under no circumstances engage yourself directly or through a agency in any work, business, profession or employment, either honorary or otherwise without obtaining written prior permission from the Management. Any breach of this condition may result in your immediate termination from the services of the Company.

3. Inventions and Discoveries:
The rights created or accrued out of any and all discoveries, inventions, copyrights, patents, etc., which you may make or obtain during the peri your employment with Nagarro shall exclusively vest with the Company and may be re-assigned by it as it deems fit. This does not apply to cre non-commercial products that are wholly unconnected with the business of the Company.

4. Termination on Misconduct or Breach of any Service Condition:
If you are found guilty of any misconduct or should you commit any breach of the service conditions or get involved in an act which in the opini the Company is prejudicial to the interest of the Company, the Company may without any notice terminate your services.

5. Termination by Notice:
Without prejudice to clause 4 above, your services can be terminated at any time by giving two calendar months' notice or two months' salary of notice. In case you desire to leave the services of the Company, you will have to give us two calendar months' notice. In case you do not gi two calendar months' notice, the Company will have the authority to recover up to two months' salary from your full and final dues (inclusive of performance linked bonus, if any) depending upon the impact of your resignation on the work assigned to you.

I have read and understood the above terms and conditions and I agree to abide the same.

Signature

6. Company's decision on Termination to be Final and Binding:

The Company's decisions regarding termination under clauses 4 & 5 shall be final and binding.

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7. Retirement:

The Company's retirement age is 60.

8. General Policies and Procedures:

A copy of the General Policies and Procedures of the Company will be given to you on the date of joining. You will be required to adhere to the well as to any other service conditions governing your unit and location that may be in force currently and/or which may be issued from time tc by the Management with respect to hours of work, weekly offs, paid holidays etc.

9. Reference/Background Checks:

Your employment by the Company is conditional upon and subject to completion of an Employment Application, the completion of a reference/background check, and approval thereof by the Company, in its sole discretion.

10. Confidentiality of this Offer:

The package offered to you is highly confidential and must not be revealed between now and the joining date or while in employment or there any individual/agency/organization, by word of mouth or otherwise.

11. Jurisdiction:

Any dispute arising out of the employment or terms of service shall be subject to the jurisdiction of the competent courts in Delhi.

12. Final Agreement:

This written offer supersedes all verbal or written agreements between you and the Company.

For Nagarro Software Pvt. Ltd.

Authorized Signatory

I have read and understood the above terms and conditions and I agree to abide the same.

Name Signature Date

Registered Office: 19/20, Punjabi Bagh (East), New Delhi – 110 026 email:info@nagarro.com

Unit II: Plot. 14, Electronic City, Sector 18, Gurgaon 122 015, Haryana, India Ph: (+91 124) 3048647 Fax: (+91 124) 3048646

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Rakesh Pandey Fri, Jul 30, 2021, 12:19 PM

Dear Madam Greetings of the day! As per required. I'm sharing with you the documents of shortlisted candidates for PI Round. Please find the attachment. Thanks

Swati Chahar <swati.chahar@daffodilsw.com> Fri, Jul 30, 2021, 3:18 PM

to me, Yanika

There is one more shortlisted student.Pls share documents.

Swami Vivekanand

Name	Email	Roll No
Shagun	nugahssharma@	11018210091

Swati Chahar | Assistant Manager-HR
Daffodil Software
IND: +91.124.681.7000
US: +1.201.523.7829

daffodil

CMMIDEV/3

IMPORTANT: This email and any attachments to it are confidential and intended solely for the use of the person to whom they are addressed. Any unauthorized use, dissemination of the information, or copying of this message is prohibited. If you are not the addressee please notify the sender immediately by return email and delete this message.

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11:54 AM
8/23/2023

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More

Labels

1,565 of 2,011

GammaStack || Final Selects || Swami Vivekananda

Inbox ×

HR <hr@gammastack.com>
to me, neelam, Contact

Mon, Nov 9, 2020, 11:04 AM

Hello Rakesh,

We have selected **Abhishek Koushal at a package of 4.15 lacs.**

--
Thanks & Regards,
Human Resources

Noted. | Thanks for the mail. | Thanks for the update.

Reply | Reply all | Forward

letter.pdf | Offer letter - Ayus....pdf | Show all

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12:20 PM
12/23/2022

Campus Recruitment Invitation F | New Tab | Campus recruitment drive ll ISC S

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1,498 of 2,011

Nishtha Shrivastava <nishtha.shrivastava@corecard.com>
to HRBhopal, me, Priyanka, Snehal

Fri, Nov 27, 2020, 5:02 PM

Hello Rakesh,

Final selections from your college till date are:

1. Kuldeep Salve

They will receive their offer letters and information regarding DOJ shortly.

Regards,
Nishtha

From: Nishtha Shrivastava
Sent: Monday, November 9, 2020 3:34 PM
To: 'Rakesh Pandey' <rakesh.pandey@svceindore.ac.in>
Cc: Priyanka Chaubey <priyanka.chaubey@corecard.com>; Snehal Wavhal <snehal.wavhal@corecard.com>; HRBhopal <HRBhopal@corecard.com>
Subject: RE: Campus recruitment drive ll ISC Software ll Interested Students list of SVGI-BE-CS,IT 2020 & 2021 Batch Passouts

Hello Rakesh,

Please share the CV' of below students with us by eod so that we can arrange their interviews in the current week.

1. Mitesh Choudhary
2. Minesh Khandelwal
3. Ishra Ali
4. Kuldeep Salve

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12:41 PM
12/23/2022

Offer Letter

Inbox ×

HR <hr@webtechdevelopers.com>
to it17.rahulchoudhary, me, accounts

Mon, Jan 11, 2021, 7:50 PM

Hello Rahul,

Congratulation!

We are pleased to inform you that you have been selected for employment in Webtech Developers, subject to successful completion of your sponsored project and training.

When you have completed your sponsor project, your expected joining date will be 1st February 2021. Your training period will be complete on 31St July 2021. You will get stipend of Rs. 10,000/- per month during the training period. After successful completion of training you will receive salary with CTC of Rs. 3.00 Lac Per Annum.

Normal working hours are:
Monday to Friday 8:30AM – 6:30 PM
One Saturday per month 8:30 AM – 6:30 PM
Lunch breaks is from 1:00 PM - 1:30 PM

You may accept this offer if you are interested in both industrial training and employment at Webtech Developers. Our training program is considered one of the best and is designed to help you become a successful employee.

When you become an employee, we do not require a bond. We do have a training fee if you choose to discontinue the training or decide not to continue as an employee when training is completed. The training fee is equal to the total stipend amount paid to you during your training. This is valid for up to 24 months from the time you begin your training. We feel this policy is better than requiring a bond.

Our goal is to have a long-term relationship with sincere employees who are looking to help grow the company with us. We take this opportunity to welcome you to the Webtech Developers and hope that your association will prove to be of mutual benefit.

Thanks & Regards,
H.R. Manager
Webtech Developers Pvt. Ltd. Pune
Phone: 82[illegible]
http://www.webtechdevelopers.com

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Campus Recruitment Invitation F | New Tab | Address Details & Alternate Num

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Labels

1582 of 2,011

Address Details & Alternate Number Required for Selected students

Inbox

Shreya Sharma <shreya.sharma@unthinkable.co> Nov 6, 2020, 2:01 PM
to me

Hello,

Hope you are doing well!

This is in regards to get the current address details and alternate numbers of all selected students. We need these details for our internal record. Please ensure that you are not sharing their permanent addresses. We need their current address.

And, since we need this information on urgent basis so I would request you to revert with the required information by today 6:00 P.M

Address	PIN Code	Name	Email ID	Contact Number	Alternate Number	Campus Name
		Abhishek Kousha	akaushal451@gmail.com	8109113079		Swami Vivekanada
		SAKSHEE SURYAWANSHI	it17.saksheesuryawanshi@svceindore.ac.in	9340947641		Swami Vivekanada
		SHASHANK GARG	shashankgarg2201@gmail.com	9116200241		Swami Vivekanada

--
Thanks and Regards,

Shreya Sharma | HR - Trainee
Unthinkable Solutions
IND. +91.124.681.7000

Offer letter.pdf | Offer letter - Ayus....pdf | Show all

12:18 PM 12/23/2022

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Campus Recruitment Invitation F | New Tab | List of two more Selected studen

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List of two more Selected students At Unthinkable Solutions-Swami Vivekanada

Inbox

Sonal Goel <sonal.goel@daffodilsw.com>
to me

Hi Rakesh,

Please find the list of two more selected students. Please ensure that selected students are not participating in other drives. Also share their contact details by 12:00 P.M

S.No	Name	Email ID	Contact Number	Alternate Number	Campus Name
1	Syed Owais Hussain	owes.hussain@gmail.com	8602217822		Swami Vivekanada
2	kuldeep Salve	cs17.kuldeepsalve@svceindore.ac.in	8959359132		Swami Vivekanada

Thanks & Regards
Sonal Goel | Associate-HR
Daffodil Software
IND: +91.124.663.0100
US: +1.201.984.1549

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12/23/2022

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1,274 of 2,011

Required Apprentic : Electrical or RAC Branch

Inbox

Neha Devi <neha.devi@ajantapharma.com>
to me, Deependra

Sat, Jan 23, 2021, 9:21 AM

Dear Rakesh,

We have shortlisted 01 candidate Aman Gupta as Apprentice, thanks for your cooperation.

Regards,
Neha-HR

From: Rakesh Pandey [mailto:rakesh.pandey@svceindore.ac.in]
Sent: 21 January 2021 15:49
To: Neha Devi <neha.devi@ajantapharma.com>
Subject: Re: Required Apprentic : Electrical or RAC Branch

Maam please let me know date and time details of interview

Thanks and Regards,
Rakesh Pandey
Head-Training & Placements,
Entrepreneurship Cell
Swami Vivekanand Group of Institutions
Indore (M.P.)

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Candidates Selected for Technical Interview

Inbox ×

Witmates <hr@witmates.com>
to me

Hello Sir,

Please find below the list of students who are selected for the second to face interview at office premises.

1. Rishika Jain
2. Neelam Rana
3. Omprakash Lodhi
4. Kajal Bhandari

Best Regards,
Human Resource
WitMates Technologies Pvt Ltd
Phone: +91-0731-4989-377

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Triveni Turbines - Shortlisted Candidates for Final Interview

Rakesh Pandey <rakesh.pandey@svceindore.ac.in>
to prajapatiankit.user

Jul 22, 2021, 2:06 PM

Dear Ankit,

Greetings from TnP!

Congratulations!! You have been shortlisted for the final round of **Triveni Turbine**. Below are the details.

Please find the details of the selected student for the Final Interview of Triveni Turbines at Bangalore.

TRIVENI TURBINE LIMITED - CAMPUS HIRING - 2021

Location - Bhopal, Host - LNCT, Category - Graduate and Diploma Engineer Trainee List of Students Shortlisted for Final Interview @ Bangalore

SL. NO	UNIQUE ID	STUDENT NAME	EMAIL ID	BRANCH	MOBILE NO	X MARKS	XII MARKS	DIPLOMA MARKS	BE MARKS	STATUS	College Name
Bachelor of Engineering - Mechanical											
4	74524331	Ankit prajapati	prajapatiankit.user@gmail.com	Mechanical	8770642958	68.66	69.86		8.01	S/L for Final Interview	SVCE

Any query related to intervew pls connect Rohit Pathak
Contact details: +91 8839413842, 9926444589

Thanks and Regards,
Rakesh Pandey
Head-Training & Placements,
Entrepreneurship Cell
Swami Vivekanand Group of Institutions

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KHANDWA ROAD, INDORE

98 of many

Offer Letter Inbox ×

HR <hr@webtechdevelopers.com> Mon, Jan 11, 2021, 7:50 PM

to arjunkumawat010, me

Hello Arjun,

Congratulation!

We are pleased to inform you that you have been selected for employment in Webtech Developers, subject to successful completion of your sponsored project and training.

When you have completed your sponsor project, your expected joining date will be 1st February 2021. Your training period will be complete on 31St July 2021. You will get stipend of Rs. 10,000/- per month during the training period. After successful completion of training you will receive salary with CTC of Rs. 3.00 Lac Per Annum.

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One Saturday per month 8:30 AM – 6:30 PM
Lunch breaks is from 1:00 PM - 1:30 PM

You may accept this offer if you are interested in both industrial training and employment at Webtech Developers. Our training program is considered one of the best and is designed to help you become a successful employee.

When you become an employee, we do not require a bond. We do have a training fee if you choose to discontinue the training or decide not to continue as an employee when training is completed. The training fee is equal to the total stipend amount paid to you during your training. This is valid for up to 24 months from the time you begin your training. We feel this policy is better than requiring a bond.

Our goal is to have a long-term relationship with sincere employees who are looking to help grow the company with us. We take this opportunity to welcome you to the Webtech Developers and hope that your association will prove to be of mutual benefit.

Thanks & Regards,
H.R. Manager
Webtech Developers Pvt. Ltd.
Phone: 8208481584
http://www.webtechdevelopers.com

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Edunomics Tech Solution
Add: 402, Jai Lakshmi Narayan, Mulund East
Mob.- 9669911101 Email: hr@edunomics.in

Date: 20th October 2020

ABHISHEK KOUSHAL

The Villa 39, Kandilpura,
Near bada ganpati Indore
(452006)
+91 8109113079
akaushal451@gmail.com

Sub: Job Offer Letter (Web Developer)

Dear Mr. Abhishek,
We are pleased to offer you a job as a **Web Application Developer** at our organization. We are confident that you will add value to Edunomics with your sincere effort and hard work.

You will be entitled to reward-based incentives following the successful completion of all the duties and tasks assigned to you. You are requested to join us from the day failing which this offer stands rescinded. You are also required to submit documents (detailed in Annexure A) before the date of joining. You will be required to work from home and will have to comply with the work-from-home policies of the company (Annexure B).

Please note that you are on probation i.e internship till your graduation which will start from 26/10/2020. During the internship, your work will be evaluated, and be entitled to a stipend of **12K + 3K.** The 3k will be based on your performance. Upon successful completion of all the tasks assigned, you will be provided with the formal appointment letter detailing the terms and conditions of your employment and be entitled to the said salary (as discussed) which is of **4.5 LPA**, after completion of your internship period. Please note that this offer is conditional upon the successful verification of information provided by you, failing which the offer stands canceled.
Please submit a signed copy of this letter as a token of your acceptance of this offer.

Note: The mentioned CTC in your Offer Letter will be evaluated according to your performance in the internship period.

Warm Regards,

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Chitransh Agnihotri
Founder, Edunomics

Annexure A

You are required to submit the following documents before the date of joining:
1. Signed updated resume
2. Signed copy of all professional qualifications, including graduation, post-graduation and certificate programs
3. Signed copy of all previous experience certificates
4. Signed copies of last three pay-slips of your current organization
5. Two passport size photographs
6. Photo ID and permanent address proof
7. Medical Fitness certificate from Family Doctor

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Annexure B

The work from home policies for Edunomics are detailed below and are subject to revision upon discretion:

1. Working hours

a. Working hours are flexible.
b. You will be required to clock in a total of 8 working hours per day between 9:00 and 21:00 hours.
c. You are required to be available online during working hours and respond to calls and messages.

2. Internal Communication and Reporting

a. You are required to report online on the platform 'Cisco Webex Teams' with regard to your targets and daily tasks assigned.
b. In the event that you are unable to do so via this platform, you can report via email.
c. Approximately 3 calls with team members will be conducted on a daily basis in order to coordinate processes.
d. Further calls depend on the discretion of team members and can be considered as follow-ups and clarifications for the assigned tasks.
e. You are required to answer and attend all these calls.
f. If there are others who are depending on your work, ensure that your work does not slow them down. They should not have to wait for you.

3. Daily Work-flow and Reporting

a. Your daily tasks will be divided into two halves.
b. You are required to post an update twice a day, once in the first half and once in the second half. These updates will be regarding the completion of your tasks.
c. Task updates need to be detailed.
d. Your work-from-home tasks and activities will be evaluated and verified

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on a regular basis. You may be required to justify your present or past work for the same.

I have read and agreed to all the terms stated in this document and am willing to comply with them.

Name:
Signature:
Date:

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Cyber Infrastructure Pvt Ltd
142- A, New IT Park, Electronic Complex,
Pardesipura, Indore(M.P.) - INDIA
Website: http://www.cisin.com

OFFER LETTER

Dear Mr. Yogesh Yadav,
31k, Gram Bangarada, Village Machalapur Khurd
Barwaha,Madhya Pradesh

DOI: 13 Jan 2021
DOJ: 18 Jan 2021

Congratulations! We are pleased to confirm, you are selected at **Cyber Infrastructure Pvt. Ltd** (India Delivery Center). You will be joining us as **Intern - Open Source (T-0)** , in team of **Associate Process Manager - Vishal Nanda**.

Your terms and conditions for the employment at CIS are as follows:

- This Offer Letter entitles you to become a part of **Cyber Infrastructure Private Limited**, Located at 142- A, New IT Park, Electronic Complex,Pardesipura, Indore(M.P.) - INDIA, effective from the date of issue (DOI).
- This is a provisional offering, on presumption that the particulars furnished in your application and resume are correct, which will be verified on/before/after your start of employment with us. In case the said particulars are found to be incorrect or that you have concealed or withheld some other relevant facts, your offer with the company shall stand terminated/ canceled without any notice.
- You will be joining on probation period of six months starting from the date of your joining (DOJ). However, this period can be reduced or extended based on the individual's performance and at the discretion of the management.
- You will be paid a stipend of (**INR 10,000.00/-**) per month during the probation period. After successful completion of probation period your pay shall be revised to CTC **INR 2.53 LPA (21,100.00/- per month)** for next 12 months.
- We would like you to start work on **18 Jan 2021**.Please report to **Ms. Anubhuty Lal** for documentation and orientation.If this date is not acceptable, please contact me immediately.
- You are not entitled to any leaves with pay during the probation period.
- Your responsibilities include, but are not limited to assign by your immediate Manager.
- In addition to company approved holidays, you are eligible for leaves as per Company Policy.
- You are expected to deal with company's money, material and documents with utmost honesty and professional ethics. Indiscipline, fraud, misappropriation or acting against the interest of the Company can be a reason for immediate termination of service without any notice whatsoever.
- You are required to maintain yourself in a state of medical/ physical/ mental fitness and ensure regular medical checkups. Any neglect on your part in maintaining good health, may render you medically unfit for the services. In such a case your services are liable for

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termination, notwithstanding any other conditions mentioned in the letter or otherwise subject to Indore jurisdiction.

Please sign the enclosed copy of this letter and return it to me **within next 2 days** to indicate your acceptance of this offer.

