

Date : 17-Mar-2022

Dear Bhagat Ketaki Jagdish

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Business Development Executive and you will be reporting to the office on 08-May-2022.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining : 08-May-2022

Training Period :08-May-2022to 22-May-2022 - (Unpaid) On
the Job Training Start Date:24-May-2022 On the Job
Training End Date:15-November-2020 Location of Training:
Bangalore Stipend: INR 15000 Per Month Incentives : INR
10000 Target: 200000 INR per month.

You will be eligible for a Pre - Placement Offer of 4 to 6 LPA after completion of On the Job Training Period. I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 08-May-2022

SIGNATURE:_____

(Candidate's Signature)

Training Policy

DATE:_____

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due
▪ The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day care and diligence; and in compliance with the management norms. ▪ At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's weekly off. (Depending on situations we might ask you to stay for sometime extra after your resignation period).

- Resignation procedure includes:-1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.

- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party. ▪ Upon conclusion of your employment, you will immediately return all of its property, equipment and the Trainings including all electronic information to Academor. ▪ You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development. ▪ The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard equivalent examination.• 12th standard equivalent• Graduation• Post-graduation/Doctorate Other relevant educational or skill certifications
2.	Any one original certificate (10th/12th or Degree Consolidated) for employment documentation.
3	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
5	
6.	Mandatory fully covid vaccinated report
.	

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____



OFFER LETTER

Dear, Vernekar Yogesh Vinayak

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on17-JUN-2019.....

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes Core Java /Manual Testing, SQL, & General Aptitude.
- No other programs are included in this training module.

RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10th 12th, PUC documents and any other Govt ID proof.

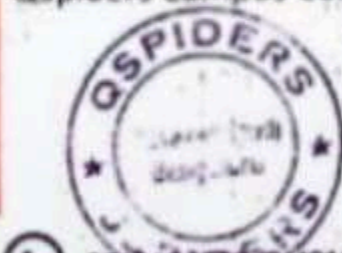
This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.

Dewika

Thank & Regards

Qspiders Campus Connect Team.

USN NO



9513684736/7619163087

info@campus.qspiders.com

01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kempegowda Nagar, Bengaluru, Karnataka 560019



OFFER LETTER

Dear, **Agam Rutuja Jaywant**

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on05-JULY-2022.....

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes Core Java /Manual Testing, SQL, & General Aptitude.
- No other programs are included in this training module.

RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10th 12th, PUC documents and any other Govt ID proof.

This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.

Devika

Thank & Regards

Qspiders Campus Connect Team.

USN NO



9513684367/7619163087

info@campus.qspiders.com

01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kempegowda Nagar, Bengaluru, Karnataka 560019



OFFER LETTER

Dear, **Agam Rutuja Jaywant**

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on05-JULY-2022.....

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
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01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kempegowda Nagar, Bengaluru, Karnataka 560019

Date : 17-Mar-2022

Dear KULKARNI ROHIT VASANT

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Business Development Executive and you will be reporting to the office on 06-May-2022.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining : 06-May-2022

Training Period : 06-May-2022to 20-May-2022 - (Unpaid)

On the Job Training Start Date: 22-May-2022

On the Job Training End Date: 15-November-2020

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 200000 INR per month.

You will be eligible for a Pre - Placement Offer of 4 to 6 LPA after completion of On the Job Training Period. I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 06-May-2022

SIGNATURE:_____

(Candidate's Signature)

Training Policy

DATE:_____

▪ Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms. ▪ The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period) ▪ At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.

- Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.

▪ All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party. ▪ Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information. ▪ You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development. ▪ Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.

▪ The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">● 10th standard equivalent examination.● 12th standard equivalent● Graduation● Post-graduation/Doctorate Other relevant educational or skill certifications
2.	Any one original certificate (10th/12th or Degree Consolidated) for employment documentation.
3	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
5 6. .	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____



OFFER LETTER

Dear, Bhairavkar Akash Ashok

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on05-JULY-2022.....

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes Core Java /Manual Testing, SQL, & General Aptitude.
- No other programs are included in this training module.

RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10th 12th, PUC documents and any other Govt ID proof.

This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.

Dewika

Thank & Regards

Qspiders Campus Connect Team.

USN NO



9513684736/7619163087

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01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kempegowda Nagar, Bengaluru, Karnataka 560019

Date : 17-Mar-2022

Dear Bhoite Manasi Atul

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Business Development Executive and you will be reporting to the office on 08-May-2022.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining : 08-May-2022

Training Period :08-May-2022to 22-May-2022 - (Unpaid) On
the Job Training Start Date:24-May-2022 On the Job
Training End Date:15-November-2020 Location of Training:
Bangalore Stipend: INR 15000 Per Month Incentives : INR
10000 Target: 200000 INR per month.

You will be eligible for a Pre - Placement Offer of 4 to 6 LPA after completion of On the Job Training Period. I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 08-May-2022

SIGNATURE:_____

(Candidate's Signature)

Training Policy

DATE:_____

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
 - The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day care and diligence; and in compliance with the management norms.
 - At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's weekly off. (Depending on situations we might ask you to stay for sometime extra after your resignation period).

- Resignation procedure includes:-1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.

- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
 - Upon conclusion of your employment, you will immediately return all of its property, equipment and the Trainings including all electronic information to Academor.
 - You Will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard equivalent examination.• 12th standard equivalent• Graduation• Post-graduation/Doctorate Other relevant educational or skill certifications
2.	Any one original certificate (10th/12th or Degree Consolidated) for employment documentation.
3	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
5	
6.	Mandatory fully covid vaccinated report
.	