We are confident that you will be able to make a significant contribution to the success of Cyber Infrastructure Pvt. Ltd. and look forward to working with you.

Candidate's Signatures: _____

Note: This is Computer generated, hence no signature required

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Respected Aarti Sharma,

Raletta Technology Pvt Ltd is pleased to offer you an internship opportunity as a Digital Marketing and Content Writing Intern.

You will directly report to your Team leader and your internship tenure will be 60 days from the date of joining i.e. 01st September 2020.

Please note that this offer is only good until 28th August 2020. If you fail to join us by 01st September 2020, this offer will be considered null and void. The company will not be responsible for any stipend/expenses.

Please indicate your acceptance of this offer under the terms described above by writing an email confirmation to us by 28th August 2020.

If you require any additional information regarding this opportunity, please contact us at +91 88888 39939 or email us at jobs@raletta.in.

Warm regards,
HR Manager,
Raletta Technology Pvt. Ltd.

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unthinkable

Dated: November 09, 2020

Subject: Appointment-cum-Offer Letter

Dear Abhishek Koushal,

We are pleased to offer you the position of **Intern** in our Company.

Your engagement shall be subject to the terms expressed herein and the on-job training letter, and uniform terms and conditions of the Company, which are also accessible from Company's office server.

Subsequent to your completion of Internship Period you will be designated as Junior Associate – IT. Acceptance of this letter is by expression acceptance of the service agreement of Minimum contractual period. Minimum Contractual Term" means the Internship Period i.e. (initial minimum 6(Six) Months which will be extended till the time you have not appeared for your final semester exams) and 1 (One) year thereafter. This period shall exclude any leaves availed by you apart from the stipulated earned leaves as per company's policy.

The date for commencement of your joining is On or before June 2021. Your reporting officer is **Ms. Himani Gautama (Manager - Talent Management)**.

Upon joining, you will receive the detailed confirmation letter and you will be required to signed copy of the enclosed Joining Report along with documents requested.

Stipend and Salary Structure:

- Stipend Structure- With effect from your joining date, you will be entitled for the monthly stipend of INR 16,000 during internship.
- Salary Structure- Post completion of internship, below will be CTC breakup **for one year.**

	Post completion of internship	
	0-06 Months	**7-12 Months**
Particulars	**Amount (INR)**	**Amount (INR)**
Basic Salary	15100	15200
HRA	7550	7600
Travelling Allowance	1600	1600
Special Allowance	185	4035
Gratuity	726	731
Health Insurance	264	264
Total Salary	**25425**	**29430**
Performance Bonus*	2825	3270
Monthly CTC	**28250**	**32700**
Expected In Hand Salary (pre-TDS)	**27235**	**31680**
Yearly CTC	**365700**	
Yearly Incentive**	**34300 (After 01 Year in permanent employment)**	
Gross Annual CTC	**400000**	

Performance Bonus*& Yearly Incentive:** As per prevailing policy of company

Wishing you a long and fruitful stay,

For Unthinkable Solutions LLP

Authorized Signatory

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IIIPL/HEG/OFFER/2340 Date: February 26, 2020

To,

Anushka Rajguru
13 Kunjawan Colony INDORE
Madhya Pradesh 452009

Dear Anushka,

Pursuant to our discussions,**Intellicus Technologies Pvt. Ltd.** is pleased to make you an offer of internship as **Project Trainee** at grade **X** starting on **March 3, 2020** for 6 months**.**

Your Stipend will be **INR 10000/-(Rupees Ten Thousand only)** per month.

All terms and conditions of your engagement will be in accordance with this letter read along with (i) Annexure A to this letter, (ii) the Non- Disclosure Agreement. Formats / copies of the above-mentioned documents are available with us and you are required to read and understand the same prior to your acceptance of our offer for training engagement. In addition, you shall also be required to abide by all the policies and procedures of the Company including those provided on the Company's intranet.

Please note that this offer is conditional upon satisfactory feedback from your references and necessary background, academic, medical, credit/financial and criminal checks. Our offer is also contingent upon your full and complete disclosure to the Company of any and all agreements (non-competition, non-solicitation, employment, confidentiality or otherwise) with any prior employer, clients, principals, partners or others which in any way limit you either contractually or otherwise from engaging in any business activities required or contemplated by the Company in this offer of training engagement. The Company reserves the right to withdraw this offer of training engagement (for training) without any obligation whatsoever, if it determines or believes that any contractual or other obligation may materially limit your ability to engage in business activities for the Company.

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CIN: U31200MP2004PTC016665
SEZ - INDORE Unit I,4-C, Third Floor,STP-II,Crystal IT Park, Ring Road,Indore,452001,(M.P.) INDIA
Regd. Office : 1st Floor,Sarda House,24-B,Palasia,A.B. Road, Indore-452001 (M.P.) India.Phone: +91.731.4067669, Fax: +91.731.4071256

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The Company reserves the right to withdraw this offer of employment without any obligation whatsoever, in the event that it presume or suspect or determines or believes that any commercial or contractual or other obligation may limit ability of company to engage the candidate in business activities of the Company.

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your attorneys and accountants, for seeking their advice) without our prior written consent.

Should you accept our offer, on the Day of Joining, please meet our HEG Personnel at 10:30 AM along with the following documents:

1. Signed copy of the accepted offer Letter
2. Copy of Aadhar card
3. Copy of Pan Card (kindly apply for the same in case if you don't have one) - 3 Copies
4. Copy of Passport (kindly apply for the same in case if you don't have one)
5. Copy of 10th, 12th, Graduation and Post graduation mark sheets and degree
6. Address Proof

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You will be required to submit original copy of all your mark sheets starting from 10th onwards till your last degree and your experience certificate. They are required for initiating and completing our background verification process. All these documents will be taken against an official certificate that will also assure that the documents will be returned within 4 weeks and that they have been retained for verification purpose.

Sincerely,

Authorized Signatory

Encl.

Annexure A: Terms and Conditions of training engagement

I hereby unconditionally accept all the terms and conditions of this offer for employment with **IntellicusTechnologies Pvt. Ltd.** I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Name:

Date:

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Annexure A

Terms and Conditions of Employment

If you accept the Company's offer of employment the following terms and conditions (or as may be modified from time to time) will operate and govern your employment with Intellicus Technologies Pvt. Ltd.

1. You may be posted or transferred to any unit/ office/ branch/ location of the Company or to any of our group / associate companies at any time in any part of India or abroad, at the sole and absolute discretion of the Company. You may also be assigned to projects that require you to travel within and out of India. In the instance of your travel on behalf of the Company, you shall be entitled to reimbursement of expenses and allowances as per applicable Company policies. Further, in such case, you shall also be bound by any policy of such other office or associate companies, in existence at the date of this Agreement or that may be subsequently framed by the Company or the associate companies.

2. You are required to abide by the rules and regulations of the office and are required to maintain the code of conduct and disciplinary rules, which may be framed or modified from time to time. By accepting this offer and joining the Company, you are accepting all the prevailing policies of the Company and any future changes in the policies from time to time.

3. In the event you wish to resign from your employment with the Company, you would be required to give fifteen (15) day's notice to the Company.

4. The Company may terminate your employment by giving fifteen (15) day's notice. The Company may also terminate your employment with immediate effect, (without any notice or payment in lieu of notice) in the event of any misconduct on your part, including (i) fraudulent, dishonest or undisciplined conduct, (ii) breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's property, (iii) insubordination or failure to comply with the directions given to you, (iv) insolvency or conviction for any offence involving moral turpitude, (v) breach of any terms or conditions of employment (vi) irregularity in attendance, or unauthorized or unapproved absence from the place of work, (vii) going on or abetting a strike in contravention of any law for the time being in force, (viii) conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (ix) misconduct as provided under the labour laws or under Company's policies.

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5. You would be entitled to take leaves as per the Company's Annual Leave Policy.

6. You agree to devote your full working time and attention exclusively for the Company's work and responsibilities assigned to you. You will not engage in any other commercial or business activity, even part time, for any monetary gains.

7. You agree that you will not enter into any contract, agreement or arrangement with any person or entity that binds the Company or creates any liability or obligation upon Company, without obtaining a specific prior written permission from the Company. You shall also not communicate with the media in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

8. You agree to sign the Non Disclosure Agreement with the Company on the first day of your joining before any work allocation.

--- ---

Authorized Signatory

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Appointment commitments

Name:	Anushka Rajguru
DOJ:	March 3, 2020
Experience:	0
Skill Set:	Java/J2EE
Source:	Others
Salary:	Stipend of Rs. 10000/- Per Month
Designation:	Project Trainee
Grade:	X

Commitments at the time of Negotiation:

Any Project Promised:

Commitment Clause: Your fixed stipend would be Rs. 10000/- Per Month (Rupees Ten Thousand only Per Month).

Authorized Signatory:

Candidates Signature:
Anushka Rajguru

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Offer: Computer Consultancy
Ref: TCSL/DT20195228149/Mumbai
Date: 13/09/2019

Mr. Mohammad Awesh Shah
8 Ilyas ColonyKhajrana,
Madina Masjid,
Indore-452001,
Madhya Pradesh.
Tel# -

Dear Mohammad Awesh Shah,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

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

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

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Tata Consultancy Services Limited
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

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

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹10,200/-** per month.

BOUQUET OF BENEFITS (BoB)

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

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

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹7,570/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

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

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amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

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

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

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

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

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

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

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

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

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HIS offers the following benefits:

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

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

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

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

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

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

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

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

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

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RETIRALS

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

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

TERMS AND CONDITIONS

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

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

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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

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8. **Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. **Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. **Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the

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said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external

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background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

*There is no criminal offence registered/pending against you

*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below

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documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

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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

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Mohammad Awesh Shah**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Swami Vivekananda College**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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Annexure 2

Ahmedabad **Lead – ILP** Tata Consultancy Services Limited, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** **Lead - ILP** Tata Consultancy Services Limited, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR **Lead – ILP** Tata Consultancy Services Limited, Barabati, IRC Block, Ground Floor, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** **Lead – ILP** Tata Consultancy Services Limited, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan **Lead - ILP** Tata Consultancy Services Limited, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** **Lead - ILP** Tata Consultancy Services Limited, Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati **Lead – ILP** Tata Consultancy Services Limited, 5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati - 781006,Assam	**Hyderabad** **Lead - ILP** Tata Consultancy Services Limited, Q City, Nanakramguda, Hyderabad,
INDORE **Lead - ILP** Tata Consultancy Services Limited, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** **Lead - ILP** Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium,2nd Floor, Wanderers Building, Delta Park - Lords
KOCHI **Lead - ILP** Tata Consultancy Services Limited, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** **Lead - ILP** Tata Consultancy Services Limited, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra - 400606
NAGPUR **Lead - ILP** Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** **Lead - ILP** Tata Consultancy Services Limited, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum **Lead – ILP** Tata Consultancy Services Limited, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581	

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Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. **Confidential Information**
   "Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

   (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

   (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

   (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

   (d) Customer and prospective customer lists, and

   (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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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Tata 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

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KHANDWA ROAD, INDORE

(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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19 June, 2020

Dear Jasika Arora,

Congratulations! Subsequent to the discussions we had with you recently, we are pleased to offer you an appointment in our organisation. Please find the details below:

Position: Software Engineer - Trainee

Date of Joining: 13 July, 2020.

Compensation: Gross Compensation of **Rs. 2,40,000/-** (Rupees Two Lakhs Forty Thousand Only) per year.

Place of work: Your initial place of work will be at Indore. However, your services are transferable and you may be assigned, to any location in India or abroad where the Company or any one of its associates or customers, conducts business.

If you choose to accept this job offer, we request you to confirm your acceptance by signing a copy of this letter.

We congratulate you on your appointment and wish you a long and successful career with American Chase.

American Chase India

Sincerely,
Yash Chouhan
Co-Founder and Director

203, Princes' Business SkyPark
Scheme No.54, PU-3 A.B. Road
Indore (MP) 452010
+91 8308848731
hrindia@americanchase.com
www.americanchase.com

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FUTECH IOT PVT. LTD.
A-40, A Block, New Siyaganj, Indore-452007, M.P.
GSTIN: 23AADCF9926E1ZP | PAN NO. AADCF9926E
CIN NO - U51909MP2020PTC050722
Email: tech1@eaindia.co.in;
Website: www.futechmart.com
Contact: +91-6232919902

DATE :- 25-OCT-2020

To,

PARAMVEER SINGH TOMAR

29 TILAK MARG BARWAHA

KHARGONE 45115

SUBJECT :- APPOINTMENT LETTER

Dear Paramveer Singh Tomar,

Please refer to Your application and the subsequent interview you had with us. We are pleased to offer you a appointment as **"Technical Executive"** to be based in Indore on the following terms and Conditions.

1. You will be paid a Total Salary (CTC) of **Rs 2,40,000/-** per annum as discussed and accepted by you in the interview.
2. You will join the company on or before **01-Nov-2020.**
3. If the above is acceptable, please report to the office on the above mentioned date at 9:30 am along with Document as discussed in at interview time.

In token of having accepted the above, please signed on the duplicate copy of this letter and return to us/ mail to us. Do get back in case of any other support/clarification.

Authorized Signatory
For FuTech IoT Private Limited

Manish Matta

It is System Generated Document Hence Doesn't Need Signature.

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Futech IoT

DHAKAD
TECHNOSOFT

Reg. Office: F-19 , 2nd floor, Vatsalya Chamber, Opposite Inox sapna sangeeta, Indore, M.P., India–452001.
Contact: 9619880529. Website: http://www.dhakadsoft.com

Offer Letter

Dear Mr Saklen,

It is our pleasure to extend the following offer of employment to you on behalf of Dhakad Technosoft Pvt Limited

Designation: Flutter Developer

Date of Joining: 13 Dec 2022

Date of Issue: 23 Mar 2023

Terms and conditions of the employment offer are as follows:

- This Offer Letter entitles you to be a part of Dhakad Technosoft Pvt Limited, Located at F-19 , 2nd floor, Vatsalaya Chamber, Opposite Inox sapna sangeeta, Indore. It will be effective from the date of joining.
- You would be on training/ probation of Six months from the date of joining.
- Your salary will be as per our discussion 25000 INR/month and later will be revised based on your performance.
- You will be having 1.5 years bond with as we agreed, you have to submit cheque of 1,00,000 INR OR 10TH 12THOriginal Markshits. If you want to leave before 1.5 years ,you have to pay cheque amount or you will face legal action subject to Indore jurisdiction, also no document will be provided to you.
- Your responsibilities include but are not limited to assign by your immediate Manager.
- In addition to company approved holidays, you will not be eligible for any leaves for the probation period. Any leave asked for should be applied for at least 3 days in advance and needs to be approved by your Immediate Manager.
- You are expected to deal with company's money, Material and documents with utmost honesty and professional ethics. Indiscipline, Fraud, misappropriation or acting against the interest of company can be reason for immediate termination of service without any notice whatsoever.
- You are required to maintain yourself in a state of medical/ physical/ mental fitness and ensure regular medical checkups, any neglect on your part in maintaining good health may render you medically unfit for the services. In such a case your services are liable for termination, notwithstanding any other conditions mentioned in the letter or otherwise.
- You will not give anyone by word of mouth, writing, facsimile, electronic devices and media or otherwise any particulars or details, with you acquire during the course of your employment of your working systems, technical know-how, security arrangement, administrative and or organization matters of company or our client(s) whether confidential, secrete or otherwis e, either during your employment with company or afterwards.
- Subject to Indore jurisdiction

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Your employment of Dhakad Technosoft Pvt Limited is at-will. of Dhakad Technosoft Pvt Limited can terminate the relationship at any time with or without, 2 week notice. If you intent to resign from the offered relationship you require to submit a Two month notice, failure to which may result in breach of contract without any pay. In any case management's decision will be at par.

For Dhakad Technosoft Pvt Limited

Shilpa Dhakad
CEO
Date : _23-Mar-23

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Bitwise Solutions Pvt. Ltd.
Bitwise World
Off International Convention Centre
Senapati Bapat Road
Pune 411016 India
CIN: U72200PN1997PTC015155

+91 20 40102000
bitwiseglobal.com

OFFER OF EMPLOYMENT

25th October 2019

To,
Harsh Patidar
S/O Kishore Patidar
Patidar mohalla, Village Deshwalya Dhar,
Madhya Pradesh 454335

Position offered: Trainee Programmer

Hi Harsh,

Congratulations! We are glad to invite you to be a part of an elite corps; Bitwisers are recognized as one of the industry's most competent technology professionals. Our culture fosters the concept of "team" where Bitwisers collaborate passionately, innovatively and confidently to turn the whys into why not and the how into wow. Our clients choose us time and again, because our commitment goes beyond the immediate. This makes working at Bitwise not just any "job" but a true calling.

Welcome to Bitwise!

So what's in it for you?

- Experience a truly dynamic work environment and an opportunity for you to make a difference
- Broaden your horizon, skills and profile working with some of the best minds in the industry
- Take your ideas and passion to the next level with an opportunity to impact markets, technology and the future

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1 Harsh Patidar

Harshi

An ISO 9001:2015 & ISO 27001:2013 Certified Company

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Pune 411016 India
CIN: U72200PN1997PTC015155

+91 20 40102000
bitwiseglobal.com

Compensation Details

Your annual CTC will be ₹3, 84,000 /- (Rupees Three Lac & Eighty Four Thousand only) P.A. TDS will be deducted as applicable.
The breakup of your salary will be as follows:

	Annual in ₹	Monthly in ₹
Basic	1,80,000.00	15,000.00
HRA	72,000.00	6,000.00
Transport Allowance	36,000.00	3,000.00
Special Allowance	14,400.00	1,200.00
Medical Allowance	36,000.00	3,000.00
Gross	3,38,400.00	28,200.00
Bonus	24,000.00	0.00
Company contribution to PF	21,600.00	1,800.00
CTC	3,84,000.00	30,000.00

*Bonus will be paid proportionately during 2021 Diwali.

Your employment will be effective from 14th July, 2020. However, this offer is contingent upon completion of a successful reference & background check.

We look forward to your confirmation of acceptance at the earliest. That's how eager we are for you to join us!

For BITWISE SOLUTIONS PVT. LTD.
Sincerely,

Arati Joshi
Vice President

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2 Harsh Patidar

venza Consulting

Letter of Intent

Dear Anusha,

We are delighted to offer you the position of **Associate Financial Consultant** with our **Consulting Division**, the place of posting shall be at **Indore (M.P)**. You are going to be a part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and consulting.

We are confident that you will find this new opportunity both challenging and rewarding. An Appointment letter would be issued to you on joining. The following points outline the terms and conditions, along with this letter of intent.