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

Date : 14 October 2021

Dear Bhosale Madhuri Balkrishna

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 24 January

Training Period : 24 January 2022 to 2-February-2022

OJT Start Date: 3-February-2022

OJT End Date: 2-August-2022

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2022

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

Date : 14 October 2021

Dear Bhosale Madhuri Balkrishna

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 24 January

Training Period : 24 January 2022 to 2-February-2022

OJT Start Date: 3-February-2022

OJT End Date: 2-August-2022

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2022

SIGNATURE: _____
(Candidate's Signature)

DATE: _____



Subject: Employment offer from TechnoLearn

Dear Bhosale Pratiksha Rajkumar We are pleased to offer you the position of WEB Developer at TechnoLearn. Your annual cost to company is 2.5 - 3.5 LPA. The break down of your gross salary and information specific to employee benefits can be found in Annexure A.

We would like you to start work on 19-FEB-2022 You will work with the Development team and report directly to Leader.

If you choose to accept this job offer, please sign and return this letter by 25-FEB-2022. Once we receive your acceptance, we will provide information about onboarding and other asset details. We are confident that you will find this offer exciting and I, on behalf of

Techno Learn,
assure you of a very rewarding career in our organization.
Sincerely,

TECHNOLEARN

Annexure A

Salary details

Salary component	Amount (in ₹)
Basic pay	25,000
House Rent Allowance (HRA)	13,000
Other allowance	16,000 4,200
Pension benefits	58,200
Gross monthly salary	

Salary will be paid on the [last working day/first working day] of each month through [direct deposit/cheque].

Probation

You will be on probation for a period of [six months] from your joining date and will be confirmed as a full-time employee after successful completion of probation.

Salary revision

Revision to your compensation will be after [one year] from the date of joining, subject to your satisfactory completion of the probation period.

Employee benefits

The company will cover the full premium for your inclusion under the Group Health Insurance for a sum insured of ₹ xxx,xxx [amount in words].

Gratuity will be payable as per the Gratuity Act upon separation from the company, subject to completing a minimum of five years of employment.

Confidentiality Information you have access to during your employment is confidential and proprietary information of the company. You agree not to disclose such information without prior consent from the management. Termination Your employment will be on an at-will basis, providing both you and the company with the flexibility to end the employment relationship at any time, with or without cause or notice. This employment offer is subject to your successful completion of a pre-employment background check and your agreement to sign standard confidentiality agreements.

Accepted by: [Candidate name]

Signature:

Date:



OFFER LETTER

Dear, **Bobade Shubham Shivaji**

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on05-JULY-2022.....

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes Core Java /Manual Testing, SQL, & General Aptitude.
- No other programs are included in this training module.

RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10th 12th, PUC documents and any other Govt ID proof.

This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.

Dewika

Thank & Regards

Qspiders Campus Connect Team.

USN NO



9513684736/7619163087

info@campus.qspiders.com

01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kempegowda Nagar, Bengaluru, Karnataka 560019



Subject: Employment offer from TechnoLearn

Dear Chaudhari Dhanashri Shivaji We are pleased to offer you the position of WEB Developer at TechnoLearn. Your annual cost to company is 2.5 - 3.5 LPA. The break down of your gross salary and information specific to employee benefits can be found in Annexure A.

We would like you to start work on 19-FEB-2022 You will work with the Development team and report directly to Leader.

If you choose to accept this job offer, please sign and return this letter by 25-FEB-2022. Once we receive your acceptance, we will provide information about onboarding and other asset details. We are confident that you will find this offer exciting and I, on behalf of

Techno Learn,
assure you of a very rewarding career in our organization.
Sincerely,

TECHNOLEARN

Annexure A

Salary details

Salary component	Amount (in ₹)
Basic pay	25,000
House Rent Allowance (HRA)	13,000
Other allowance	16,000 4,200
Pension benefits	58,200
Gross monthly salary	

Salary will be paid on the [last working day/first working day] of each month through [direct deposit/cheque].

Probation

You will be on probation for a period of [six months] from your joining date and will be confirmed as a full-time employee after successful completion of probation.

Salary revision

Revision to your compensation will be after [one year] from the date of joining, subject to your satisfactory completion of the probation period.

Employee benefits

The company will cover the full premium for your inclusion under the Group Health Insurance for a sum insured of ₹ xxx,xxx [amount in words].

Gratuity will be payable as per the Gratuity Act upon separation from the company, subject to completing a minimum of five years of employment.

Confidentiality Information you have access to during your employment is confidential and proprietary information of the company. You agree not to disclose such information without prior consent from the management. Termination Your employment will be on an at-will basis, providing both you and the company with the flexibility to end the employment relationship at any time, with or without cause or notice. This employment offer is subject to your successful completion of a pre-employment background check and your agreement to sign standard confidentiality agreements.

Accepted by: [Candidate name]

Signature:

Date:

Date : 14 October 2021

Dear Chavan Aniruddha Chandrashekhar

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 24 January

Training Period : 24 January 2022 to 2-February-2022

OJT Start Date: 3-February-2022

OJT End Date: 2-August-2022

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2022

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

Date : 14 October 2021

Dear Chavan Aniruddha Chandrashekhar

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

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OJT Start Date: 3-February-2022

OJT End Date: 2-August-2022

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2022

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

Date : 17-Mar-2022

Dear Chavan Jyotiram Hanumant

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Business Development Executive and you will be reporting to the office on 08-May-2022.

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(Candidate's Signature)

Training Policy

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(Candidate's Signature)

DATE: _____

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard equivalent examination.• 12th standard equivalent• Graduation• Post-graduation/Doctorate Other relevant educational or skill certifications
2.	Any one original certificate (10th/12th or Degree Consolidated) for employment documentation.
3	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
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4	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
5	
6.	Mandatory fully covid vaccinated report
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Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____



OFFER LETTER

Dear, Chavan Sneha Kishor

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on05-JULY-2022.....

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
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- The training includes Core Java /Manual Testing, SQL, & General Aptitude.
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- You should have 90% attendance in class room / practical session
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Dewika

Thank & Regards

Qspiders Campus Connect Team.

USN NO



9513684736/7619163087

info@campus.qspiders.com

01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kempegowda Nagar, Bengaluru, Karnataka 560019

Date : 14 October 2021

Dear Chinavale Utkarsha Vijay

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 24 January

Training Period : 24 January 2022 to 2-February-2022

OJT Start Date: 3-February-2022

OJT End Date: 2-August-2022

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2022

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

Date : 14 October 2021

Dear Chinavale Utkarsha Vijay

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

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Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2022

SIGNATURE: _____
(Candidate's Signature)

DATE: _____



OFFER LETTER

Dear, Chitale Sarika Siddharam

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on05-JULY-2022.....

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes Core Java /Manual Testing, SQL, & General Aptitude.
- No other programs are included in this training module.

RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10th 12th, PUC documents and any other Govt ID proof.

This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.

Sarika

Thank & Regards

Qspiders Campus Connect Team.

USN NO



9513684367/7619163087

info@campus.qspiders.com

01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kempegowda Nagar, Bengaluru, Karnataka 560019



Subject: Employment offer from TechnoLearn

Dear Choure Harshada Vishwas, We are pleased to offer you the position of WEB Developer at TechnoLearn. Your annual cost to company is 2.5 - 3.5 LPA. The break down of your gross salary and information specific to employee benefits can be found in Annexure A.

We would like you to start work on 19-FEB-2022 You will work with the Development team and report directly to Leader.

If you choose to accept this job offer, please sign and return this letter by 25-FEB-2022. Once we receive your acceptance, we will provide information about onboarding and other asset details. We are confident that you will find this offer exciting and I, on behalf of

Techno Learn,
assure you of a very rewarding career in our organization.
Sincerely,

TECHNOLEARN

Annexure A

Salary details

Salary component	Amount (in ₹)
Basic pay	25,000
House Rent Allowance (HRA)	13,000
Other allowance	16,000 4,200
Pension benefits	58,200
Gross monthly salary	

Salary will be paid on the [last working day/first working day] of each month through [direct deposit/cheque].

Probation

You will be on probation for a period of [six months] from your joining date and will be confirmed as a full-time employee after successful completion of probation.

Salary revision

Revision to your compensation will be after [one year] from the date of joining, subject to your satisfactory completion of the probation period.

Employee benefits

The company will cover the full premium for your inclusion under the Group Health Insurance for a sum insured of ₹ xxx,xxx [amount in words].

Gratuity will be payable as per the Gratuity Act upon separation from the company, subject to completing a minimum of five years of employment.

Confidentiality Information you have access to during your employment is confidential and proprietary information of the company. You agree not to disclose such information without prior consent from the management. Termination Your employment will be on an at-will basis, providing both you and the company with the flexibility to end the employment relationship at any time, with or without cause or notice. This employment offer is subject to your successful completion of a pre-employment background check and your agreement to sign standard confidentiality agreements.

Accepted by: [Candidate name]

Signature:

Date:

Date : 14 October 2021

Dear Dalave Shrinath Madhukar

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 24 January

Training Period : 24 January 2022 to 2-February-2022

OJT Start Date: 3-February-2022

OJT End Date: 2-August-2022

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2022

SIGNATURE: _____

(Candidate's Signature)

DATE: _____



Subject: Employment offer from TechnoLearn

Dear **Dhaygude Rutuja Dhaondiba**

We are pleased to offer you the position of WEB Developer at TechnoLearn.

Your annual **cost to company** is **2.5 - 3.5 LPA**. The break down of your gross salary and information specific to employee benefits can be found in Annexure A.

We would like you to start work on **19-FEB-2024** You will work with the Development team and report directly to Leader.

If you choose to accept this job offer, please sign and return this letter by **25-FEB-2024**. Once we receive your acceptance, we will provide information about onboarding and other asset details.

We are confident that you will find this offer exciting and I, on behalf of Techno Learn, assure you of a very rewarding career in our organization.

Sincerely,

TECHNOLEARN

Annexure A

Salary details

Salary component	Amount (in ₹)
Basic pay	25,000
House Rent Allowance (HRA)	13,000
Other allowance	16,000
Pension benefits	4,200
Gross monthly salary	58,200

Salary will be paid on the [last working day/first working day] of each month through [direct deposit/cheque].

Probation

You will be on probation for a period of [six months] from your joining date and will be confirmed as a full-time employee after successful completion of probation.

Salary revision

Revision to your compensation will be after [one year] from the date of joining, subject to your satisfactory completion of the probation period.

Employee benefits

The company will cover the full premium for your inclusion under the Group Health Insurance for a sum insured of ₹ xxx,xxx [amount in words].

Gratuity will be payable as per the Gratuity Act upon separation from the company, subject to completing a minimum of five years of employment.

Confidentiality

Information you have access to during your employment is confidential and proprietary information of the company. You agree not to disclose such information without prior consent from the management.

Termination

Your employment will be on an at-will basis, providing both you and the company with the flexibility to end the employment relationship at any time, with or without cause or notice.

This employment offer is subject to your successful completion of a pre-employment background check and your agreement to sign standard confidentiality agreements.

Accepted by: [Candidate name]

Signature:

Date:



OFFER LETTER

Dear, Dubale Swapnil Arun

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on05-JULY-2022.....

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes Core Java /Manual Testing, SQL, & General Aptitude.
- No other programs are included in this training module.

RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10th 12th, PUC documents and any other Govt ID proof.

This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.

Dewika

Thank & Regards

Qspiders Campus Connect Team.

USN NO



95136843677619163087

info@campus.qspiders.com

01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kempegowda Nagar, Bengaluru, Karnataka 560019



OFFER LETTER

Dear, Gaiwad Rukmini Jayhind

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on05-JULY-2022.....