Joining date: 07-Dec-2020,

Yearly package: 2,52,444/-(INR), Annexure 'A' attached,

*** You need to sign a service agreement of 12 months.**

Probation: On joining you would be serving a training period of 8-10 days as applicable to your level and then you will be on Probation for Three (3) months. If your services are found to be satisfactory, your employment with VENZA Research will deemed to be confirmed, unless you are informed in writing otherwise. VENZA Research reserves the right to reduce, dispense with or extend your Probation Period at its absolute discretion. After confirmation you would be eligible for all company benefits as per company Standing Order from time to time.

Separation: You should serve a notice period of one month before resigning from the position. If not, shall lose the pay and incentives for the one month period worked preceding resignation and forfeit 'Relieving Certificate' and 'Experience Certificate'. During Probation Period your services shall be terminated on the Disciplinary, non performance or non adherence of the rules and policies of the company. VENZA Research shall have the right to terminate your employment, forthwith, without notice or payment of salary.

Here's wishing you a warm welcome and look forward to a long and mutually satisfying association.

On the day of joining you are required to bring the photo copies of following testimonials. This is mandatory for completing your joining and authentication process with VENZA Research.

1. 10th/12th/ Graduation/ Post Graduation/ Certification courses-Certificates and Mark sheets **(1copy each)**
2. ID Proof (**AADHAR Card, PAN card (Mandatory)**, Driving License, Voter ID) - **Three copies each.**
3. Copy of Bank pass book
4. Copy of Letter of Intent
5. Passport size photographs – Six Nos. (Colored)
6. All of the above documents need to be carried in original and photo copies for Company's & Bank verification process.

For, Venza Consulting | **With the signature below, I accept this offer for employment**

People Development Group | **Anusha Rimza** | **Date:** _____

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Salary Details for Associate Financial Consultant (AFC) - Annexure 'A'

Name of the candidate	Anusha Rimza
Date Of Joining	07-Dec-2020

Fixed Components	**Monthly**	**Annual**
Basic	8,600	1,03,200
Attendance allowance	1,000	12,000
Variable Components		
Key Performance Indicators (KPI)*	3,655*	43,860*
Annual Performance Pay*	-	9,000*
Monthly Performance Incentives*	-	72,000*
Gross Salary	13,255	2,42,060
Retirement benefits	-	
Provident fund (Employer's Contribution)	1,032	12,384
Total CTC	**14,287/-**	**2,52,444/-**

Important terms:

- KPI, Annual Performance Pay and Monthly Performance Incentives* will vary based on your performance score and meeting the delivery targets as per the team structure. The incentive scale may vary as per your team allocation.
- Annual Performance Pay will be paid out based on Company's policies & as per Bonus Act 1965.
- Employee Contribution to PF of Rs 1032/- and ESIC Rs. 99/- will be deducted from your Gross salary.
- Your appointment will be subject to you being found medically fit., medical certificate to be provided on joining
- You are not planning for any higher studies which would force you to quit the job during Service Agreement of 01 year.
- In case of resigning before 12 months, shall loose the pay for the month served as notice.
- Company is having all rights to increase or decrease the salary or any component of CTC or other benefits any time subjected to the your performance
- Kindly confirm your acceptance of this offer by signing and returning a copy of this letter and share a mail at **recruitment@epicresearch.co**

Accepted By

Anusha Rimza

(Name and signature of candidate)

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Incentive Structure (Annexure 'B')

Slabs (In SGD)	Incentives (In INR)	Applicable for
1000-1500	3105	Non-Tenured
1501-1900	4661	Non-Tenured & MT
1901-2400	5900	Non-Tenured & MT
2401-2700	7455	Tenured, Non-Tenured & MT
2701-3000	8496	Tenured, Non-Tenured & MT
3001-3500	9453	Tenured, Non-Tenured & MT
3501-4300	11501	Tenured, Non-Tenured & MT
4301-5100	12580	Tenured, Non-Tenured & MT
5101-5900	14920	Tenured, Non-Tenured & MT
5901-6700	16597	Tenured, Non-Tenured & MT
6701-7500	18847	Tenured, Non-Tenured & MT
7501-8300	20759	Tenured, Non-Tenured & MT
8301-9100	22973	Tenured, Non-Tenured & MT
9101-9900	25187	Tenured, Non-Tenured & MT
9901-11000	27401	Tenured, Non-Tenured & MT
11001-13500	29703	Tenured, Non-Tenured & MT
13501-16000	36453	Tenured, Non-Tenured & MT
16001-18500	43203	Tenured, Non-Tenured & MT
18501-21000	49953	Tenured, Non-Tenured & MT
21001 & Above	Earn Flat 5% on Incremented Amount	Tenured, Non-Tenured & MT

For, Venza Consulting **With the signature below, I accept this offer for employment**

People Development Group **Anusha Rimza** **Date:** _____

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Offer: Computer Consultancy
Ref: TCSL/DT20195374883/Mumbai
Date: 13/09/2019

Mr. Manthan Paul
60,Bengali Colony Kanadia Road IndoreBengali Square,
Opp Pick N Move Super Market,
Indore-452016,
Madhya Pradesh.
Tel# 91-9131372866

Dear Manthan Paul,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹10,200/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹7,570/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB

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amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE
You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

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HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

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8. **Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. **Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. **Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the

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said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external

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background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

*There is no criminal offence registered/pending against you

*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below

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documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

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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

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Manthan Paul**
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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Annexure 2

Ahmedabad **Lead – ILP** Tata Consultancy Services Limited, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** **Lead - ILP** Tata Consultancy Services Limited, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR **Lead – ILP** Tata Consultancy Services Limited, Barabati, IRC Block, Ground Floor, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** **Lead – ILP** Tata Consultancy Services Limited, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan **Lead - ILP** Tata Consultancy Services Limited, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** **Lead - ILP** Tata Consultancy Services Limited, Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati **Lead – ILP** Tata Consultancy Services Limited, 5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati - 781006,Assam	**Hyderabad** **Lead - ILP** Tata Consultancy Services Limited, Q City, Nanakramguda, Hyderabad,
INDORE **Lead - ILP** Tata Consultancy Services Limited, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** **Lead - ILP** Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium,2nd Floor, Wanderers Building, Delta Park - Lords
KOCHI **Lead - ILP** Tata Consultancy Services Limited, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** **Lead - ILP** Tata Consultancy Services Limited, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra - 400606
NAGPUR **Lead - ILP** Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** **Lead - ILP** Tata Consultancy Services Limited, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum **Lead – ILP** Tata Consultancy Services Limited, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581	

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Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. **Confidential Information**
   "Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

   (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

   (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

   (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

   (d) Customer and prospective customer lists, and

   (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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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Tata Consultancy Services Limited
Tata 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
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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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Building a better working world

EY Global Delivery Services India LLP
3rd Floor, Tower C,
RMZ Infinity, Old Madras Road,
Benniganahalli, K.R Puram,
Bangalore - 560016,
Karnataka, India.

Tel: +91 080 6681 3000
Fax: +91 080 6681 3334
ey.com

Talent Team Ref: 77501

28 May 2024

To Whomsoever It May Concern

This is to certify that **ANIRUDDHA DEO**, GPN **IN010168729** has been employed with the firm since **16 January 2023**. He is currently in the role of an **Advanced Analyst.**

As per our records he is residing at the following address:

213, DHANVANTARI NAGAR FLAT NO. 106 CHINAR APPARTMENT , NEAR GANESH MANDIR
RAJENDRA NAGAR
INDORE , MP
452012

As per our records **his** work location is 2nd Floor, Tower B,Panchshil Business Park,Viman Nagar,Pune - 411014.

This certificate has been issued at his request.

For further queries: Please contact at myhr.gds@xe04.ey.com

Issuance of this certificate does not confer any financial and legal liabilities to the issuer.

for EY Global Delivery Services India LLP

Signed By: ANJU NAIR
Reason: HR Letters
Location: Bangalore
Date:05/29/2024 11:49:22

HR Representative

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2016 - 2020

Delight Financial Services
Globalizing Traders

Date–15/03/2023

Mr.Rajendra Jaiswal,

Appointment Letter

Dear. Mr.Rajendra Jaiswal,

We are pleased to appoint you in our organization as **Investment Advisor Subject** to the following terms and condition:

1. Date of Joining, Posting & Location

You have joined us on 15/03/2023 (mm/dd/yyyy) at our corporate office in **Indore**. Your designation will be **Investment Advisor.** Your role in the organization shall be restricted to the sales Representative. You shall not be involved in any activity related to investment Advice .You shall work under the guidance of **Prahlad Chouhan** (person associated with the Investment Advice).The management reserves the right to transfer you on any assignment in any department/associate concern of the company anywhere in India, as it may consider to be necessary, in its absolute discretion from time to time , subject to the provision that your remuneration and other facilities will not be adversely affected .

2. Compensation

You shall be entitled to an all-inclusive annual Cost to Company of **Rs. 2, 64,000/- (Two Lac sixty-For Thousand Only).** A detailed break-up of your compensation structure is given in the Annexure to this letter. The Compensation package shall be governed by the Policies and Guidelines of the Company presently applicable and as may be modified from time to time. Further you are required to strictly maintain the secrecy and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration or terms of employment to any other employee of the Company or other public at large. If found revealing any of the above information, strict disciplinary action shall be taken.

3.The Salary payout will be made latest by 8th of the Following Month.

4. Probation Period

You will be on probation for a period of 3 months from the date of your joining. The probation period is extendable at the sole discretion of the Management by one or more terms of 3 months duration.

DEAN COORDINATOR
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KANADWA ROAD, INDORE

CONTACT NO. : +91 9713959453 | HELPDESK : +91 7314966672
PLOT NO. 356 PU-4 SCHEME NO. 54 VIJAY NAGAR INDORE (M.P)
INFO@DELIGHTFINANCIAL.COM | DELIGHTFINANCIAL@GMAIL.COM

2016 - 2020

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SHRI JAGANNATH INDUSTRIES
"Expert Industrial Suppliers"

+91 0731-4976189 +91 83193-15971, +91 95753-02506
sales@sjiindia.com, sji.indore@gmail.com
403, Dutt Nagar, Opposite D-Mart, Rajendra Nagar, Indore-452012
www.sjiindia.com

Joining Letter

Dear [Mr. Gagan Vishwkarma],

Thank you for accepting and signing the job offer letter. I am pleased to inform you that your employment with **SHRI JAGANNATH INDUSTRIES** has been confirmed in the capacity of [**Job Title: Graduate Engineer Trainee**].

As agreed, your starting date will be [16-MAR-2020] and your work timings from [_9:30__] to [__19:00], Monday to Saturday. Further information governing your employment can be found in the signed contract as well as the Employee Policy document.

Terms and Condition for GET:

1. First 1 Year will be as Trainee and it will be a Training Period.
2. After completion of Trainee Period there will be a 3 Month Probationer period, or this will expendable as per management decision.

If you have further queries about your employment, you may contact me directly or approach the HR department.

Congratulations on your appointment and welcome to [SHRI JAGANNATH INDUSTRIES]. We look forward to years of fruitful cooperation and success. We wish you the best of luck in your new post.

Sincerely,

[Mr. Shubham Tyagi]

Partner

SHRI JAGANNATH INDUSTRIES INDORE

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KHANDWA ROAD, INDORE

2016 - 2020

ITL Industries Ltd.

ITL/HR/2020-21

DATE: 26.10.2020

To,

Mr. Rajan Mehra,
7/1, Ganesh Nagar,
Indore, (M.P)

Dear **Mr. Rajan Mehra,**

With reference to your application and subsequent interview you had with us, we are pleased to inform you that you have been selected as "G.E.T." on the following terms and conditions: -

1. You will be designated as **"GET(Trainee)** during your training period.
2. You will be under training for a period of **One Year** commencing from **21.10.2020 and completing on 20.10.2021.**
3. After completion of training if you are found suitable after necessary interview, you will be taken for employment in the Company. You will be appointed on probation for 6 months. If your performance is found satisfactory you will be interviewed again for appointing you as regular employee as per Company standard terms & conditions.
4. You will be paid a stipend of **Rs. 12,000/- (Rupees Twelve Thousand only) per month**, during your training stipend is subject to proportionate deduction for any absenteeism or deduction under the law as permissible.
5. After completion of successful training of one year, if you are absorbed by the company, you will be paid a lump sum salary of Rs17884/- (CTC) per month in second year.

. In addition to your stipend, you will be eligible for **"Technical progressive reward"** of Rs.60,000/- subject to your services at ITL for thirty six months.

You will be entitled for this amount after completion of thirty six months services at ITL from the date of joining.

This amount will be paid in twelve equal installment from the beginning of fourth year.

You will be entitled for 12 days Casual Leave and declared eight National and festival holidays during training period.

During training period, if your performance is not found up to our satisfaction your training can be called off immediately without any compensation.

While there is no guarantee of regular employment to be offered to you, on completion of the training period, the management may consider your case for regular absorption after successful completion of training on any vacancy on such terms and conditions as may be agreed upon.

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KHANDWA ROAD, INDORE

Technology with Time ....

TL Industries Ltd. (a BSE listed Company) Address : 111, Sector "B" Sanwer Road Industrial Area, Indore - 452015 (M.P.) INDIA
: +91 731 7104400 / 09, Telefax : +91 731 7104410, Sales : +91 731 7104412 - 417, E-mail :

ITL Industries Ltd.

ITL/HR/2020-21

DATE: 26.10.2020

12. You shall not be entitled to claim any other privileges/benefits which are available to other employees except the stipend payable during the training period.

13. You will be required to maintain a Daily Performance Diary regarding your engagements and achievements of day to day training and submit the same to your concerned HOD on biweekly basis.

14. You will observe Discipline, Rules, and Order of the management and abide by the same.

15. The company expects you to work in any section where you may be placed with high standard of initiative, effectiveness and efficiency.

16. You are to keep and render a faithful account of all properties of the company entrusted to you in the course of your training. You shall also not disclose or part with technical secrets, business secrets, document, drawing etc. which you might come to know or acquire possession of directly or indirectly to anybody at any time, during your training period or even after leaving the company.

17. You shall abide by the rules and regulations of the company as may be effective from time to time.

8. If you accept the terms and conditions of the company, mentioned above, you are requested to return duplicate copy of this letter duly signed by you as a token of you acceptance without any objection.

anagement wishes you all the best for a very long and pleasant association with us.

faithfully,

Industries Ltd.,

ized Signatory)

d and signed by :

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2016 - 2020

Lokesh
Machines Limited
(Components Division)

Plot No D-260/1 MIDC Ranjangaon Industrial Area
Ranjangaon Tal. Shirur Dist. Pune-412220
Tel No. 02138-671011/12/13/14/15
www.lokeshmachinespune.com

Ref: LML/HR/NATS/2020/007

Date 27/11/2020

Dear Mr. Chandrashekhar Jadhav,

Registration No. WMPG006200600437

Token No. 80018

Subject: Appointment Under National Apprenticeship Training Scheme (NATS).

Dear Mr. Chandrashekhar Jadhav,

With the reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as a ' **Trainee** ' under National Apprenticeship Training Scheme Government of India on following Terms & Conditions.

1. Your training period under the said Board Of Apprenticeship Training for a period of Twelve months will be w.e.f. **27/11/2020** to **26/11/2021** (Both days inclusive), the training will automatically come to an end on the expiry of the said period of Twelve months.
2. During training period, you will be paid stipend of 13053 per month.
3. You will not be eligible for any stipend for the particular days/month you remain absent from duty.
4. During the period of training you will not be entitled to enjoy the status of an employee and, therefore, not entitled to any benefits either monetary or otherwise which the regular employees of the company might be entitled.
5. You shall undergo such training including on the job training and shall perform such work as may be decided by the company from time to time.
6. You shall not be eligible to claim permanency in the employment of the Company on the completion of the training period or otherwise.
7. The management will expect you to get trained in the section in which you are placed with a high standard of discipline, initiative, efficiency and economy.

LOKESH MACHINES LIMITED PUNE

Office and Works - 1.29, EE/E Stage II, Balanagar, Hyderabad - 500 037. T.G.State,INDIA
+91-40-23079310, 11,12, 13, Fax: +91-40-23078274 Email: info@lokeshmachines.com URL: www.lokeshmachines.com
2 Temple Road, Bonthapally, Kalpaka Mandal, Medak Dist. T.G.State,INDIA
3 Lokesh Machines Ltd., Medchel, No. 10, Ravolkole Villa, Medchel, Mandal RR Dist. T.G.State,INDIA Phone: 08418-329308

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8. On completion of the training and/or termination of the training period, you shall handover to the authorized person such tools, materials equipment's etc. Which were handed over to you during the course of training. Any loss/ damage Caused to the said tools, Material, equipment's etc. due to negligence of your part, shall be recovered/ adjusted any payment payable to you.

9. You will be abide by the rule & regulations in force from time to time and made applicable/ introduced.

10. You may be liable to be posted / transferred to any Unit/Branch, Shift, and Section/Department of the establishment as existing at the time of transfer.

11. The company may at its sole discretion relieve you of your training any time during the training period without giving you any notice, if your performance/ attendance/ Behavior as a trainee is found to be unsatisfactory.

12. You will not provide to any one, by word of mouth or otherwise, particulars or details of our manufacturing processes, technical know-how, or of administrative and/or organizational maters, whether of confidential or secret nature that may become known to you for being during the course of your training.

13. In case of any change in your residential address during the course of your training, it shall be your duty to inform the same to HR department about such change. All communications sent to your last known address shall be deemed as received by you at the correct address.

Please sign on the duplicate copy of this letter as a token of your understanding and acceptance of the above term and condition of your training.

Yours faithfully,

For **Lokesh Machines Ltd [Component Division]**

Kiran Kadu

(Assistant manager-HR)

LOKESH MACHINES LIMITED PUNE

Accept the appointment and its terms and conditions.

Date : 27/11/2020

Name : Chandrashekhar jadav

Signature

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190, veer savarkar Nagar, Indore-452012
www.sjiindia.com
Email: sales@sjiindia.com

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OFFER LETTER

DATE: 5/03/2020

To,

Dear Aman Soni,

Sub: - Offer Letter for the post of Technical Sales Engineer.

With reference to the Campus Interview we had with you on Dtd: 2-MAR-2020 at Swami Vivekanand College of Engineering, Indore (M.P.) , we are pleased to inform you that, you have been selected for the post of Technical Sales Engineer. You will be directly reporting to Mr. Shubham Tyagi – Director Marketing. You have to look after OEM and all Industrial Customers in M.P. territory as decided by Management from time to time.

Your Date of Joining is 16-MAR-2020

Please sign on this offer Letter of this offer letter as token of your willful acceptance.