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
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- No other programs are included in this training module.

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Following rules to be followed for placement activities:

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- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10th 12th, PUC documents and any other Govt ID proof.

This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.

Dewika

Thank & Regards

Qspiders Campus Connect Team.

USN NO



9513684736/7619163087

info@campus.qspiders.com

01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kempegowda Nagar, Bengaluru, Karnataka 560019



OFFER LETTER

Dear, Gole Pooja Babu

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on05-JULY-2022.....

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes Core Java /Manual Testing, SQL, & General Aptitude.
- No other programs are included in this training module.

RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10th 12th, PUC documents and any other Govt ID proof.

This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.

Jewika

Thank & Regards

Qspiders Campus Connect Team.

USN NO



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info@campus.qspiders.com

01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kempegowda Nagar, Bengaluru, Karnataka 560019



OFFER LETTER

Dear, **Gurav Sanket Sunil**

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on05-JULY-2022.....

On the date of joining, we would explain you in detail the schedules.

NOTE:

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- No other programs are included in this training module.

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- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
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- Bring this offer letter on the first day with all semester marks cards, 10th 12th, PUC documents and any other Govt ID proof.

This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.

Thank & Regards

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USN NO



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info@campus.qspiders.com

01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kempegowda Nagar, Bengaluru, Karnataka 560019

Date : 14 October 2021

Dear Hole Prasad Suhas

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 24 January

Training Period : 24 January 2022 to 2-February-2022

OJT Start Date: 3-February-2022

OJT End Date: 2-August-2022

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2022

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

Date : 14 October 2021

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Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2022

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

Date : 17-Mar-2022

Dear Jadhav Abhishek Prakash

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Business Development Executive and you will be reporting to the office on 08-May-2022.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining : 08-May-2022

Training Period :08-May-2022to 22-May-2022 - (Unpaid) On
the Job Training Start Date:24-May-2022 On the Job
Training End Date:15-November-2020 Location of Training:
Bangalore Stipend: INR 15000 Per Month Incentives : INR
10000 Target: 200000 INR per month.

You will be eligible for a Pre - Placement Offer of 4 to 6 LPA after completion of On the Job Training Period. I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 08-May-2022

SIGNATURE:_____

(Candidate's Signature)

Training Policy

DATE:_____

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
 - The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day care and diligence; and in compliance with the management norms.
 - At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's weekly off. (Depending on situations we might ask you to stay for sometime extra after your resignation period).

- Resignation procedure includes:-1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.

- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
 - Upon conclusion of your employment, you will immediately return all of its property, equipment and the Trainings including all electronic information to Academor.
 - You Will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard equivalent examination.• 12th standard equivalent• Graduation• Post-graduation/Doctorate Other relevant educational or skill certifications
2.	Any one original certificate (10th/12th or Degree Consolidated) for employment documentation.
3	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
5	
6.	Mandatory fully covid vaccinated report
.	

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

Date : 14 October 2021

Dear Jadhav Snehal Prabhakar

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

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(Candidate's Signature)

DATE: _____

Date : 14 October 2021

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I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2022

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

Date : 14 October 2021

Dear Jagtap Priyanka Ashok

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We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

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I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2022

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

Date : 14 October 2021

Dear Jagtap Priyanka Ashok

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

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Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

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I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2022

SIGNATURE: _____

(Candidate's Signature)

DATE: _____



OFFER LETTER

Dear, Jagtap Reshma Vitthal

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on05-JULY-2022.....

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
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- No other programs are included in this training module.

RULES:

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- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10th 12th, PUC documents and any other Govt ID proof.

This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.

Thank & Regards

Qspiders Campus Connect Team.

USN NO



9513684367/7619163087

info@campus.qspiders.com

01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kempegowda Nagar, Bengaluru, Karnataka 560019

Date : 14 October 2021

Dear Jangle Devashish Sunil

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

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Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2022

SIGNATURE: _____

(Candidate's Signature)

DATE: _____



OFFER LETTER

Dear, Jedhe Amruta Rajendra

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on05-JULY-2022.....

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes Core Java /Manual Testing, SQL, & General Aptitude.
- No other programs are included in this training module.

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- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10th 12th, PUC documents and any other Govt ID proof.

This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.

Jedhe Amruta

Thank & Regards

Qspiders Campus Connect Team.

USN NO



95136843677619163087

info@campus.qspiders.com

01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kempegowda Nagar, Bengaluru, Karnataka 560019

Date : 17-Mar-2022

Dear Joshi Ankita Sharad

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Business Development Executive and you will be reporting to the office on 08-May-2022.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining : 08-May-2022

Training Period :08-May-2022to 22-May-2022 - (Unpaid) On
the Job Training Start Date:24-May-2022 On the Job
Training End Date:15-November-2020 Location of Training:
Bangalore Stipend: INR 15000 Per Month Incentives : INR
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You will be eligible for a Pre - Placement Offer of 4 to 6 LPA after completion of On the Job Training Period. I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 08-May-2022

SIGNATURE:_____

(Candidate's Signature)

Training Policy

DATE:_____

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
 - The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day care and diligence; and in compliance with the management norms.
 - At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's weekly off. (Depending on situations we might ask you to stay for sometime extra after your resignation period).

- Resignation procedure includes:-1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.

- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
 - Upon conclusion of your employment, you will immediately return all of its property, equipment and the Trainings including all electronic information to Academor.
 - You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
 - The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard equivalent examination.• 12th standard equivalent• Graduation• Post-graduation/Doctorate Other relevant educational or skill certifications
2.	Any one original certificate (10th/12th or Degree Consolidated) for employment documentation.
3	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
5	
6.	Mandatory fully covid vaccinated report
.	