All terms and conditions are mentioned in joining application forms, Company has right to change the terms and condition without prior notice.

Offered Salary Structure

Basic Salary	Rs. 10500=00 Per Month
Food Allowance	Rs. 1500=00 Per Month
Total In Hand Salary	**Rs. 12000=00 Per Month**
FUEL Allowance	**Rs. 2/Km**
Incentive Extra	1% only on achievement of given Sales Target. Incentive will be credit Quarterly.*

Wishing you all the very best in your new assignment.

Thanking You
Yours Truly,

For Shri Jagannath Industries

D.R. Tyagi Director

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Email: sales@sjiindia.com

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OFFER LETTER

To,

DATE: 5/03/2020

Dear Deepak Yadav,

Sub: - Offer Letter for the post of Technical Sales Engineer.

With reference to the Campus Interview we had with you on Dtd: 2-MAR-2020 at Swami Vivekanand College of Engineering, Indore (M.P.) , we are pleased to inform you that, you have been selected for the post of Technical Sales Engineer. You will be directly reporting to Mr. Shubham Tyagi – Director Marketing. You have to look after OEM and all Industrial Customers in M.P. territory as decided by Management from time to time.

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Wishing you all the very best in your new assignment.

Thanking You
Yours Truly,

For Shri Jagannath Industries

D R. Tyagi – Director

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KHANDWA ROAD, INDORE

Offer: Computer Consultancy
Ref: TCSL/DT20195382987/Mumbai
Date: 13/09/2019

Mr. Murtuza Khachrodwala
99/1Manik Bagh Road,
Swami Dayanand Nagar,
Indore-452001,
Madhya Pradesh.
Tel# -

Dear Murtuza Khachrodwala,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹10,200/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹7,570/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB

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amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE
You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

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HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Tata 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

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KHANDWA ROAD, INDORE

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

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8. **Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. **Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. **Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the

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said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external

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background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

*There is no criminal offence registered/pending against you

*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below

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documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

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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

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Murtuza Khachrodwala**
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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Annexure 2

Ahmedabad **Lead – ILP** Tata Consultancy Services Limited, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** **Lead - ILP** Tata Consultancy Services Limited, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR **Lead – ILP** Tata Consultancy Services Limited, Barabati, IRC Block, Ground Floor, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** **Lead – ILP** Tata Consultancy Services Limited, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan **Lead - ILP** Tata Consultancy Services Limited, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** **Lead - ILP** Tata Consultancy Services Limited, Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati **Lead – ILP** Tata Consultancy Services Limited, 5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati - 781006,Assam	**Hyderabad** **Lead - ILP** Tata Consultancy Services Limited, Q City, Nanakramguda, Hyderabad,
INDORE **Lead - ILP** Tata Consultancy Services Limited, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** **Lead - ILP** Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium,2nd Floor, Wanderers Building, Delta Park - Lords
KOCHI **Lead - ILP** Tata Consultancy Services Limited, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** **Lead - ILP** Tata Consultancy Services Limited, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra - 400606
NAGPUR **Lead - ILP** Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** **Lead - ILP** Tata Consultancy Services Limited, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum **Lead – ILP** Tata Consultancy Services Limited, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581	

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Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. **Confidential Information**
   "Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

   (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

   (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

   (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

   (d) Customer and prospective customer lists, and

   (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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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TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Tata 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

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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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To,
Aayushi Hardiya
46, Pipliya Rao, Indore
Indore (M.P)

Dear Aayushi,

are pleased to offer you the position of **"Software Trainee"** with **Rave Digital Pvt. Ltd**., Indore**.** The details of this offer cum appointment are annexed.

1]Terms & Conditions of Offer cum Appointment Letter:-

1.1 Your Compensation will be **Rs.10,000/- per month during your On-Job Training/Probation period**. You will be entitled for **the package of anywhere between 2.0 LPA to 2.4 LPA** based on your performance after completing your training and after receiving your degree. During your training period you will be trained, guided and helped in developing your technical / programming skills from time to time.

1.2 The appointment letter shall be valid from the date on which you have joined us. Start date is expected to be **2nd Dec 2019**. If you do not confirm your acceptance within two working days from the date of this offer or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer you are required to

Respond via email to hr@raveinfosys.com to communicate acceptance of the offer and to confirm your joining date. You will be required to sign on every page and send a scanned copy of this offer letter.

OR

Indicate your acceptance by signing on every page on the second copy of this offer and hand it over to:

HR Manager

1.3 On your joining date, please bring the following documents:

- Both the copies of this offer (if acceptance is given through email) duly signed and dated by you.
- Three passport-size colored photographs.
- The original and 2 sets of photocopies of the following's documents:

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- Education degree certificates and all your mark sheets of the highest degree attained.

- All your previous experience letters.
- Proof of identity, being one of the following documents; passport, driving license, voter's identification card, PAN card.

2. The Other Terms and Conditions of the offer are as under.

2.1 Your headquarters shall be at Indore**.** However, your service are transferable at the discretion of the management, on part time or full time to any other firm or company or companies under the same management or associate or subsidiary, on the same terms and conditions. In such case you will be governed by the policies of that location.

2.2 You shall be on **probation for the period of six months**. As per your performance in the probation period, the management at its discretion may confirm your appointment. If after the end of this probation period the management decides that you need further training, then the probation period will extend for the period management finds suitable.

2.3 You are expected to ensure that you comply with the policies of the company as they form an integral part of the terms of employment with **Rave Infosys**. These policies are updated / modified on a periodic basis and new Policies may be introduced from time to time.

2.4 In connection with your employment and during the term of your employment, all software's developed or conceived by you solely or jointly with others shall be exclusive property of the Company.

2.5 You shall be entitled for increments as per the applicable policies of the company.

2.6 In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the confidentiality policy of the company. Therefore, please ensure that you maintain as secret and confidential all confidential information (as defined from time to time in the Confidentiality Policy of the company) and shall not use or divulge or disclose any such confidential information except as may be required under obligation of law or as may be required by **Rave Infosys** and in the course of your employment. This covenant shall endure during your employment and for a period of **Eighteen months** from the cessation of your employment with **Rave Infosys** (irrespective of the circumstances of, or the reasons for, the cessation).

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2.7 You will be entitled to leave, holidays and working hours as applicable to your category of employees, location and posting.

3. Twenty-Four Months Bond - On your joining date you will enter into a service agreement with company for at least **24 Months** of your employment with the company. The detailed service agreement will be signed at the time of your joining.

3.1 Upon confirmation of service (after successful completion of probation period), the appointment can be terminated by **six week's** notice by either side. The company can terminate your appointment by paying you in lieu of notice period, the salary for the period of notice. And, In case you leave the company without giving notice, the company shall have the right to recover salary in lieu of notice period for the amounts due on you or otherwise.

3.2 This appointment can also be terminated, by giving **four week's** notice or compensation, during Probation Period. However, if your performance is below satisfactory level, the management may terminate this appointment without giving any notice or reasons thereof.

3.3 However, if you resign or give notice to the company, the management at its discretion may decide to waive the required notice period from you, and relieve you at a convenient date, without any obligation to pay compensation in lieu of remaining notice that you may have given.

3.4 No notice is required to be given if any of the information tendered by you at the time of appointment is found to be incorrect or if you breach any of the conditions of the contracts/documents /undertakings executed/given by you to the company. Salary will not include any benefits or incentive eligibility amounts.

3.5 If you are absent for continuous period of 8 days without leave or obtaining you manager's approval, you will be deemed to have voluntarily terminated your service without notice.

3.6 As and when there is any change in your residential address from the one that you have furnished to the company at the time of joining, you shall inform the management in writing in respect thereof. Or else, any communication sent by the company under Postal Certificate at available address shall be deemed to be proper and sufficient service of such communication to you.

3.7 You shall throughout the period of employment with us, give and devote whole of your time and attention exclusively to your duties to the company and you shall not,

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without prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

3.8 You shall be governed by the rules and regulations of the company, as may be from time to time.

3.9 By any chance if Candidate did not clear their last semester exam, we may extend their probation period (depending upon their training performance) or we may revoke the offers. However, we assume this will not be a case.

Please sign and return to us a copy of this letter as a token of acceptance of our offer and terms and conditions, as mentioned above.

Yours truly,

For **Rave Infosys Pvt. Ltd.** **Accepted by**

Rakesh Verma
[Authorized Signatory] **[Aayushi Hardiya]**

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To,
Mayank Valechha,
158/1 BK Sindhi Colony,
Indore (M.P).

Dear Mayank,

are pleased to offer you the position of **"Software Trainee"** with **Rave Digital Pvt. Ltd**., Indore**.** The details of this offer cum appointment are annexed.

1]Terms & Conditions of Offer cum Appointment Letter: -

1.1 Your Compensation will be **Rs.10,000/- per month during your On-Job Training/Probation period**. You will be entitled for **the package of anywhere between 2.0 LPA to 2.4 LPA** based on your performance after completing your training and after receiving your degree. During your training period you will be trained, guided and helped in developing your technical / programming skills from time to time.

1.2 The appointment letter shall be valid from the date on which you have joined us. Start date is expected to be **2nd Dec 2019**. If you do not confirm your acceptance within two working days from the date of this offer or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer you are required to

Respond via email to hr@raveinfosys.com to communicate acceptance of the offer and to confirm your joining date. You will be required to sign on every page and send a scanned copy of this offer letter.

OR

Indicate your acceptance by signing on every page on the second copy of this offer and hand it over to:

HR Manager

1.3 On your joining date, please bring the following documents:

- Both the copies of this offer (if acceptance is given through email) duly signed and dated by you.
- Three passport-size colored photographs.
- The original and 2 sets of photocopies of the following's documents:

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- Education degree certificates and all your mark sheets of the highest degree attained.

- All your previous experience letters.
- Proof of identity, being one of the following documents; passport, driving license, voter's identification card, PAN card.

2. The Other Terms and Conditions of the offer are as under.

2.1 Your headquarters shall be at Indore**.** However, your service are transferable at the discretion of the management, on part time or full time to any other firm or company or companies under the same management or associate or subsidiary, on the same terms and conditions. In such case you will be governed by the policies of that location.

2.2 You shall be on **probation for the period of six months**. As per your performance in the probation period, the management at its discretion may confirm your appointment. If after the end of this probation period the management decides that you need further training, then the probation period will extend for the period management finds suitable.

2.3 You are expected to ensure that you comply with the policies of the company as they form an integral part of the terms of employment with **Rave Infosys**. These policies are updated / modified on a periodic basis and new Policies may be introduced from time to time.

2.4 In connection with your employment and during the term of your employment, all software's developed or conceived by you solely or jointly with others shall be exclusive property of the Company.

2.5 You shall be entitled for increments as per the applicable policies of the company.

2.6 In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the confidentiality policy of the company. Therefore, please ensure that you maintain as secret and confidential all confidential information (as defined from time to time in the Confidentiality Policy of the company) and shall not use or divulge or disclose any such confidential information except as may be required under obligation of law or as may be required by **Rave Infosys** and in the course of your employment. This covenant shall endure during your employment and for a period of **Eighteen months** from the cessation of your employment with **Rave Infosys** (irrespective of the circumstances of, or the reasons for, the cessation).

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2.7 You will be entitled to leave, holidays and working hours as applicable to your category of employees, location and posting.

3. Twenty-Four Months Bond - On your joining date you will enter into a service agreement with company for at least **24 Months** of your employment with the company. The detailed service agreement will be signed at the time of your joining.

3.1 Upon confirmation of service (after successful completion of probation period), the appointment can be terminated by **six week's** notice by either side. The company can terminate your appointment by paying you in lieu of notice period, the salary for the period of notice. And, In case you leave the company without giving notice, the company shall have the right to recover salary in lieu of notice period for the amounts due on you or otherwise.

3.2 This appointment can also be terminated, by giving **four week's** notice or compensation, during Probation Period. However, if your performance is below satisfactory level, the management may terminate this appointment without giving any notice or reasons thereof.

3.3 However, if you resign or give notice to the company, the management at its discretion may decide to waive the required notice period from you, and relieve you at a convenient date, without any obligation to pay compensation in lieu of remaining notice that you may have given.

3.4 No notice is required to be given if any of the information tendered by you at the time of appointment is found to be incorrect or if you breach any of the conditions of the contracts/documents /undertakings executed/given by you to the company. Salary will not include any benefits or incentive eligibility amounts.

3.5 If you are absent for continuous period of 8 days without leave or obtaining you manager's approval, you will be deemed to have voluntarily terminated your service without notice.

3.6 As and when there is any change in your residential address from the one that you have furnished to the company at the time of joining, you shall inform the management in writing in respect thereof. Or else, any communication sent by the company under Postal Certificate at available address shall be deemed to be proper and sufficient service of such communication to you.

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without prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

3.8 You shall be governed by the rules and regulations of the company, as may be from time to time.

3.9 By any chance if Candidate did not clear their last semester exam, we may extend their probation period (depending upon their training performance) or we may revoke the offers. However, we assume this will not be a case.

Please sign and return to us a copy of this letter as a token of acceptance of our offer and terms and conditions, as mentioned above.

Yours truly,

For **Rave Infosys Pvt. Ltd.** **Accepted by**

Rakesh Verma
[Authorized Signatory] **[Mayank Valechha]**

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To,
Lakshya Khatri,
111/1 BK Sindhi Colony,
Indore (M.P).

Dear Lakshya,

are pleased to offer you the position of **"Software Trainee"** with **Rave Digital Pvt. Ltd**., Indore**.** The details of this offer cum appointment are annexed.

1]Terms & Conditions of Offer cum Appointment Letter: -

1.1 Your Compensation will be **Rs.10,000/- per month during your On-Job Training/Probation period**. You will be entitled for **the package of anywhere between 2.0 LPA to 2.4 LPA** based on your performance after completing your training and after receiving your degree. During your training period you will be trained, guided and helped in developing your technical / programming skills from time to time.

1.2 The appointment letter shall be valid from the date on which you have joined us. Start date is expected to be **2nd Dec 2019**. If you do not confirm your acceptance within two working days from the date of this offer or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer you are required to

Respond via email to hr@raveinfosys.com to communicate acceptance of the offer and to confirm your joining date. You will be required to sign on every page and send a scanned copy of this offer letter.

OR

Indicate your acceptance by signing on every page on the second copy of this offer and hand it over to:

HR Manager

1.3 On your joining date, please bring the following documents:

- Both the copies of this offer (if acceptance is given through email) duly signed and dated by you.
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- Education degree certificates and all your mark sheets of the highest degree attained.

- All your previous experience letters.
- Proof of identity, being one of the following documents; passport, driving license, voter's identification card, PAN card.

2. The Other Terms and Conditions of the offer are as under.

2.1 Your headquarters shall be at Indore**.** However, your service are transferable at the discretion of the management, on part time or full time to any other firm or company or companies under the same management or associate or subsidiary, on the same terms and conditions. In such case you will be governed by the policies of that location.

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2.3 You are expected to ensure that you comply with the policies of the company as they form an integral part of the terms of employment with **Rave Infosys**. These policies are updated / modified on a periodic basis and new Policies may be introduced from time to time.

2.4 In connection with your employment and during the term of your employment, all software's developed or conceived by you solely or jointly with others shall be exclusive property of the Company.

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2.6 In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the confidentiality policy of the company. Therefore, please ensure that you maintain as secret and confidential all confidential information (as defined from time to time in the Confidentiality Policy of the company) and shall not use or divulge or disclose any such confidential information except as may be required under obligation of law or as may be required by **Rave Infosys** and in the course of your employment. This covenant shall endure during your employment and for a period of **Eighteen months** from the cessation of your employment with **Rave Infosys** (irrespective of the circumstances of, or the reasons for, the cessation).

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2.7 You will be entitled to leave, holidays and working hours as applicable to your category of employees, location and posting.

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3.1 Upon confirmation of service (after successful completion of probation period), the appointment can be terminated by **six week's** notice by either side. The company can terminate your appointment by paying you in lieu of notice period, the salary for the period of notice. And, In case you leave the company without giving notice, the company shall have the right to recover salary in lieu of notice period for the amounts due on you or otherwise.

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3.3 However, if you resign or give notice to the company, the management at its discretion may decide to waive the required notice period from you, and relieve you at a convenient date, without any obligation to pay compensation in lieu of remaining notice that you may have given.

3.4 No notice is required to be given if any of the information tendered by you at the time of appointment is found to be incorrect or if you breach any of the conditions of the contracts/documents /undertakings executed/given by you to the company. Salary will not include any benefits or incentive eligibility amounts.

3.5 If you are absent for continuous period of 8 days without leave or obtaining you manager's approval, you will be deemed to have voluntarily terminated your service without notice.

3.6 As and when there is any change in your residential address from the one that you have furnished to the company at the time of joining, you shall inform the management in writing in respect thereof. Or else, any communication sent by the company under Postal Certificate at available address shall be deemed to be proper and sufficient service of such communication to you.

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without prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

3.8 You shall be governed by the rules and regulations of the company, as may be from time to time.

3.9 By any chance if Candidate did not clear their last semester exam, we may extend their probation period (depending upon their training performance) or we may revoke the offers. However, we assume this will not be a case.

Please sign and return to us a copy of this letter as a token of acceptance of our offer and terms and conditions, as mentioned above.

Yours truly,

For **Rave Infosys Pvt. Ltd.** **Accepted by**

Rakesh Vermak
[Authorized Signatory] **[LAKSHYA KHATRI]**

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Rave Infosys Pvt. Ltd.
193-193 A, Greater Brijeshwari, Pipliyahana, Indore - 452016 (M.P.)
Phone: +91 731 6465868, 4005068 **Email:** contact@raveinfosys.com **Web:** www.raveinfosys.com

Offer: Computer Consultancy
Ref: TCSL/DT20195466180/Mumbai
Date: 13/09/2019

Mr. Lakshya Khatri
1111,
Above Ganesha Cut Piece,
Indore-452001,
Madhya Pradesh.
Tel# 91-8319160427

Dear Lakshya Khatri,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹10,200/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹7,570/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB

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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

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amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE
You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

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HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

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8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the

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said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external

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background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

*There is no criminal offence registered/pending against you

*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below

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documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

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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

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Lakshya Khatri**
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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Annexure 2

Ahmedabad **Lead – ILP** Tata Consultancy Services Limited, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** **Lead - ILP** Tata Consultancy Services Limited, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR **Lead – ILP** Tata Consultancy Services Limited, Barabati, IRC Block, Ground Floor, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** **Lead – ILP** Tata Consultancy Services Limited, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan **Lead - ILP** Tata Consultancy Services Limited, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** **Lead - ILP** Tata Consultancy Services Limited, Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati **Lead – ILP** Tata Consultancy Services Limited, 5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati - 781006,Assam	**Hyderabad** **Lead - ILP** Tata Consultancy Services Limited, Q City, Nanakramguda, Hyderabad,
INDORE **Lead - ILP** Tata Consultancy Services Limited, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** **Lead - ILP** Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium,2nd Floor, Wanderers Building, Delta Park - Lords
KOCHI **Lead - ILP** Tata Consultancy Services Limited, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** **Lead - ILP** Tata Consultancy Services Limited, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra - 400606
NAGPUR **Lead - ILP** Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** **Lead - ILP** Tata Consultancy Services Limited, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum **Lead – ILP** Tata Consultancy Services Limited, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581	

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Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. **Confidential Information**
   "Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

   (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

   (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

   (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

   (d) Customer and prospective customer lists, and

   (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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Tata Consultancy Services Limited
Tata 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

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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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To,
Anushka Rajguru,
13 Kunjawan Colony,
Indore(M.P)

Dear Anushka,

We are pleased to offer you the position of **"Software Trainee"** with **Rave Digital Pvt. Ltd**., Indore**.** The details of this offer cum appointment are annexed.

1]Terms & Conditions of Offer cum Appointment Letter:-

1.1 Your Compensation will be **Rs.10,000/- per month during your On-Job Training/Probation period**. You will be entitled for **the package of anywhere between 2.0 LPA to 2.4 LPA** based on your performance after completing your training and after receiving your degree. During your training period you will be trained, guided and helped in developing your technical / programming skills from time to time.

1.2 The appointment letter shall be valid from the date on which you have joined us. Start date is expected to be **2nd Dec 2019**. If you do not confirm your acceptance within two working days from the date of this offer or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer you are required to

Respond via email to hr@raveinfosys.com to communicate acceptance of the offer and to confirm your joining date. You will be required to sign on every page and send a scanned copy of this offer letter.

OR

Indicate your acceptance by signing on every page on the second copy of this offer and hand it over to:

HR Manager

1.3 On your joining date, please bring the following documents:

- Both the copies of this offer (if acceptance is given through email) duly signed and dated by you.
- Three passport-size colored photographs.
- The original and 2 sets of photocopies of the following's documents:

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- Education degree certificates and all your mark sheets of the highest degree attained.

- All your previous experience letters.
- Proof of identity, being one of the following documents; passport, driving license, voter's identification card, PAN card.

2. The Other Terms and Conditions of the offer are as under.

2.1 Your headquarters shall be at Indore**.** However, your service are transferable at the discretion of the management, on part time or full time to any other firm or company or companies under the same management or associate or subsidiary, on the same terms and conditions. In such case you will be governed by the policies of that location.

2.2 You shall be on **probation for the period of six months**. As per your performance in the probation period, the management at its discretion may confirm your appointment. If after the end of this probation period the management decides that you need further training, then the probation period will extend for the period management finds suitable.

2.3 You are expected to ensure that you comply with the policies of the company as they form an integral part of the terms of employment with **Rave Infosys**. These policies are updated / modified on a periodic basis and new Policies may be introduced from time to time.

2.4 In connection with your employment and during the term of your employment, all software's developed or conceived by you solely or jointly with others shall be exclusive property of the Company.

2.5 You shall be entitled for increments as per the applicable policies of the company.

2.6 In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the confidentiality policy of the company. Therefore, please ensure that you maintain as secret and confidential all confidential information (as defined from time to time in the Confidentiality Policy of the company) and shall not use or divulge or disclose any such confidential information except as may be required under obligation of law or as may be required by **Rave Infosys** and in the course of your employment. This covenant shall endure during your employment and for a period of **Eighteen months** from the cessation of your employment with **Rave Infosys** (irrespective of the circumstances of, or the reasons for, the cessation).

Rave Infosys Pvt. Ltd.
193-193 A, Greater Brijeshwari, Pipliyahana, Indore - 452016 (M.P.)
Phone:+91 731 6465868, 4005068**Email:**contact@raveinfosys.com**Web:**www.raveinfosys.com

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2.7 You will be entitled to leave, holidays and working hours as applicable to your category of employees, location and posting.

3. Twenty-Four Months Bond - On your joining date you will enter into a service agreement with company for at least **24 Months** of your employment with the company. The detailed service agreement will be signed at the time of your joining.

3.1 Upon confirmation of service (after successful completion of probation period), the appointment can be terminated by **six week's** notice by either side. The company can terminate your appointment by paying you in lieu of notice period, the salary for the period of notice. And, In case you leave the company without giving notice, the company shall have the right to recover salary in lieu of notice period for the amounts due on you or otherwise.

3.2 This appointment can also be terminated, by giving **four week's** notice or compensation, during Probation Period. However, if your performance is below satisfactory level, the management may terminate this appointment without giving any notice or reasons thereof.

3.3 However, if you resign or give notice to the company, the management at its discretion may decide to waive the required notice period from you, and relieve you at a convenient date, without any obligation to pay compensation in lieu of remaining notice that you may have given.

3.4 No notice is required to be given if any of the information tendered by you at the time of appointment is found to be incorrect or if you breach any of the conditions of the contracts/documents /undertakings executed/given by you to the company. Salary will not include any benefits or incentive eligibility amounts.

3.5 If you are absent for continuous period of 8 days without leave or obtaining you manager's approval, you will be deemed to have voluntarily terminated your service without notice.

3.6 As and when there is any change in your residential address from the one that you have furnished to the company at the time of joining, you shall inform the management in writing in respect thereof. Or else, any communication sent by the company under Postal Certificate at available address shall be deemed to be proper and sufficient service of such communication to you.

3.7 You shall throughout the period of employment with us, give and devote whole of your time and attention exclusively to your duties to the company and you shall not,

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without prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

3.8 You shall be governed by the rules and regulations of the company, as may be from time to time.

3.9 By any chance if Candidate did not clear their last semester exam, we may extend their probation period (depending upon their training performance) or we may revoke the offers. However, we assume this will not be a case.

Please sign and return to us a copy of this letter as a token of acceptance of our offer and terms and conditions, as mentioned above.

Yours truly,

For **Rave Infosys Pvt. Ltd.** **Accepted by**

Rakesh Verma
[Authorized Signatory] **[Anushka Rajguru]**

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To,
Deepesh Kaushik
Indore (M.P)

Dear Deepesh,

are pleased to offer you the position of **"Software Trainee"** with **Rave Digital Pvt. Ltd**., Indore**.** The details of this offer cum appointment are annexed.

1]Terms & Conditions of Offer cum Appointment Letter: -

1.1 Your Compensation will be **Rs.10,000/- per month during your On-Job Training/Probation period**. You will be entitled for **the package of anywhere between 2.0 LPA to 2.4 LPA** based on your performance after completing your training and after receiving your degree. During your training period you will be trained, guided and helped in developing your technical / programming skills from time to time.

1.2 The appointment letter shall be valid from the date on which you have joined us. Start date is expected to be **2nd Dec 2019**. If you do not confirm your acceptance within two working days from the date of this offer or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer you are required to

Respond via email to hr@raveinfosys.com to communicate acceptance of the offer and to confirm your joining date. You will be required to sign on every page and send a scanned copy of this offer letter.

OR

Indicate your acceptance by signing on every page on the second copy of this offer and hand it over to:

HR Manager

1.3 On your joining date, please bring the following documents:

- Both the copies of this offer (if acceptance is given through email) duly signed and dated by you.
- Three passport-size colored photographs.
- The original and 2 sets of photocopies of the following's documents:

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- Education degree certificates and all your mark sheets of the highest degree attained.

- All your previous experience letters.
- Proof of identity, being one of the following documents; passport, driving license, voter's identification card, PAN card.

2. The Other Terms and Conditions of the offer are as under.

2.1 Your headquarters shall be at Indore**.** However, your service are transferable at the discretion of the management, on part time or full time to any other firm or company or companies under the same management or associate or subsidiary, on the same terms and conditions. In such case you will be governed by the policies of that location.

2.2 You shall be on **probation for the period of six months**. As per your performance in the probation period, the management at its discretion may confirm your appointment. If after the end of this probation period the management decides that you need further training, then the probation period will extend for the period management finds suitable.

2.3 You are expected to ensure that you comply with the policies of the company as they form an integral part of the terms of employment with **Rave Infosys**. These policies are updated / modified on a periodic basis and new Policies may be introduced from time to time.

2.4 In connection with your employment and during the term of your employment, all software's developed or conceived by you solely or jointly with others shall be exclusive property of the Company.

2.5 You shall be entitled for increments as per the applicable policies of the company.

2.6 In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the confidentiality policy of the company. Therefore, please ensure that you maintain as secret and confidential all confidential information (as defined from time to time in the Confidentiality Policy of the company) and shall not use or divulge or disclose any such confidential information except as may be required under obligation of law or as may be required by **Rave Infosys** and in the course of your employment. This covenant shall endure during your employment and for a period of **Eighteen months** from the cessation of your employment with **Rave Infosys** (irrespective of the circumstances of, or the reasons for, the cessation).

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2.7 You will be entitled to leave, holidays and working hours as applicable to your category of employees, location and posting.

3. Twenty-Four Months Bond - On your joining date you will enter into a service agreement with company for at least **24 Months** of your employment with the company. The detailed service agreement will be signed at the time of your joining.

3.1 Upon confirmation of service (after successful completion of probation period), the appointment can be terminated by **six week's** notice by either side. The company can terminate your appointment by paying you in lieu of notice period, the salary for the period of notice. And, In case you leave the company without giving notice, the company shall have the right to recover salary in lieu of notice period for the amounts due on you or otherwise.

3.2 This appointment can also be terminated, by giving **four week's** notice or compensation, during Probation Period. However, if your performance is below satisfactory level, the management may terminate this appointment without giving any notice or reasons thereof.

3.3 However, if you resign or give notice to the company, the management at its discretion may decide to waive the required notice period from you, and relieve you at a convenient date, without any obligation to pay compensation in lieu of remaining notice that you may have given.

3.4 No notice is required to be given if any of the information tendered by you at the time of appointment is found to be incorrect or if you breach any of the conditions of the contracts/documents /undertakings executed/given by you to the company. Salary will not include any benefits or incentive eligibility amounts.

3.5 If you are absent for continuous period of 8 days without leave or obtaining you manager's approval, you will be deemed to have voluntarily terminated your service without notice.

3.6 As and when there is any change in your residential address from the one that you have furnished to the company at the time of joining, you shall inform the management in writing in respect thereof. Or else, any communication sent by the company under Postal Certificate at available address shall be deemed to be proper and sufficient service of such communication to you.

3.7 You shall throughout the period of employment with us, give and devote whole of your time and attention exclusively to your duties to the company and you shall not,

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without prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

3.8 You shall be governed by the rules and regulations of the company, as may be from time to time.

3.9 By any chance if Candidate did not clear their last semester exam, we may extend their probation period (depending upon their training performance) or we may revoke the offers. However, we assume this will not be a case.

Please sign and return to us a copy of this letter as a token of acceptance of our offer and terms and conditions, as mentioned above.

Yours truly,

For **Rave Infosys Pvt. Ltd.** **Accepted by**

Rakesh Verma
[Authorized Signatory] **[Deepesh Kaushik]**

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To,
Sagar Paraswal,
311/39 Panchsheel Nagar,
Indore (M.P)

Dear Sagar,

are pleased to offer you the position of **"Software Trainee"** with **Rave Infosys Pvt. Ltd**., Indore**.** The details of this offer cum appointment are annexed.

1]Terms & Conditions of Offer cum Appointment Letter: -

1.1 Your Compensation will be **Rs.10,000/- per month during your On-Job Training/Probation period**. You will be entitled for **the package of anywhere between 2.0 LPA to 2.4 LPA** based on your performance after completing your training and after receiving your degree. During your training period you will be trained, guided and helped in developing your technical / programming skills from time to time.

1.2 The appointment letter shall be valid from the date on which you have joined us. Start date is expected to be **2nd Dec 2019**. If you do not confirm your acceptance within two working days from the date of this offer or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer you are required to

Respond via email to hr@raveinfosys.com to communicate acceptance of the offer and to confirm your joining date. You will be required to sign on every page and send a scanned copy of this offer letter.

OR

Indicate your acceptance by signing on every page on the second copy of this offer and hand it over to:

HR Manager

1.3 On your joining date, please bring the following documents:

- Both the copies of this offer (if acceptance is given through email) duly signed and dated by you.
- Three passport-size colored photographs.
- The original and 2 sets of photocopies of the following's documents:

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- Education degree certificates and all your mark sheets of the highest degree attained.

- All your previous experience letters.
- Proof of identity, being one of the following documents; passport, driving license, voter's identification card, PAN card.

2. The Other Terms and Conditions of the offer are as under.

2.1 Your headquarters shall be at Indore**.** However, your service are transferable at the discretion of the management, on part time or full time to any other firm or company or companies under the same management or associate or subsidiary, on the same terms and conditions. In such case you will be governed by the policies of that location.

2.2 You shall be on **probation for the period of six months**. As per your performance in the probation period, the management at its discretion may confirm your appointment. If after the end of this probation period the management decides that you need further training, then the probation period will extend for the period management finds suitable.

2.3 You are expected to ensure that you comply with the policies of the company as they form an integral part of the terms of employment with **Rave Infosys**. These policies are updated / modified on a periodic basis and new Policies may be introduced from time to time.

2.4 In connection with your employment and during the term of your employment, all software's developed or conceived by you solely or jointly with others shall be exclusive property of the Company.

2.5 You shall be entitled for increments as per the applicable policies of the company.

2.6 In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the confidentiality policy of the company. Therefore, please ensure that you maintain as secret and confidential all confidential information (as defined from time to time in the Confidentiality Policy of the company) and shall not use or divulge or disclose any such confidential information except as may be required under obligation of law or as may be required by **Rave Infosys** and in the course of your employment. This covenant shall endure during your employment and for a period of **Eighteen months** from the cessation of your employment with **Rave Infosys** (irrespective of the circumstances of, or the reasons for, the cessation).

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2.7 You will be entitled to leave, holidays and working hours as applicable to your category of employees, location and posting.

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3.1 Upon confirmation of service (after successful completion of probation period), the appointment can be terminated by **six week's** notice by either side. The company can terminate your appointment by paying you in lieu of notice period, the salary for the period of notice. And, In case you leave the company without giving notice, the company shall have the right to recover salary in lieu of notice period for the amounts due on you or otherwise.

3.2 This appointment can also be terminated, by giving **four week's** notice or compensation, during Probation Period. However, if your performance is below satisfactory level, the management may terminate this appointment without giving any notice or reasons thereof.

3.3 However, if you resign or give notice to the company, the management at its discretion may decide to waive the required notice period from you, and relieve you at a convenient date, without any obligation to pay compensation in lieu of remaining notice that you may have given.

3.4 No notice is required to be given if any of the information tendered by you at the time of appointment is found to be incorrect or if you breach any of the conditions of the contracts/documents /undertakings executed/given by you to the company. Salary will not include any benefits or incentive eligibility amounts.

3.5 If you are absent for continuous period of 8 days without leave or obtaining you manager's approval, you will be deemed to have voluntarily terminated your service without notice.

3.6 As and when there is any change in your residential address from the one that you have furnished to the company at the time of joining, you shall inform the management in writing in respect thereof. Or else, any communication sent by the company under Postal Certificate at available address shall be deemed to be proper and sufficient service of such communication to you.

3.7 You shall throughout the period of employment with us, give and devote whole of your time and attention exclusively to your duties to the company and you shall not,

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without prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

3.8 You shall be governed by the rules and regulations of the company, as may be from time to time.

3.9 By any chance if Candidate did not clear their last semester exam, we may extend their probation period (depending upon their training performance) or we may revoke the offers. However, we assume this will not be a case.

Please sign and return to us a copy of this letter as a token of acceptance of our offer and terms and conditions, as mentioned above.

Yours truly,

For **Rave Infosys Pvt. Ltd.** **Accepted by**

Rakesh Verma
[Authorized Signatory] **[Sagar Paraswal]**

Rave Infosys Pvt. Ltd.
193-193/A, Greater Brijeshwari, Pipliyahana, Indore - 452016 (M.P.)
Phone: +91 731 6475768, 4005068 **Email:** contact@raveinfosys.com **Web:** www.raveinfosys.com

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Dear Mayur,

We are pleased to offer you the position of **Solution Engineer** for **Indore** location, on the terms and conditions mutually discussed and agreed upon:

.Your gross emoluments will be **Rs.3,75,000 /pa (CTC).** Please see the detailed remuneration structure in Annexure I
. You will have three months as your training period (Graduate Engineering Trainee)
. You will be entitled for a stipend during your training period
. On successful completion of your training you will be on the rolls of the company with full salary.

You will be issued a detailed appointment letter on your joining us.

You are requested to report for duty on or before **13th Jan 2020, Monday at 11 am**. In case you fail to report for duty on this date unless otherwise agreed in written the offer shall stand automatically withdrawn.

On the day of your joining you are required to submit the following:

1. Relevant copies of Academic /Professional attainments and work experience.
2. Documentary evidence of Date of Birth, No
3. Three passport sizes colour Photographs.

If on verification, at the time of appointment or at a later date it is found that you have furnished wrong information, in such cases your services with the company will be liable to termination.

Welcome to GammaStack Family and hope it would be the beginning of a long and mutually beneficial association!

Kindly acknowledge the duplicate copy of this letter as an acceptance of this offer.

For GammaStack **Accepted & Agreed**

Sr. Manager - HR **Mayur Birle**

Neelam Kabra

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sYstango
We Make the Impossible, Possible.

19th December 2019

To
Ms. Pooja Chouhan
Indore
pujachouhan02041999@gmail.com

Sub: Offer of Employment

Dear Pooja,

Thank you for the keen interest you have shown in joining our organization. With reference to the interview and the discussions you had with us recently, we are pleased to offer you a career at Systango Technologies Private Limited (hereinafter referred to as "Systango" or "Company"). Please accept our heartiest congratulations and warm welcome to the Systango family.

The Terms and conditions of your employment are as below.

Designation: Intern - Engineering (STPA)

1. Details of your "Annual Compensation" are given in the attached Annexure – A
2. Your employment with Systango will be governed by terms and conditions mentioned in the attached Annexure – B
3. You are required to join on **Monday, 1st June 2020** and the offer stands withdrawn thereafter, unless the joining date is extended and communicated to you in writing.
4. You are requested to report to **Ms. Vaidehi Bhargava** at **11:00 am** to complete the joining formalities at Systango, 3rd Floor Crystal IT Park, Building No. 1. At the time of joining, you are requested to submit the copies of the documents as mentioned in the attached Annexure – C.

Please confirm your acceptance, of this offer, in writing on or before **Thursday, 26th December 2019**.