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____



OFFER LETTER

Dear, **Kadam Pratiksha Nivrutti**

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on05-JULY-2022.....

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes Core Java /Manual Testing, SQL, & General Aptitude.
- No other programs are included in this training module.

RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10th 12th, PUC documents and any other Govt ID proof.

This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.

Devika

Thank & Regards

Qspiders Campus Connect Team.

USN NO



95136843677619163087

info@campus.qspiders.com

01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kempegowda Nagar, Bengaluru, Karnataka 560019

Date : 17-Mar-2022

Dear Kawale Kajal Anna

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Business Development Executive and you will be reporting to the office on 08-May-2022.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining : 08-May-2022

Training Period :08-May-2022to 22-May-2022 - (Unpaid) On
the Job Training Start Date:24-May-2022 On the Job
Training End Date:15-November-2020 Location of Training:
Bangalore Stipend: INR 15000 Per Month Incentives : INR
10000 Target: 200000 INR per month.

You will be eligible for a Pre - Placement Offer of 4 to 6 LPA after completion of On the Job Training Period. I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 08-May-2022

SIGNATURE:_____

(Candidate's Signature)

Training Policy

DATE:_____

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
 - The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day care and diligence; and in compliance with the management norms.
 - At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's weekly off. (Depending on situations we might ask you to stay for sometime extra after your resignation period).

- Resignation procedure includes:-1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.

- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
 - Upon conclusion of your employment, you will immediately return all of its property, equipment and the Trainings including all electronic information to Academor.
 - You Will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
 - The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard equivalent examination.• 12th standard equivalent• Graduation• Post-graduation/Doctorate Other relevant educational or skill certifications
2.	Any one original certificate (10th/12th or Degree Consolidated) for employment documentation.
3	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
5	
6.	Mandatory fully covid vaccinated report
.	

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____



OFFER LETTER

Dear, Koditkar Sonali Laxman

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on05-JULY-2022.....

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes Core Java /Manual Testing, SQL, & General Aptitude.
- No other programs are included in this training module.

RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10th 12th, PUC documents and any other Govt ID proof.

This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.

Thank & Regards

Qspiders Campus Connect Team.

USN NO



95136843677619163087

info@campus.qspiders.com

01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kempegowda Nagar, Bengaluru, Karnataka 560019

Date : 17-Mar-2022

Dear Lawande Prajakta Vasant

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Business Development Executive and you will be reporting to the office on 08-May-2022.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining : 08-May-2022

Training Period :08-May-2022to 22-May-2022 - (Unpaid) On
the Job Training Start Date:24-May-2022 On the Job
Training End Date:15-November-2020 Location of Training:
Bangalore Stipend: INR 15000 Per Month Incentives : INR
10000 Target: 200000 INR per month.

You will be eligible for a Pre - Placement Offer of 4 to 6 LPA after completion of On the Job Training Period. I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 08-May-2022

SIGNATURE:_____

(Candidate's Signature)

Training Policy

DATE:_____

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
 - The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day care and diligence; and in compliance with the management norms.
 - At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's weekly off. (Depending on situations we might ask you to stay for sometime extra after your resignation period).

- Resignation procedure includes:-1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.

- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
 - Upon conclusion of your employment, you will immediately return all of its property, equipment and the Trainings including all electronic information to Academor.
 - You Will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
 - The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard equivalent examination.• 12th standard equivalent• Graduation• Post-graduation/Doctorate Other relevant educational or skill certifications
2.	Any one original certificate (10th/12th or Degree Consolidated) for employment documentation.
3	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
5	
6.	Mandatory fully covid vaccinated report
.	

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

Date : 14 October 2021

Dear Lohar Surabhi Bajarang

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 24 January

Training Period : 24 January 2022 to 2-February-2022

OJT Start Date: 3-February-2022

OJT End Date: 2-August-2022

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2022

SIGNATURE: _____

(Candidate's Signature)

DATE: _____



OFFER LETTER

Dear, **Mathpati Umadevi Sidram**

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on05-JULY-2022.....

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes Core Java /Manual Testing, SQL, & General Aptitude.
- No other programs are included in this training module.

RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10th 12th, PUC documents and any other Govt ID proof.

This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.

Devika

Thank & Regards

Qspiders Campus Connect Team.

USN NO



9513684736/7619163087

info@campus.qspiders.com

01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kempegowda Nagar, Bengaluru, Karnataka 560019



OFFER LETTER

Dear, **More Ravina Prakash**

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on05-JULY-2022.....

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes Core Java /Manual Testing, SQL, & General Aptitude.
- No other programs are included in this training module.

RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10th 12th, PUC documents and any other Govt ID proof.

This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.

Dewika

Thank & Regards

Qspiders Campus Connect Team.

USN NO



9513684367/7619163087

info@campus.qspiders.com

01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kempegowda Nagar, Bengaluru, Karnataka 560019

Date : 17-Mar-2022

Dear Rajpure Harshada Ramchandra

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Business Development Executive and you will be reporting to the office on 08-May-2022.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining : 08-May-2022

Training Period :08-May-2022to 22-May-2022 - (Unpaid) On
the Job Training Start Date:24-May-2022 On the Job
Training End Date:15-November-2020 Location of Training:
Bangalore Stipend: INR 15000 Per Month Incentives : INR
10000 Target: 200000 INR per month.

You will be eligible for a Pre - Placement Offer of 4 to 6 LPA after completion of On the Job Training Period. I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 08-May-2022

SIGNATURE:_____

(Candidate's Signature)

Training Policy

DATE:_____

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
 - The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day care and diligence; and in compliance with the management norms.
 - At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's weekly off. (Depending on situations we might ask you to stay for sometime extra after your resignation period).

- Resignation procedure includes:-1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.

- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
 - Upon conclusion of your employment, you will immediately return all of its property, equipment and the Trainings including all electronic information to Academor.
 - You Will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
 - The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard equivalent examination.• 12th standard equivalent• Graduation• Post-graduation/Doctorate Other relevant educational or skill certifications
2.	Any one original certificate (10th/12th or Degree Consolidated) for employment documentation.
3	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
5	
6.	Mandatory fully covid vaccinated report
.	

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

Date : 1 January 2023

Dear SANIKA MEGHRAJ ERANDE

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 24 January

Training Period : 24 January 2022 to 2-February-2022

OJT Start Date: 3-February-2022

OJT End Date: 2-August-2022

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2022

SIGNATURE: _____

(Candidate's Signature)

DATE: _____



Date: 10/11/22

Service Certificate

This is to certify that **MR. AKSHAY**, P.No: 00743803 has been an active employee of Tata Motors Passenger Vehicles Limited from **11 Oct 21** to **10 Apr 22**

MR. AKSHAY had left our organization due to Completion of CONTRACT PERIOD. At the time of leaving our organization, her designation was Diploma Line Engg Tr CAR - ESTABLISHMENT at PV-Chikhali Pune Plant location.

Employee's Universal Account Number during her employment at Tata Motors Passenger Vehicles Ltd was 101879114642

We wish **MR. AKSHAY** the very best for future endeavours.

For Tata Motors Passenger Vehicles Limited,

A handwritten signature in black ink, appearing to read 'Abhishek Thigale'.

Abhishek Thigale
Senior Manager,
Employee Relations.





Date : 14 October 202

Dear AROTE PRATIK RAMESHWAR

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with Savita as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with Savita:

Date of Joining : 24 January

Training Period : 24 January 2022 to 2-February-2022

OJT Start Date: 3-February-2022

OJT End Date: 2-August-2022

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Savita Enter., and will report on 24 January 2022

SIGNATURE: _____

(Candidate's Signature)

DATE: _____





Offer: Computer Consultancy

Date: 14-Mar-2021

Mr. Swapnil Chaudhari

Dear BHAGYASHRI

Sub: Letter of Offer

Thank you for exploring career opportunities with inYantra Pvt. Ltd. You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** 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 48 hours, this offer is liable to lapse at the discretion of inYantra. This offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.



Offer: Computer Consultancy

Date: 14-Mar-2021

Mr. Swapnil Chaudhari

Dear J a l i n d e r

Sub: Letter of Offer

Thank you for exploring career opportunities with inYantra Pvt. Ltd. You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** 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 48 hours, this offer is liable to lapse at the discretion of inYantra. This offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. 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.



Date : 14 October 202

Dear PANGARE ANKITA SUNIL

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with Savita as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with Savita:

Date of Joining : 24 January

Training Period : 24 January 2022 to 2-February-2022

OJT Start Date: 3-February-2022

OJT End Date: 2-August-2022

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Savita Enter., and will report on 24 January 2022

SIGNATURE: _____
(Candidate's Signature)

DATE: _____





Date : 14 October 202

Dear SHINDE PRIYANKA SHEKHAR

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with Savita as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with Savita:

Date of Joining : 24 January

Training Period : 24 January 2022 to 2-February-2022

OJT Start Date: 3-February-2022

OJT End Date: 2-August-2022

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Savita Enter., and will report on 24 January 2022

SIGNATURE: _____

(Candidate's Signature)

DATE: _____





Date: 10/11/22

Service Certificate

This is to certify that **Ms. RIYA** P.No: 00743803 has been an active employee of Tata Motors Passenger Vehicles Limited from **11 Oct 21 to 10 Apr 22**

Ms. RIYA had left our organization due to Completion of CONTRACT PERIOD. At the time of leaving our organization, her designation was Diploma Line Engg Tr CAR - ESTABLISHMENT at PV-Chikhali Pune Plant location.

Employee's Universal Account Number during her employment at Tata Motors Passenger Vehicles Ltd was 101879114642

We wish **Ms. RIYA** the very best for future endeavours.

For Tata Motors Passenger Vehicles Limited,

A handwritten signature in black ink, appearing to read "Abhishek Thigale".

Abhishek Thigale
Senior Manager,
Employee Relations.





Date:07-Jan-2022

To
RAUT AISHWARYA SAMPAT
INDIA

Dear Raut Aishwarya Sampat,

Sub: Offer of Training and Employment

- 1. This has reference to the selection process for employment opportunity at Mindtree.
- 2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an in the salary grade C1 subject to the following terms and conditions.

ENGINEER

- 2.1. a) You should have completed/ complete the Degree which you pursued/ are now pursuing, without any backlog (subjects where you have not obtained the passing marks) at the time of joining
- b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

- c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Pune (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Pune will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.

(Signature)



2.3. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.4. The period of Orchard Learning Programme is for 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree. However, the exact duration and nature (either virtual or in-person) of the training program may vary based on the track and specific requirements. Exact duration and nature of the training shall be communicated upon joining and allocation into a technology track.

2.5. other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time.

2.6.

You shall arrange to produce the following documents at the time of reporting for training or such other time prior to your date of joining, as may be required by Mindtree, for the purpose of completing the joining formalities:

- a) 10th, 12th and graduation (all semesters) mark sheets originals;
- b) Degree completion/provisional certificate original;
- c) Pan card original;
- d) Aadhaar card original; and
- e) Voter ID / Driving license original.

Mindtree reserves the right to ask for and verify additional document/s over and above the aforementioned list for your onboarding purpose and you undertake to provide the same to Mindtree.

If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

If you have any questions or need any clarification, please do not hesitate to contact us at campus.offers@mindtree.com.