Warm Regards,
For Systango Technologies Pvt Ltd.

Vaidehi Bhargava
Manager- HR

Encl: Annexure – A (Annual Compensation),
Annexure – B (Terms and conditions of employment)
Annexure – C (Document Check List)

Date: **Name:** **Signature:**

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Annexure – A

- Internship: 6 months
- Stipend: 6,000 INR (during internship)

ANNUAL COMPENSATION

S. No	Particular	Total Amount (Rs.) per Month	Total Amount (Rs.) per Year
1	Basic Salary	9,000	108,000
2	House Rent Allowance	3,600	43,200
3	Conveyance Allowance	1,600	19,200
4	Medical Allowance	1,250	15,000
5	Special Allowance (Technical Allowances)	7,050	84,600
Total Fixed Remuneration (A)		**22,500**	**270,000**
6	Leave Encashment**		2,100
7	Gratuity		5,192
8	Performance Bonus* (after completion of one year, to be disbursed in coming financial year)		24,000
9	Food & Beverage Allotment		10,000
10	Training & Development Allotment		40,000
Total Retrials (B)			**81,292**
Total Cost to Company		**22,500**	**351,292**

(In words: Three Lacs, Fifty One Thousand, Two Hundred & Ninety Two Rupees Only)

*The Taxes will be applicable as per Income Tax

You would be eligible for tax exemptions under the different components as per the rules determined by the Income Tax Authorities.

A service agreement of 24 months (excluding internship) will be applicable in your detailed employment letter for which you have to submit a non-dated cheque of 250,000 INR at the time of joining.

Date: **Name:** **Signature:**

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GRATUITY:

On completion of continuous service of five years you will be entitled to receive the Gratuity @ 15 days basic salary for the number of years completed.

The gratuity amount is payable on resignation/retirement subject to above conditions.

LEAVE:

You will be eligible to **14 days** of total leave during a year. The details of the policy would be available to you when you join.

Date: **Name:** **Signature:**

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Annexure –B

Terms and conditions of employment

1. **Salary and Benefits**

- The first review of your compensation will be in **April 2021**

- It is the Systango policy to review the compensation payable to its employees for successive financial years and such reviewed compensation may be higher or lower than the previous financial year depending upon the overall performance of the Company.

- In addition to compensation, you shall also be entitled to receive other benefits as applicable under the Company policy. The Company shall however, at its sole discretion, be entitled to amend, vary, and modify any of the terms and conditions of the policy with regard to the benefits offered to you.

- The term 'financial year' denotes the period starting from 1st April to 31st of March of the following calendar year.

- Your compensation is confidential matter between you and the Company and should not be discussed or disclosed to others.

2. **Assignments / Transfer / Deputation**

- Though you have been engaged for a specific position, the company reserves the right to send you on training / deputation / secondment / transfer / assignments to any other locations, departments or units of the Company or its Associate companies, Subsidiaries, Group Companies or Customer locations, whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

- You shall, only at the request of the company, enter into a direct agreement or understanding with any customer to whom you may be assigned / seconded / deputed, accepting restrictions which the customer may reasonably require for the protection of its legitimate interests.

- You are an employee of Systango and are not and shall not become the employee or agent of any Client at whose premises you may be deployed, at any time during your services with the company. Systango shall be responsible for the payment of all your compensation, benefits and insurance as applicable and you shall not be entitled to claim any Client employee benefits. You acknowledge that you are not employee of Client for any purpose and shall not exercise any rights or seek any benefit accruing to the regular employees of Client.

3. **Work Timings**

At Systango we work five days a week, Monday through Friday. Since we cater to global clients that may operate on a 24 x 7 basis, associates may be required to work at Non standard hours; Your work timing would be intimated by your manager. You shall provide details regarding the utilisation of your time by entering the same into Systango's job card.

Date: **Name:** **Signature:**

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4. Probationary Period

You will be on probation for a period of 6 months and may be confirmed as a permanent associate upon successful completion of your probation. The period of probation can be extended at the discretion of the company.

5. Notice Period

- You will be required to give 60 working days notice in case you decide to leave our services and the same is subject to the company's discretion. Further, you will not be eligible to avail any leaves during the said notice period except for medical emergencies. Any leaves with respect to such medical emergencies availed by you during the said notice period will be added to the notice period once you resume work.
- Incase you leave the services of Systango within 1 year of your joining the Organization, due to any reason, you will be required to repay the total expenses incurred by the company towards reimbursement to you on account of your relocation, notice pay buyout and joining bonus, if any.
- The company reserves the right at its sole discretion, to substitute the notice period by paying you base salary in lieu of the notice period.

6. Absconding from Work/Employment

Any uninformed absence from work/employment for more than two working days will be considered as absconding from work/employment. Your employment shall be liable to be terminated on account of such unexplained absconding from work/employment and you won't be liable to receive and/or claim any certificate of employment and/or full & final settlement from the Company. Further, in case of you being a part of any project team you shall be liable for the damages incurred by the Company due to your absconding. The decision of the Human Resource department shall be final and binding in this regard.

7. Statement of Facts

It must be specifically understood that this offer is made based on your proficiency on Technical / Professional skills you have declared to possess as per the application, and on the ability to handle any assignment / job independently anywhere in India or overseas. Incase, at a later date, any of your statements / particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of minimum standards set by the company, the company shall have the right to terminate your services at its own discretion.

8. Travel

You may be required to travel, at short notice, whether in India or overseas, in connection with the Company's work.

9. Confidentiality:

You agree at all times during the term of your employment and thereafter (without limit of time):

Date: **Name:** **Signature:**

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- To hold Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of the Company;

- Not to disclose or divulge Confidential Information to any person or entity without written authorization of the Company;

- To return to Systango all proprietary information, including copies of paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment.
- For the purposes of Clause 9 "Confidential Information" means any Company proprietary or confidential information, technical data, trade secrets or know-how, whether oral or written or in electronic format and whether marked confidential or not, including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of the Company with whom you become acquainted), markets, software, developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by the Company in any country or jurisdiction (until the same is generally available to the public), and any other business information of the Company including its business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, or information which is common to the business of the Company, or which is generally known outside the Company.

- You understand that retaining the confidential nature of Confidential Information is of utmost importance to the business of the Company and in addition to the terms stipulated in this agreement herein you agree to execute a Non Disclosure Agreement with the company.

- Any breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

10. Non Solicitation of Employees and Clients

- You agree that during the period of your employment with the Company, and for **3** year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of the Company, you will not, either directly or indirectly:
- Solicit, divert, take away, hire, or recruit, entice or attempt to solicit any employee of the Company or the business of any client, customer, potential client, potential customer, person, or entity with whom you had dealings for any purpose related in any manner to the business of the Company.

Date: **Name:** **Signature:**

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- You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of the Company's present business and the duties of your employment.

- This clause shall be binding on you even after your separation from the company.

11. Intellectual Property

- All intellectual property rights, including but not limited to, patents, copyright and design rights as a result of the development of and/or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with the Company shall be the exclusive property of the Company and you agree to assign all such Intellectual Property created during your employment to the company .

- You agree, at the Company's expense, to provide, during and after this employment, all such assistance as the Company reasonably considers necessary, to secure the vesting of such rights in the Company.

12. Indemnification

You agree to indemnify the Company for any losses or damages sustained by the Company caused by or related to your breach of any of the provisions contained in this Terms of Employment.

13. Jurisdiction

Even though the company may depute you overseas for on-site work to any other location, any issues arising out of your contract of employment, shall be governed by the laws of India and the courts of Indore shall have the exclusively jurisdiction

14. Other Terms and conditions

You agree not to undertake employment, whether full-time or part-time of any other organization / entity engaged in any forms of business activity without the consent of Systango. The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at any time at the discretion of the company.

15. Retirement:

- You will retire/ superannuate from the company on reaching the age of 60 years.

16. Termination

- Notwithstanding the clause on retirement from the company's service, your employment with the Company is subject to termination on one month's prior notice.

Date: **Name:** **Signature:**

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- For abundant caution, it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with the Company, and that your termination/resignation letter (by whatever name it is called) will be accepted by the Company only on your satisfying the required notice period as stated in the Company's HR manual.

- Notwithstanding anything else stated above, the Company shall also have the right to terminate your employment immediately without notice or payment in lieu of notice if:
  - You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with the Company policies and code of conduct; or
  - You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undercharged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of the Company is likely to bring the Company any disrepute whether or not such act is directly related to the affairs of the Company; or
  - You commit any breach of any of your duties or obligations under this agreement or the policies of the Company.
  - There is a discrepancy in the documents/certificates given by you as a proof in support of the information provided by you at the time of interview and in the candidate data sheet.

17. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize the company or any external agency through Systango to verify your educational, previous employment, your conduct and any other background checks prior to your joining the company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or objection. However, if there is a discrepancy in the copies of the documents / certificates given by you as a proof in support of the above, the company reserves the right to terminate the employment at any time during your service

18. You are required to fill the Employment Verification Form at the time of your joining.
This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them:

Name in Full:_____ Father's Name: _____

Signature: _____

Address: _____

Cell Phone number: _____

Land line number: _____

E-mail ID:_____ DOB: _____

Date: _____

Place: _____

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Annexure – C

At the time of joining, you are requested to bring the following documents in Original, along with a self-attested copy of each

- 7 Passport size Photographs
- Permanent Address Proof and temporary address Proof
- Proof of Age either copy of passport or school leaving certificate
- Copy of Driving License
- Copy of Voter ID
- Copy of Aadhar Card
- Copy of your PAN Card
- Educational Certificates
- Copy of Offer letter of previous firm
- Experience Certificates/Relieving Letter of the last two companies
- Last 3 months' salary slips

You must carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN number

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents / certificates given by you as a proof in support of the above, the company reserves the right to terminate the employment at any time during your service

Please submit all the certificates supporting your educational qualifications along with mark sheets in original for verification only.

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YASH Technologies
More than what you think.

India's Best Companies To Work For 2018 — The Economic Times

Great Place To Work. Certified Jan 2017 - Dec 2017 India

Aon Best Employers India | 2016

OFFER LETTER

CONFIDENTIAL

12/13/2019

Pradyumn Joshi

Dear **Pradyumn,**

Congratulations!

With reference to our discussion in respect of your interest in our organization & subsequent interview (s) with us, we are pleased to offer you employment in the position of **Trainee Programmer** at **Grade T (T)** working in our organization.

You are requested to join us on or before **11/02/2020 .**

The general terms & condition governing your employment, compensation and other benefits that you would be entitled to are stated in the enclosure to this letter.

We look forward to have you with our team by the date mentioned above. We are sure that you'll have a bright career with our company.

Please let us know in case of any further questions.

For **YASH Technologies Pvt Ltd**

Payal Jain
Authorized Signatory
Human Resources

P.S: Date format to be read as MM/DD/YYYY, print only, if required

Disclaimer: This is a computer generated document and requires no hand-drawn signature on behalf of the Originator, i.e. YASH TECHNOLOGIES PVT LTD. While acceptance, on this computer generated Offer Letter/Appointment letter, the Employee understands and accepts the same to be valid electronic communication and a legal understanding of reciprocal obligations between the parties which is legally enforceable within the meaning of the all applicable Acts, rules and regulations including Information Technology Act 2000 , as amended till date, or under any other applicable law governing electronic transactions, for the time being in force.

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Following are the terms and conditions that refer to our offer of employment to you for the position of **Trainee Programmer.**

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1) Base Location: Your base location shall be **Indore -Crystal IT Park-DC (102)** . However, during your employment with the Company, you may be posted /transferred to any of the offices/ projects/divisions /departments/units/clients of the Company at any other location in India or abroad on the terms and conditions as applicable for you.

2) Salary & Taxes: You will be entitled for a CTC of **Rs. 300000/-** (**Rupees Three Lakh only**) on an annual basis, less all required deductions viz., tax on salary, provident fund contribution, ESIC, professional tax and any other amounts as required by law to be deducted or as per the policies of the YASH Technologies Pvt. Ltd. Please refer annexure I for detailed outline of your CTC structure wherein you may find the eligibility for different heads for you as specified. You would be required to fill the CTC structure at the time of joining.

Payments will be made directly to your bank account pursuant to our direct payroll deposit plan. However, the structure of your compensation plan may be altered/ changed from time to time in line with the company's policies, practices and change in the tax laws and rules.

Your compensation package is unique to you and you are expected to maintain the confidentiality of the same at all times during your employment and thereafter. Any discussion or disclosure of your compensation with anybody other than your Business Head or HR will be considered as breach of agreement by you.

3) Training/Probation/Confirmation: You'll be under training cum probation for a period of six months from date of your joining. Thereafter, based on your performance, management reserves the right to extend the training cum probation period or confirm the appointment with the company. Unless services are confirmed in writing, you will continue to be on training cum probation.

4) Increments and promotions: Your increments and future prospects in the Company shall entirely depend on your efficiency, hard work, regular attendance, punctuality, sincerity, good conduct, Company's performance and such other relevant factors as adjudged by the management.

Employee's performance is reviewed periodically depending upon various factors including industry trend, company's performance, market situation and other related factors. Any action arising out of this review is solely at the discretion of the Management.

5) Agreement: You may be required to sign necessary agreements including but not limited to confidentiality, non compete, service agreement, if applicable etc. with the Company or with clients of the company when you work for them and as and when required and complete various formalities as per the agreements signed at the time of joining and during the tenure with the company in order to secure the interests of the Company or its clients and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

6) Medical Fitness: Your employment is subject to you being declared medically fit by the certified medical practitioner. The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.

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7) Termination/Separation: Your employment with the Company can be ceased either by the Company or by you as per below:

a) Notice Period:

- **During the training/probation period** your employment can be terminated by the company without any notice and without any obligation to assign a reason. If you wish to terminate this employment you may have to give 45 days written notice.
- **Upon confirmation of services** employment services can be terminated by giving 90 days written notice by either side. If company is terminating the employment then it'll pay salary in lieu of notice period for the aforesaid period wherein salary will not include any incentive or variable pay amounts, if any.

If you wish to terminate this employment by resignation/notice then company on its sole discretion may decide to waive the required notice period from you without any obligation to pay salary in lieu of full/ remaining notice period or permit you for payment of salary with applicable taxes in lieu of full/remaining notice period or permit you for leave balance adjustment against notice period with applicable taxes and accordingly relieve you prior to completion of the stipulated notice period of 45/90 days as applicable. Also an employee is not eligible for any leaves to his/her credit during the notice period & if an employee is allowed to go on leave during this period, then the notice period will be extended by those days.

In case you leave the company without giving notice or completing the notice period, the company shall have the right to recover salary with applicable taxes in lieu of notice period from the amount due to you or otherwise and treat you as absconding and take necessary legal action accordingly.

b) Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof if you breach any of the terms and conditions of your employment or the confidentiality & non-compete agreement, service agreement or any other agreement as signed by you during the course of employment.

On termination of your employment for any reasons, you or your legal heirs, as the case may be shall comply with the Company's termination procedures, sign all related documents and return all Company's properties. The company reserves the right to keep your settlement / separation on hold and treat you as absconding in case you do not pay for the said notice payment.

8) International Assignment & Visa: For business requirement, an employee may be expected to travel to an international location at Client Site/Location for project delivery, training or knowledge transfer based on Client's or Company's requirement. In this case the company will incur considerable cost and expenses in orientation, training, Visa and necessary arrangements for an employee. On completion of travel, employee is expected to return to the base location in home country and serve the Company for a minimum period of Six Months (commitment Period) from the date of return to home country or as agreed in International assignment agreement. An employee on an international travel, cannot initiate separation process during the travel duration. The Employee needs to come back to home country after completing the assignment and then initiate separation as per Employee Separation Policy, for company to consider the same as valid resignation and separation.

In the event when employee does not wish voluntarily to complete the period of six months or as agreed in International assignment agreement after returning from international travel, employee has to (unless otherwise approved by Company in writing) pay to company liquidated damages as per the terms of International Assignment & Visa Policy.

Employee during the course of employment shall abide by all terms & condition as specified in **International Assignment & Visa Policy.**

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9) Working Hours: You will be governed by the normal working hours as applicable to your role in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. This is subjected to change from time to time as per management discretion.

10) Benefits: You shall be eligible for Group Medical Insurance, Personal Accidental Coverage grade wise, provident fund scheme & other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. At YASH; you and your family (spouse & 2 dependent children, if any) will be benefited under **Group Medical Insurance** benefit plan which provides safety net for **Rs. 3 Lakh floater cover**. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

11) Notice Period Buy-Out: If Company specifically requests you to join its services forthwith, the following Stipulations are applicable for Reimbursement of Notice Period Pay:

- The claim should be submitted after completion of one month of service with the company from the date of your joining.
- Mode of payment towards the balance/full amount for the final settlement if any; needs to be made either by DD or by Cheque.
- Leave encashment adjusted against notice period in final settlement will be paid for earned/privileged leaves only.
- The amount payable will be recoverable along with the Full & Final Settlement in case you leave the services of the company before completion of twelve months from the date of your joining.

Following Documents will be required in original for claiming the Notice period buy-out:

- Written communication/written approval from YASH HR.
- Details of Full & Final settlement on your previous company's letterhead / official document in ORIGINAL duly attested by the previous employer.
- In case of balance/full amount payment for final settlement; Photostat copy of DD & receipt of the same from the previous employer ***or*** photostat copy of cheque & bank statement reflecting the cheque clearance.

12) Employment Verification: It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of recruitment & selection process. The company reserves the right to do employment verification, background verification and such other standard checks to verify the credentials as submitted by you. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary and legal action against you for the same.

13) Retirement: As per the policy of the company you will be compulsorily retired from service on attaining the age of 60 years & will be eligible for retirement benefits as per policy of the company.

14) Employment Law and Norms: This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatsoever nature between you and management will be subject to exclusive jurisdiction of courts of Indore whether they be civil courts, labor courts, industrial tribunals or any other courts or authority of whatsoever nature.

15) Rules and Regulations:

- Your appointment will be governed by the policies, rules, regulations and procedures of YASH Technologies as applicable to you and the changes therein from time to time and you will be expected to abide by the same. During deputation/transfer to any clients place/ or any of the group companies of YASH or client you shall abide by the policy and the terms and conditions as applicable thereof.