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,

For Mindtree Limited

Rosalee M Kombial
Vice President-People Function



Enclosed: Annexure to your offer of employment

Acceptance of the Offer

I, Aishwarya, agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	
Your Name in Capital letters	Raut Aishwarya Sampat

Annexure 1

Compensation stack during confirmation) the Orchard Learning Program (from the date of joining till the date of

Name : Raut Aishwarya Sampat

Salary Grade : C1

Designation : ENGINEER

Stipend : INR 26,000 per month.

Payment will be after deduction of below amount from the monthly stipend:

- Premium for Insurance during your learning program will be **INR 550 per month.**
 - Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.
- You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for - **2023** is as follows **2022**

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 500,000 per annum per family. Family means your spouse and children (up to 2 children).
Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.

19-Nov-2021

Dear **DAKAVE AISHWARYA GOVIND**,
B.E., Electrical Engineering
Navsahyadri Group of Institutes, Pune

Candidate ID – 16433162

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

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.

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.

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.

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:

Compensation and Benefits

Name: AJIT BALU KACHARE

Designation: Programmer Analyst
Trainee

SI. 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

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.

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

DAKAVE AISHWARYA GOVIND, 24, 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

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

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;

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

· 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 DAKAVE AISHWARYA GOVIND

Sign: _____
Name:

Sign: _____
Name:



Kalyani Forge Limited

KOREGAON BHIMA,-412 216,
TEHSILTEHSIL SHIRUR DIST. PUNE.
(02137) 252335, 252755, 252757
(02137) 252344/ 252756. www.kalyaniforgo.co.in

Date- 20-02- 2023

Mr. Anpat Nikhil Narsing
B.E., Electrical Engineering
Navsahyadri Group of Institutes, Pune

Sub: Engagement as Trainee Engineer

Dear Anpat Nikhil Narsing,

We are now pleased to appoint you as a Trainee Engineer for a period of one year from 03-03- 2023 to 02-03-2024 in HFD-1 Division Sanaswadi, Pune. You will be paid remuneration of Rs.19000/- CTC per month breakup of the remuneration is annexed.

- i. You will be abiding by all the rules and regulations regarding the code of conduct and discipline of organization. Your contractual appointment will automatically come to notice pay or retrenchment compensation will be payable to you by the management.
- ii. Since your appointment is being made for a specified period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such a vacancy for the post held by you or otherwise.
- iii. During this period your performance will be periodically assessed and if found unsatisfactory your appointment will be terminated before the aforesaid specified fixed period, by giving a short notice period is one month's notice or salary in lieu thereof as per the instructions of management.
- iv. Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time.
- v. You will maintain a high standard of Loyalty, efficiency, integrity and will liaise with employees/ workers in the factory.

- vi. The management will be within its rights to transfer you for work or your services to any other unit/division/department where the company has an office or branch or unit or site for work either at present or may have at any time in future.
- vii. Your appointment is being made on the basis of your particulars such as qualification etc. as given by you in your application for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu thereof.
- viii. You address, as indicated in your application for appointment shall be deemed to be correct for sending any communication to you. In case there is any change in your address, you will intimate the same in writing to the HR department within three days from the date of such change.
- ix. You will be bound by the certified standing orders, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions, which will form part of your terms of employment.
- x. If you accept the terms and conditions above mentioned, please sign the declaration in the duplicate and return to us. The original shall be retained by you.

We welcome you to the KFL family and look forward to a fruitful collaboration.

For, Kalyani Forge Limited,

**Shailendra Gaikwad,
Head- HR, IR & Admin**





12th January 2022

To,
Bhandge Uttkarsh Vivek
Sector 4, Lane No. 5,
Dhankawadi
Pune 411046

Sub: **Offer of Employment**

Dear Uttkarsh,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you employment as '**Engineer – After Sales**' in our Company on the following terms & conditions.

1. You will be based at **Ranjhe Factory**. However, your services are liable to be transferred to any of our offices/unit/places anywhere in India.
2. You will be on probation for a period of six months from the date of your joining. During For probation, the notice period will be 2 months.
3. Your annual emoluments on joining will be as per the annexure.
4. This offer and its continuance are subject to:
 - a. Verification of your educational records (mark sheets/ certificates) ets., relieving letter and experience certificate from your previous organization.
 - b. Verification of references furnished by you.
 - c. Verification of salary slip with bank account statements furnished by you.
5. For termination of employment during the Probation period you will be given at least seven days prior written notice from the organization.

If the above offer is acceptable to you, please sign the duplicate copy as acceptance of employment.

Please join on or before 15th January 2024 at 08:30 am and meet the undersigned at the address below.

Kraft Powercon India Ltd.
Gat No. 105, Village Ranjhe,
Shivapur-Kondanpur road,
Tal. Bhore, Dist. Pune - 412205

Best Wishes,
For Kraft Powercon India Ltd.



Suraksha Giri
Deputy Manager – HR & Admin



Annexure

Name :- Bhandge Uttkarsh Vivek

Designation:- Engineer – After Sales

Reporting to : Dy Manager – After Sales

Compensation Components	Salary Structure	
	P.M	P.A
Basic Salary		
Basic Salary	15833	189996
TOTAL BASIC SALARY	15833	189996
HRA	6333	75996
Conveyance	1000	12000
Medical Allow	1500	18000
Attire	900	10800
Book	600	7200
Education Allow	200	2400
Special Allow	656	7872
TOTAL ALLOWANCES	11189	134268
Gross Salary (A)	27022	324264
OTHER BENEFITS		
Company Provident Fund	1800	21600
Gratuity	762	9139
BONUS	2083	25000
TOTAL (B)	4645	55739
COST TO COMPANY (C=A+B)	31667	380003

Notes: -

Deductions:

- Professional Tax (Rs 200 PM)
- Provident Fund (Rs. 1800 PM)
- Bus Deduction (Rs. 400 PM) if bus facility availed
- Income Tax (as per tax bracket).