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- Maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit and prestige of the company. Any violation of these norms of behavior shall constitute misconduct for which the company shall be entitled to take disciplinary action against you, as per the Disciplinary Rules and applicable laws in this regard.
- The management from time to time will assign your duties to you. In view of your position and office, you must effectively, diligently and to the best of ability perform all responsibilities and ensure results.
- You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.
- While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual and administrative orders of the Company which are existing, and/or to be introduced and enforced from time to time. Timely compliance of all applicable statutes, rules, regulations, procedures of Central/State Governments, Semi-Government, autonomous/ appropriate authorities/ bodies & institutions that may be required by your position at any given point of time solely lies with you.
- You shall 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 custody, care or charge. For the loss of any property of the Company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.
- You shall throughout the period of employment with us, give and devote whole of your time and attention exclusively to your duties to the company and you shall not, without prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

16) Non-Compete Agreement: Except on behalf of YASH; you can't work / render services to the clients of the company or clients of company's clients as an individual/employee/contractor/ through any other company/through an entity where you have substantial interest for commercial consideration or otherwise during your employment with YASH & for a period of 12 months from the date of leaving the services of the company.

17) Confidentiality & Data Protection: Company has performed and shall perform IT Services including but not limited to design, engineering, estimating, modeling, drafting and/or related services ("Work") for its End Clients from time to time. Company will consider assigning you to engage in portions of the Work and/or, under the Agreements with its End Clients or otherwise. You will be granted access to or have the opportunity to obtain Confidential Information and Personal Identifiable Information of the Company and its End Clients, which the Company & its End Clients wishes to keep it strictly Confidential & Secure.

The said Confidential Information or Personal Identifiable Information will be available to you solely by reason of your fiduciary relationship with the Company under Employment contract, you shall treat such Confidential Information and Personal Identifiable Information Confidential, restricted & secure and shall not use, copy or disclose to others during or subsequent to the performance of the Work (except as may be necessary in the performance of the Work assigned to you).

Employee undertakes and agrees to:

- Hold and keep in strictest confidence any and all Confidential Information and Personal Identifiable Information disclosed to him. Employee agrees not to use the Confidential Information in any way, or to manufacture or test any product embodying Confidential Information, except as agreed by the parties in writing specifically.
- To use its best efforts to prevent and protect the Confidential Information, or any part thereof, from disclosure to any person.
- Take all steps reasonably necessary to protect the secrecy of the Confidential Information and Personal Identifiable Information, and to prevent the Confidential Information and Personal Identifiable Information from falling into the public domain or into the possession of unauthorized persons.
- Promptly return to the Company any or all Confidential Information and Personal Identifiable Information disclosed to it by the Company or destroy such Confidential Information upon the request of the Company at any time or before Employee left the company either on account of termination or on resignation.

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- Nothing herein shall be construed as granting to the employee any proprietary rights or any license in respect of the Company or its End Clients Proprietary Information.

All global rules and regulations, laws, procedures related to Confidentiality and Data Protection shall apply to employee as it is as the same is applicable to the Company in pursuant to Service Agreement entered with its End Clients. This obligation of Confidentiality and Data Protection shall survive forever even after termination or your resignation with the Company.

In the event, where you will obligated to disclose any Confidential Information or Personal Identifiable Information as a result of a court order or pursuant to governmental action, then you shall immediately inform the Company within reasonable time so that the Company or such Individual will get an opportunity to raise the objections to such disclosures of Confidential Information or Personal Identifiable Information to the relevant authority.

Employee acknowledges and confirms that a breach of its obligations hereunder cannot be compensated adequately by an award of damages or other pecuniary remedy and the Company shall also be entitled to the remedies of injunction, specific performance or other equitable relief in the event of any such breach.

Definitions of Confidential and Personal Identifiable Information ("PII")

"Confidential Information" shall means

- All foreign, federal, state and common law trademarks, service marks, domain names, internet path names and addresses of whatsoever nature, trade dress, copy rights, patents (including applications, continuations, reissues and extensions), logos, mask works, software, proprietary data, business documents, Database information, operating procedure, strategies, information lists and formats, software models, business development ideas, marketing techniques and materials, marketing plans, works of authorship, works of visual art, product or service literature, inventions as set forth below, and all other intangible assets of whatsoever nature, including goodwill and moral rights, and all applications for registration and/or issuance with respect to the foregoing (whether or not registerable or patentable), held by, owned, licensed, or otherwise possessed by the YASH/End Clients ANYWHERE,
- All the YASH / End Client's trade secrets.

"Personal Identifiable Information" (PII) shall means

- Any information relating to an identified or identifiable natural or legal person; an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to his physical, physiological, mental, economic, cultural or social identity of the person related to YASH /End Client.

18) Ownership of Inventions: "Inventions" are all developments, discoveries, creations, improvements, copyrightable material, original Content, works of authorship, works of visual art, and the like, whether or not patentable, copyrightable, original, novel, obvious, or otherwise susceptible to protection.

In case of any invention or discovery related to project or otherwise under employment on which you are directly or indirectly assigned to or involved in, including improvements and modifications, whether or not patentable, applications for Letters Patent covering said invention or discovery and Letters Patent issuing thereon, which invention or discovery may be made and/or conceived by you, either solely or jointly, during the period or periods of your assignment to or involvement in the Work and during a period of one year thereafter, shall be the exclusive property of the Company, shall be promptly disclosed to the Company and its clients, and shall be assigned to the Company without any compensation.

Employee shall do all acts and execute all documents reasonably required to convey to the Company, the entire right, title and interest in and to any such invention or discovery, patent applications based thereon and Letters Patent

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issuing thereon, and to enable Company, at its own expense, to apply for, prosecute and obtain Letters Patent in the India, United States and foreign countries, and to protect and enforce said patents in proceedings and litigation in connection therewith.

In the course of performing services for Company, Employee use, or permit or allow Company to use, in whole or in part, any invention created by him prior to commencing the said employment with the Company (or during the term of Employment), Employee hereby acknowledge and agree that such use, permission, or allowance shall be a full, express grant to the Company of an exclusive, royalty free, irrevocable, perpetual, worldwide license to such invention for whatever business purpose the Company so desires.

19) Submission of Documents: The documents which you need to carry at the time of joining & reporting details are detailed in annexure II. Please note that all documents mentioned in annexure II are mandatory & you'll not be allowed to join without them.

20) Acceptance: We request you to go through offer documents which includes this offer letter, Annexure I, II & III and acknowledge the same by sending an e-mail to us stating that you accept the terms & conditions mentioned in the same & confirm your joining date within **five days from the date of issuance of this letter or before date of joining, which ever is earlier**, failing which this offer will stand automatically withdrawn; unless the date is extended or communicated to you by our Talent Acquisition team.

If Employee breaches any clause of this offer letter then Employee shall be responsible to indemnify Company for all losses, damages or cost etc. and Company shall also initiate legal action against such employees. The Obligation stated in clause 15,16 & 17 of this letter will survive even after termination, or cancellation of this offer letter or resignation of employee.

ACKNOWLEDGEMENT & ACCEPTANCE

I, **Pradyumn Joshi** have read and understood the above terms and conditions and hereby accept the same.

Signature: _____ Date: _____

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Offer: Computer Consultancy
Ref: TCSL/DT20195360565/Mumbai
Date: 13/09/2019

Mr. Ritwik Deshpande
G-2 Radio Colony Near District Jail,
Radio Colony,
Indore-452001,
Madhya Pradesh.
Tel# -

Dear Ritwik Deshpande,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹10,200/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹7,570/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB

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amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE
You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

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HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

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8. **Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. **Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. **Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the

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said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external

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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

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background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

*There is no criminal offence registered/pending against you

*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below

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documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

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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

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Ritwik Deshpande**
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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Annexure 2

Ahmedabad **Lead – ILP** Tata Consultancy Services Limited, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** **Lead - ILP** Tata Consultancy Services Limited, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR **Lead – ILP** Tata Consultancy Services Limited, Barabati, IRC Block, Ground Floor, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** **Lead – ILP** Tata Consultancy Services Limited, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan **Lead - ILP** Tata Consultancy Services Limited, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** **Lead - ILP** Tata Consultancy Services Limited, Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati **Lead – ILP** Tata Consultancy Services Limited, 5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati - 781006,Assam	**Hyderabad** **Lead - ILP** Tata Consultancy Services Limited, Q City, Nanakramguda, Hyderabad,
INDORE **Lead - ILP** Tata Consultancy Services Limited, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** **Lead - ILP** Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium,2nd Floor, Wanderers Building, Delta Park - Lords
KOCHI **Lead - ILP** Tata Consultancy Services Limited, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** **Lead - ILP** Tata Consultancy Services Limited, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra - 400606
NAGPUR **Lead - ILP** Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** **Lead - ILP** Tata Consultancy Services Limited, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum **Lead – ILP** Tata Consultancy Services Limited, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581	

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Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. **Confidential Information**
   "Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

   (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

   (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

   (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

   (d) Customer and prospective customer lists, and

   (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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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APPOINTMENT LETTER

26 May, 2020

Dear **Rohan Nagar**,

Welcome to Wipro Limited (Company/Wipro') and congratulations on your appointment as **Project Engineer.** The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

Registered Office:
Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560035
India
T : +91 (80) 2844 0011
F : +91 (80) 2844 0054
E : info@wipro.com
W : www.wipro.com
C : L32102KA1945PLC020800

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2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

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KHANDWA ROAD, INDORE

Registered Office:
Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560035
India
T : +91 (80) 2844 0011
F : +91 (80) 2844 0054
E : info@wipro.com
W : www.wipro.com
C : L32102KA1945PLC020800

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c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

   i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.

   ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.

   iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

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b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

Registered Office:
Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India
T : +91 (80) 2844 0011
F : +91 (80) 2844 0054
E : info@wipro.com
W : wipro.com
C : L32102KA1945PLC020800

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d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **atleast** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be* liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

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Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560035
India
T : +91 (80) 2844 0011
F : +91 (80) 2844 0054
E : info@wipro.com
W : www.wipro.com
C : L32102KA1945PLC020800

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.
Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**

Sunil Kalachar
General Manager – Talent Acquisition

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on __ /__ /____

Name: _____

Signature: _____ Date: __ /__ /____

Place: _____

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KHANDWA ROAD, INDORE

Registered Office:
Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560035
India
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ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Name:

Date: __/___/_____ **Signature:.....……**

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9394175

Registered Office:
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Doddakannelli
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Bengaluru 560035
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Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.
As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need-to-know basis. Employees are strictly prohibited from the following:

a) Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b) Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c) Unauthorized disclosure or communication of UPSI.

d) Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com

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Doddakannelli
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India
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ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I ----------, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.
I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

Name:

Date: __/__/____

Signature.....

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Registered Office:
Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560035
India
T : +91 (80) 28440011
F : +91 (80) 2844 0054
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ANNEXURE III

SALARY OFFER SHEET

Name : Rohan Nagar **Career Group: TRB – II**

Position : Project Engineer

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

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Bengaluru 560035
India
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*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.
Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler

b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage

c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.

d. Medical Insurance Coverage up to Rs 2lac per annum.

Date: __/___/_____ **Signature:.....……**

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Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560035
India
T : +91 (80) 28440011
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ANNEXURE – IV

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

Name:

Date: __/___/_____ **Signature:.....…….**

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Doddakannelli
Sarjapur Road
Bengaluru 560035
India
T : +91 (80) 28440011
F : +91 (80) 2844 0054
E : info@wipro.com
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ANNEXURE – V

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2020-21.

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Registered Office:
Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560035
India
T : +91 (80) 2844 0011
F : +91 (80) 2844 0054
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SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus:

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

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5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

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Doddakannelli
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Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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SUMMARY - SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.
   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

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India
T : +91 (80) 28440011
F : +91 (80) 2844 0054
E : info@wipro.com
W : www.wipro.com
C : L32102KA1945PLC020800

IQAC COORDINATOR
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

PRINCIPAL
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9394175

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.
E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.
I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific pre-defined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

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KHANDWA ROAD, INDORE

Registered Office:
Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560035
India
T : +91 (80) 28440011
F : +91 (80) 2844 0054
E : info@wipro.com
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C : L32102KA1945PLC020800

Sensitivity: Internal & Restricted

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1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident
The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.
We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.
For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

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KHANDWA ROAD, INDORE

Registered Office:
Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560035
India
T : +91 (80) 2844 0011
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Bitwise Solutions Pvt. Ltd.
Bitwise World
Off International Convention Centre
Senapati Bapat Road
Pune 411016 India
CIN: U72200PN1997PTC015155

+91 20 40102000
bitwiseglobal.com

OFFER OF EMPLOYMENT

25th October 2019

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

To,
Tanvi Agarwal
D/0 Manoj Agarwal
New Mahesh nagar gali no. 1,
Girdhar nagar, Indore, City-2,
Madhya Pradesh 452002

Position offered: Trainee Programmer

Hi Tanvi,

Congratulations! We are glad to invite you to be a part of an elite corps; Bitwisers are recognized as one of the industry's most competent technology professionals. Our culture fosters the concept of "team" where Bitwisers collaborate passionately, innovatively and confidently to turn the whys into why not and the how into wow. Our clients choose us time and again, because our commitment goes beyond the immediate. This makes working at Bitwise not just any "job" but a true calling.

Welcome to Bitwise!

So what's in it for you?

- Experience a truly dynamic work environment and an opportunity for you to make a difference
- Broaden your horizon, skills and profile working with some of the best minds in the industry
- Take your ideas and passion to the next level with an opportunity to impact markets, technolo and the future

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1 Tanvi Agarwal

Bitwise Solutions Pvt. Ltd.
Bitwise World
Off International Convention Centre
Senapati Bapat Road
Pune 411016 India
CIN: U72200PN1997PTC015155

+91 20 40102000
bitwiseglobal.com

Compensation Details

Your annual CTC will be ₹3, 84,000 /- (Rupees Three Lac & Eighty Four Thousand only) P.A. TDS will be deducted as applicable.
The breakup of your salary will be as follows:

	Annual in ₹	Monthly in ₹
Basic	1,80,000.00	15,000.00
HRA	72,000.00	6,000.00
Transport Allowance	36,000.00	3,000.00
Special Allowance	14,400.00	1,200.00
Medical Allowance	36,000.00	3,000.00
Gross	3,38,400.00	28,200.00
Bonus	24,000.00	0.00
Company contribution to PF	21,600.00	1,800.00
CTC	3,84,000.00	30,000.00

*Bonus will be paid proportionately during 2021 Diwali.

Your employment will be effective from 14th July, 2020. However, this offer is contingent upon completion of a successful reference & background check.

We look forward to your confirmation of acceptance at the earliest. That's how eager we are for you to join us!

For BITWISE SOLUTIONS PVT. LTD.
Sincerely,

Arati Joshi
Vice President

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2 Tanvi Agarwal

jade GLOBAL

Date 07/12/2019

To,

Rajendra Patel

We are pleased to welcome you in to the Jade Global family and offer you employment with Jade Global Software Pvt Ltd as **"Trainee"**. Based on our discussions we look forward to having you onboard on **July 20,2020.** This offer is subject to you joining the organization on this date, unless otherwise extended in writing by the undersigned.

You will earn a gross salary (CTC) of **INR 3,60,360/-** per annum

You shall be issued an appointment letter with detailed terms of service on the date of joining. You will be governed by the rules and regulations of the company applicable to you. On the date of your joining you are requested to meet HR at 10:00am to complete the joining formalities and to obtain a detailed understanding of the rules and regulations of the company. Upon joining, you will be assigned a Supervisor who will discuss with you your Roles and Responsibilities and the Key Result Areas for your job.

Please bring originals and photocopies of the following documents at the time of joining:

1 Latest Pay slip from your previous organization
2 Photo copy of your education certificates (SSC, HSC, Graduation, other relevant certificates if any)
3 Passport Size Photographs, Permanent & Current Address Proofs
4 Photo copy of PAN Card and Passport, Blood Group details

This offer has been made based on the information furnished by you at the time of our interaction. If there is any discrepancy in the documents furnished by you, we retain the right to withdraw this offer made to you. This offer is subject to a reference check done by us and successfully completion of your degree.

It is with great pleasure that we welcome you to Jade Global Software Pvt. Ltd. India. If the above is agreeable, please sign below where indicated, and keep a duplicate copy of this letter for your records or reply through email or phone in token of acceptance of this offer and indicate the exact date of your joining. Please note that this offer is valid for three days from the date of receipt. You will need to formally accept the offer within this time.

Sincerely,

For Jade Global Software Pvt. Ltd.

I accept the Offer. I will join on **July 20,2020.**

Signature: _____

Manisha Chavan

Senior Manager (Human Resource)

Date 07/12/2019

Jade Global Software Pvt. Ltd.

Nyati Tech Park, 7th Floor, Digambar Nagar, Near Brahma Suncity, Behind Nyati Meadows,Wadgaon Sheri, Pune-411014.

Phone: +91-20-66128200 | Fax: +91-20-66081595 | marketing@jadeglobal.com | www.jadeglobal.com

CIN: U72200PN212PTC142253

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FSS
POWERING PAYMENTS

Financial Software & Systems (P) Ltd
Unit No.1, First Floor, Kalpataru IT Park, Plot No. D-3 Road No.16,
Wagle Industrial Estate MIDC, Thane - 400 604.
Tel : +91 22 4241 5000, Fax : +91 22 2158 3851

Date: 26th Sept, 2019.

To,

Dear Atul Sonwane

Congratulations!

With reference to our discussions, we are pleased to offer you a position of **Trainee – Software Engineer** for the **Technology arm** of our **Retail Payments** Business Group.

The Remuneration offered for the position is **Rs. 4,00,000/- (Rupees Four Lakhs)** per annum.

You will be required to sign a standard employment agreement of the organization regarding confidentiality of information, invention assignment and other clauses. Your employment with us will be governed by the terms and conditions of the organization as amended from time to time. At the time of joining FSS you will also be required to sign a 2 Years' service agreement for INR 2, 00,000

You are required to furnish the following documents at the time of joining:

- **Two passport size color photographs**
- **Copies of your educational certificates**
- **Address Proof / Date of Birth Documents (Passport / PAN/ Ration Card)**
- **Two references**

You will be provided with a detailed offer letter on submission of the required documents.

Employment as per this offer letter is subject to your satisfactory references and background verifications. This offer of appointment is valid up to **August 31, 2020**, and your date of joining will be communicated to you. Please sign the duplicate copy of the letter and return it to us at the earliest as a token of acceptance of this offer.

Wishing you a bright and prosperous career in our Organization.

Sincerely,

for Bharathan Prahalad
Assistant Vice President – Human Resources

I accept the offer as outlined above.

Date: 26th Sept, 2019

Name: Atul Sonwane

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19 June, 2020

Dear Jasika Arora,

Congratulations! Subsequent to the discussions we had with you recently, we are pleased to offer you an appointment in our organisation. Please find the details below:

Position: Software Engineer - Trainee

Date of Joining: 13 July, 2020.

Compensation: Gross Compensation of **Rs. 2,40,000/-** (Rupees Two Lakhs Forty Thousand Only) per year.

Place of work: Your initial place of work will be at Indore. However, your services are transferable and you may be assigned, to any location in India or abroad where the Company or any one of its associates or customers, conducts business.

If you choose to accept this job offer, we request you to confirm your acceptance by signing a copy of this letter.

We congratulate you on your appointment and wish you a long and successful career with American Chase.

American Chase India

Sincerely,
Yash Chouhan
Co-Founder and Director

203, Princes' Business SkyPark
Scheme No.54, PU-3 A.B. Road
Indore (MP) 452010
+91 8308848731
hrindia@americanchase.com
www.americanchase.com

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KHANDWA ROAD, INDORE

Offer: Computer Consultancy
Ref: TCSL/DT20184507094/Mumbai
Date: 13/09/2019

Ms. Aayushi Hardiya
46, Pipliya RaoBolaram Ustad Marg,
Near Bhawarkua Square,
Indore-452001,
Madhya Pradesh.
Tel# 91-9926343888

Dear Aayushi Hardiya,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Tata Consultancy Services Limited
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com
Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹10,200/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹7,570/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB

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amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE
You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

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HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

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8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the

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said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external

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background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

*There is no criminal offence registered/pending against you

*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below

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documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

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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

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Aayushi Hardiya**
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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Annexure 2

Ahmedabad **Lead – ILP** Tata Consultancy Services Limited, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** **Lead - ILP** Tata Consultancy Services Limited, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR **Lead – ILP** Tata Consultancy Services Limited, Barabati, IRC Block, Ground Floor, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** **Lead – ILP** Tata Consultancy Services Limited, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan **Lead - ILP** Tata Consultancy Services Limited, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** **Lead - ILP** Tata Consultancy Services Limited, Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati **Lead – ILP** Tata Consultancy Services Limited, 5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati - 781006,Assam	**Hyderabad** **Lead - ILP** Tata Consultancy Services Limited, Q City, Nanakramguda, Hyderabad,
INDORE **Lead - ILP** Tata Consultancy Services Limited, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** **Lead - ILP** Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium,2nd Floor, Wanderers Building, Delta Park - Lords
KOCHI **Lead - ILP** Tata Consultancy Services Limited, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** **Lead - ILP** Tata Consultancy Services Limited, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra - 400606
NAGPUR **Lead - ILP** Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** **Lead - ILP** Tata Consultancy Services Limited, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum **Lead – ILP** Tata Consultancy Services Limited, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581	

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Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. **Confidential Information**
   "Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

   (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

   (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

   (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

   (d) Customer and prospective customer lists, and

   (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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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APPOINTMENT LETTER

16 Jun, 2020

Dear **Anshpreet Kaur Siddhu**,

Welcome to Wipro Limited (Company/Wipro') and congratulations on your appointment as **Project Engineer.** The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

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Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560035
India
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F : +91 (80) 2844 0054
E : info@wipro.com
W : www.wipro.com
C : L32102KA1945PLC020800

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2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

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c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

   i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.

   ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.

   iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

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b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

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d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **atleast** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be* liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

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Doddakannelli
Sarjapur Road
Bengaluru 560035
India
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12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.
Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**

Sunil Kalachar
General Manager – Talent Acquisition

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on __ /__ /____

Name: _____

Signature: _____ Date: __ /__ /____

Place: _____

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Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560035
India
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ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Name:

Date: __/___/_____ **Signature:.....……**

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Registered Office:
Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560035
India
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Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.
As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need-to-know basis. Employees are strictly prohibited from the following:

a) Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b) Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c) Unauthorized disclosure or communication of UPSI.

d) Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com

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Doddakannelli
Sarjapur Road
Bengaluru 560035
India
T : +91 (80) 2844 0011
F : +91 (80) 2844 0054
E : info@wipro.com
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ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I ----------, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.
I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

Name:

Date: __/__/____

Signature.....

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KHANDWA ROAD, INDORE

Registered Office:
Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560035
India
T : +91 (80) 2844 0011
F : +91 (80) 2844 0054
E : info@wipro.com
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ANNEXURE III

SALARY OFFER SHEET

Name : Anshpreet Kaur Siddhu **Career Group: TRB – II**

Position : Project Engineer

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

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Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560035
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Rahul Yadowanshi — ReTect. — BTech

Shubham Rathod — ok — BTech.

Durgesh Nikom — ok — BTech

Deepak Singh — ok — BTech

Pradeep Kushwah — ok — BTech.

Pratiesh Patidar — ok — Btech

Ritik Sorage — ok — Btech.

Rahul Chouhan — Reject — Btech

Pratik Pal — ok. — Btech deostun

Rohanhan Sing — Hold. — Btech

Laxman Badole — ok — Btech Frnd: abhishek

Rahul Singh — ok — Btech — Training late

Sanjay kushwah — ok — Btech — —

Saurabh Rajovansh — ok — BtCh — late Training

11 ok

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*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.
Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler

b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage

c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.

d. Medical Insurance Coverage up to Rs 2lac per annum.

Date: __/___/_____ **Signature:.....……**

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Registered Office:
Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560035
India
T : +91 (80) 28440011
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ANNEXURE – IV

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

Name:

Date: __/___/_____ **Signature:.....……**

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Bengaluru 560035
India
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ANNEXURE – V

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2020-21.

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SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus:

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

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Registered Office:
Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560035
India
T : +91 (80) 2844 0011
F : +91 (80) 2844 0054
E : info@wipro.com
W : www.wipro.com
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5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

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Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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SUMMARY - SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.
   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

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India
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Sensitivity: Internal / Restricted

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Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.
E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.
I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific pre-defined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

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1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident
The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.
We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.
For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

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06 June 2020

Dear **Akshay Soni,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Academic Counselor"** in our **FOS Team**. I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help Vedantu move faster towards its Global vision.

Let's try and understand what this opportunity has in store for you. Vedantu, started as a consequence of the passion for education and learning that the founding team shared and with a vision to change the way technology can help make learning more effective and engaging for anyone. Since inception, Vedantu has grown from being just a start up to a company taking its first steps into the market and planning the bigger leaps in the coming days. Our products and services have been a result of passionate work of the team and valuable feedback of the users and needless to say, everyone has loved the products/services in their early stage itself.

We, as a team, take as much pride in our work culture as we do in our offerings, well, these two are inseparable for us. We are a group of extremely passionate and talented individuals who are attached to the vision of the company and take the onus on themselves to attain that Vision. The only rule in Vedantu is to enjoy work and be accountable for the same, and, that binds us all. There will be times when the targets will be pressurizing but we feel that passion and love for what we are doing will always sail us through the arduous tides, together.

We understand that this will mark a very significant step in your career as well. This will be a very different experience for you and we hope you are equally excited about the same. We hope that you can carve out a niche for yourself in this team and find the satiation and joy that everyone craves for in the professional aspect of Life and in the process grow with everyone else.

Coming to the professional part of the offer, you will need to join Vedantu Team in **Indore** & Your probation period would be 6 months from the date of joining. During probation period the company shall have a right to terminate the employment with the company by giving 15 days' notice. The employee shall have the right to terminate the employment with the Company by giving 15 days' notice. On confirmation of Probation, notice period will be 30 days for both parties.

Your employment is contingent upon the Company receiving satisfactory references or background check results. Please note that in the event the Company is not satisfied with any of these items, the Company reserves the right to end this agreement of employment.

Your fixed remuneration would be INR 400000 (Rupees Four Lakhs only) per annum as per Annexure A.

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both. We are looking forward your date of joining on **01 June 2020**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd.

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Annexure A

Sr. No.	Components Structure	Monthly	Yearly
1	Cost-to-company (CTC) as per Offer	33333	400000
2	Employer's Contribution to Provident Fund	1800	21600
3	Employer's Contribution to ESIC	0	0
	NET CTC	**31533**	**378396**
	Salary Break Up		
A1.	Basic Salary	15767	189204
A2.	House Rent Allowance	6307	75684
A3.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3)	**23493**	**281916**
B1.	Mobile /Internet Reimbursement	0	0
B2.	Professional Development	0	0
B3.	Leave Travel Allowance	0	0
B4.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
	Deductions		
C1.	Employee's Contribution to Provident Fund	1800	21600
C2.	PT	0	0
C3.	Employee's Contribution to ESIC	0	0
	(C) Sub Total (C1+C2+C3)	1800	21600
	***Estimated Take Home [(A)+(B)-(C)]**	**29733**	**356796**

* TDS applicable as per Income Tax and other applicable law.

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Vedantu Innovations Pvt. Ltd.
#1081,2nd, 3rd & 4th Floor, 14th Main, Sector-3 HSR Layout, Bangalore, Karnataka, India 560102
CIN: U72900KA2015PTC060958
www.vedantu.com

CIN-U02710MP1979PLC001501

Dewas Metal Sections Ltd.

Regd. Office & Works : Gram Amona, A.B. Road, DEWAS - 455 001 (M.P.)
Phone: (07272) 258526-27 • e-mail: mail@dmsl.co.in • website : www.dmsl.co.in

ISO 9001:2015 FM 554188

DMSL/HR/LKS/2021-22/ Date : 01.11.2021

To,
Mr. Varun Choudhary
Makan No.68
Ward No.29,
Vishram Bag,
A.B.Road,
Dewas – 455 001 (M.P)

Gentleman,

This refers to your application for appointment as a **Trainee Engineer (Marketing)** in our organization and subsequent interview followed by discussions in respect of terms of appointment, wherein both the parties agreed on the following terms and conditions recorded below:

Terms and Conditions

1.	Duration of Training	Your Training period shall be **Eleven Months** in the first instance which may be extended further or terminated earlier without giving any notice or assigning any reasons. In the absence of any formal extension or termination you will be deemed to be on training.
1.1.	Commencement of Training	Your training will commence w.e.f. **01.11.2021** on Monthly Stipend of **Rs.11,000/-** (Rupees Eleven Thousand per month).
2.	Discipline	You will adhere to the instructions of your superiors and abide by the shift schedules and rules of discipline either existing or enforced from time to time.
3.	Regularity and Punctuality	You will adhere to regularity, punctuality and shall learn the trade/work diligently.
4.	Transfer	In order to give you wider exposures, during training, you may be transferred to any other section or department in the same establishment or you may be transferred to any other establishment (existing or which may be set up in future) under the same management anywhere in the country.
5.	Deputational Training	You may be sent on deputational training to any other organization anywhere in the country which may or may not be under the same management.
6.	Suspension Termination of Training	If the management at any point of time finds that the atmosphere in the establishment is not conductive for imparting training, your training appointment may be terminated forthwith without any notice or any payment in lieu of notice or may be suspended till further order without payment of any stipend during the period of suspension and such suspension period will be exclusive of training period agreed upon.

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XDuce
Technologies Pvt. Ltd.

Date: 30/1/2019

Subject : Letter of Offer
To :

Dear Aman Gangwani

This has reference to your application and subsequent interview you had with us, for the position of **Talent Acquisition Executive** in our organization. Your job location at the present will be based at **Ahmedabad**, however as per business needs, you may have to shift to any of the work locations based on business needs.

You will be working in the US Shifts (07:00 PM IST to 04:00 AM IST)

We are pleased to confirm the offer of employment for the above position on terms and conditions discussed and agreed. Your emoluments and allowance structure will be as discussed and agreed upon. Detailed structure and allowances will be given in your appointment letter as mutually agreed.

Incentive as per the company policy.

You shall be expected to join the duty on or before **4th - February - 2019.**

- On joining date, you will be required to send:

1. 2 Passport size photographs
2. Academic Certificates Photocopies (Highest Degree)
3. Any other course certificate Photocopy
4. One residential Proof – Photocopy (Land Line Tel. Bill, Electricity Bill, Bank passbook, Ration card)
5. One photo ID – Proof- Photocopy (Pan card, Passport, Driving License, Voters card)
6. From previous employer: Copies of Appointment letter, last salary slips, Relieving letter, and Experience Letter.

Please return the enclosed copies of Annexures duly signed as a token of your acceptance of the letter.

For *XDuce Technologies Pvt. Ltd.*

Dhiraj Thakur
Manager-HR

Acceptance of Offer

By signing the letter of offer from XDuce herewith, I accept employment join the organization as a **Talent Acquisition Executive** *and confirm the joining of stipulated date:*

Signature : _____

Name : _____

Date : _____

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402, Chase House, 6, Shital Baug Soc. B/H Girish Cold Drink, Nr. Sardar Patel Sewa samaj Hall, Off C.G Road, Ellisbridge, Ahmedabad - 380 006, Gujarat, INDIA • Phone: +91 79 40024246/47
E-Mail: India.info@xduce.com www.xduce.com

Vijayshri PACKAGING LTD

APPOINTMENT LETTER

Date: 2/5/2019

Mr. Ashwin Dalvi
27/14, Ram Rahim Colony
Rau, Indore

Subject: Appointment for the post of Graduate Trainee Engineer

Dear Mr.

We are pleased to offer you, the position of **Graduate Trainee Engineer** [Level VI] at Vijayshri Packaging Ltd. on the following terms and conditions:

1. Commencement of employment

Your employment will be effective as of **16th May 2019 (Thursday)**.

2. Job title

Your job title shall be **Graduate Trainee Engineer** , and you will report to Department Head.

3. Remuneration

You will paid a monthly stipend of **Rs. 12,000/-(Rupees Twelve Thousand)**

4. Place of position

You will be posted at Indore, Madhya Pradesh. You may however be required to work at any place of business which the Company has, or may later acquire.

5. Hours of Work

The normal working days are Monday to Saturday (Sunday is off Day). The normal working hours are from 9:30 AM to 7:30 PM, however you are expected to work if necessary for additional hours depending on your responsibilities.

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KRR Industrial Park (Near Super Corridor Bridge), Village - Bardari, Indore 453555, India
Phone : +91 731 2427700 • Email : info@vijayshri.com • Website : www.vijayshri.com
CIN-U02101MP1988PLC004788 • GSTIN : 23AABCV0048B1Z2

6. Probation

6.1 You will be on probation period for 6 months from the date of commencement of your duties.
6.2 During the probation period, you are not entitled for any kind of leaves except weekly off and company holidays.
6.3 The probation period does not entail provision of notice period from company side in the event of discontinuation of duties.
6.4 On successful completion of probation period, you will be entitled for leave as per company policy.

7. Nature of duties

You need to 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. Your specific duties are set out in the job description form.

8. Company property

You will always maintain Company property in good condition, 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.

9. Termination

9.1 Your appointment can be terminated by the Company, without any reason, by giving you not less than 1 month prior notice in writing or salary (Post completion of probation period successful) in lieu thereof. For the purpose of this clause, salary shall mean basic salary.
9.2 You may terminate your employment with the company abiding the terms & conditions of service bond being signed by you and valid for 2 yrs from the date of employment, however Minimum 2 Month notice is required for Leaving the job.
9.3 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

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of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Company.

9.4 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.

10. Confidential Information

10.1 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.

10.2 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, 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.

10.3 At no time, will you remove any Confidential Information from the office without permission.

10.4 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.

10.5 Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

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11. Applicability of Company Policy

The Company shall be entitled to make policy declaration from time to time pertaining to leave entitlement, 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. 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,

_____

Authorized Signatory

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KHANDWA ROAD, INDORE

Date: 10/06/2021 Private & Confidential

LETTER OF EMPLOYMENT

Dear Mr. **HIMANSHU JAISWAL S/O SHREE SYAM JAISWAL**
Permanent address; 214 PAWAN PURI PALDA, INDORE-452001
EMAIL: himanshujaiswal1712@gmail.com Mobile: 8269426774

Present address: 214 PAWAN PURI PALDA, INDORE-452001

With reference to your application for employment and subsequent interface you had with us, we are pleases to appoint you as **Manager Bending Section** on the following terms and conditions, recorded below for your consideration and acceptance. Your date of joining has been recorded as 20th June 2021 or earlier.

- You shall be entitled to a salary of Rs.30,000/- (Rs. Thirty Thousands Only) per month as CTC (cost to the company) and shall be subject to deduction as per statutory laws.

- You shall be permanent from the date of joining and your performance will be evaluated on regular basis and if the same is not expected standard, your appointment is liable to be terminated without any notice and without assigning any various interest.

- The company expects you to work in the Department, in which you are placed with high standard of efficiency and economy.

- Your employment in your company will be subject to your found and remaining physically and mentally fit and alert to perform your duties. Your services will be liable to be terminated on being found physically and mentally unfit by HR manager nominated by the company at any time.

- The company may transfer you for work from one place of duty or section/ department/ division to other place of duty or section/ department/ division in the establishment. You will also liable to be transferred to our other establishment, plants, associated companies, branch offices, head offices in India or abroad which may be acquired in future at the sole discretion of the management. On transfer from one place to other, your salary will not be adversely affected but all other terms and conditions shall remain the same.

- This letter of appointment is being issued on the understanding that there is nothing in your past record which should have presented in the company to offer you an employment. If it is found that your past record is objectionable and if any declaration given by you proves to be false and you have suppressed any material information, in such case, the appointment itself shall be deemed to be irregular and your services will be liable to immediate termination without any notice or compensation in lieu thereof.

- You will be in the exclusive employment of this organization and will not engage yourself either alone or in company in any work, profession or employment either honorary or otherwise during the period of employment with us.

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KHANDWA ROAD, INDORE

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

- Your services shall be governed by the Rules & Regulations of the company, implied or notified and also any instruction that may be notified from time to time. In case of any dispute, the court of Indore shall have the execute jurisdiction.

- You will not in any manner whatsoever, any secret correspondence, agreement and any such information pertaining to our organization, which you may acquire concerning the company business to other person/firm or organization.

- You will be entitled to leave and holidays as per the leave of the company.

- Your absence for a period of 10 days (including absence, which leave though applied for, is not granted and when you overstay for more than 10 days) would entail automatic loss of your lieu on job without any notice and information by the management.

- In general, the employment may be terminated by either of the parties at any time by giving to the other, one month notice or one month gross salary in lieu of notice. Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.
- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of
- duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude.
- If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you become physically in capacitated for the performance of your duties.

- If you commit breach of any of the terms of this letter of appointment.

- No authority is vested upon you both to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

- You will retire from the services of The Company on attaining the age of 58 yrs which is the age of superannuation as far as your services is concerned.

- This letter is in duplicate. Kindly return the duplicate copy thereof duly signed by you as confirmation of your having accepted the terms & conditions contained therein.

IQAC COORDINATOR
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

We welcome you in Sai Machine Tools Pvt. Ltd. and look forward for a long term association.

For Sai Machine Tools Pvt. Ltd.

AJAY JAISWAL DIRECTOR

Acceptance

I have read and understood the terms and conditions mentioned in this letter of appointment and I hereby confirm unconditional acceptance of the same

Full Name .....

Signature.....

IQAC COORDINATOR
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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