Benefits:

Hospitalization Insurance: KraftPowercon offers you an annual coverage of INR 300000/-. For yourself.
You will be covered under the GPA policy for 20 lakhs.

Deloitte Touche Tohmatsu India LLP
Mumbai - IThink
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October 5, 2021

**Mr. Gole Vaibhav Balbhim,
Address- B.E Electrical
Engineering,
Navsahyadri Group of
Institutions, Pune,
Maharashtra-412213,
India**

Contact No.: 7773971878

Dear Gole Vaibhav Balbhim

Thank you for exploring career opportunities with **Deloitte Touche Tohmatsu India LLP**. You have successfully completed our initial selection process and we are pleased to make you an offer of employment for the position of **Analyst** in **Executive** Grade in **ET&P:SAP** department of **Consulting** Function. This offer is based on your profile and performance in the selection process subject to the following:

1. You are required to join the services of the Organization at the earliest, but in any case not later than **October 11, 2021** or any other date approved by the Organization in writing, failing which this offer shall automatically stand cancelled. Your employment with the Organization shall commence on the date of your joining the Organization and shall be subject to the terms and conditions stated in this letter along with the enclosures
2. You will have to submit the documents as given in Annexure C on the day of joining.
3. This offer is subject to your successful completion of your Master's degree in first attempt, satisfactory reference check & verification of the information provided by you in your CV & Employment Form and any other forms or documents under which you have provided information to the Organization.



This offer is made to you on the basis of the information and documents that you have furnished to the Organization as on date of offer.

4. The Organization reserves the right to conduct background checks, directly or indirectly at anytime, to verify such information and documents that you would provide in support of your age, academic qualifications, previous work experience and relieving letter from your last employer, and other particulars. If any discrepancies are found in such information or documents or if the results of such background checks are found to be unsatisfactory, as determined by the Organization, in its sole discretion, the Organization may withdraw/cancel this offer. However, if at any time post joining it is found that, the Organization is not satisfied with the results of your background check or you have furnished false information or withheld or suppressed any material fact or information, the Organization shall be entitled to forthwith terminate your employment without notice in terms with clause 7 of Annexure B.

5. You will be on probation for a period of six months from the date of joining. Your probation period may be extended in writing by three months, if your performance is not considered satisfactory by the Organization. Your employment shall not be deemed confirmed unless given in writing.

6. During the probation period your employment will be terminable by giving one month's notice in writing or salary in lieu thereof, by either side.

7. You will initially be based at the Organization's office at **Mumbai - IThink**, unless communicated otherwise by the Organization, prior to your joining.

8. Upon joining, your compensation will be as described in Annexure A.

9. Your employment will be governed by the terms and conditions detailed in Annexure B hereto.

10. You shall keep the contents of this offer and the Annexures hereto confidential.

11. You will be governed by the policies of the Organization that are currently in practice and/or as may be implemented in the future, and as may be amended from time to time, and you will abide by the policies therein. The said policies include, but not limited to, the following:

- a) DTTL Policies Manual (DPM)
- b) Code of Ethics and Professional Conduct
- c) Code of Conduct for Prevention of Insider Trading
- d) Gifts, Entertainment and Hospitality Policy
- e) Anti-Corruption Policy
- f) HR Policies etc.

12. You are expected to be familiar with and abide by the policies and procedures as set out in Section 1420 - Independence of DPM, including but not limited to the following:

Regd. Office: Indiabulls Finance Centre, Tower 3, 27th-32nd Floor, Senapati Bapat Marg, Elphinstone Road (West), Mumbai - 400 013, Maharashtra India. (LLP Identification No. AAE-8458)

a.

(i) You will use the Independence Monitoring System (whenever required as per the Independence Policy) and hereby, with the signing of this letter, waive the right to privacy in relation to the use of the Independence Monitoring System, insofar as necessary to allow the system to operate effectively, and to allow inspection and monitoring of the information entered into it, limited to the extent permitted and/or required by local laws.

(ii) The Organization as a DTTL member firm is required to comply with external regulatory and/or professional standards. In accordance with the same, as a condition to your joining the organization and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis, the details of which are provided in Section 1420 - Independence Policy of DPM. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question.

The representations made by you will be subject to an audit and may be reviewed by the Organization's representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to the employer's internal audit team. Please be assured that the Organization fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to the Organization to use the information provided by you for such purposes as provided in the policies.

b. The requirements of certain Independence matters will continue to apply after you ceasing to be an employee in accordance with Independence Policy. In terms of these requirements, you need to obtain approval from the Director of Independence (DOI) before accepting any employment relationship (including Directorships) if the prospective employment relationship (including Directorships) is with an audit client (including related entities of such audit client), till completion of one audit subsequent to the period, when you have rendered professional services to such audit client (including related entities of such audit client) and the report has been filed with the relevant regulatory authorities.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s), you may be subject to disciplinary action, including and up to termination of employment with the Organization.

13. On joining, you will be required to sign an agreement based on the Independence, Non - solicitation and Prevention of Insider Trading policies of the Organization.

14. The following restriction shall continue to apply to you after termination of employment:

Regd. Office: Indiabulls Finance Centre, Tower 3, 27th-32nd Floor, Senapati Bapat Marg, Elphinstone Road (West), Mumbai - 400 013, Maharashtra India. (LLP Identification No. AAE-8458)

To be in compliance with Deloitte India Code of Conduct for Prevention of Insider Trading and the applicable insider trading regulations, you need to refrain from trading in the securities on any listed client entity for which you were part of the engagement team on any Price Sensitive Information related engagement and for which the Closed Window Period continues after the date of you ceasing to be the employee. Closed Window Period is defined in Deloitte India Code of Conduct for Prevention of Insider Trading.

15. This offer shall automatically stand withdrawn if we do not receive your acceptance within five (5) working days from the date hereof.

Please acknowledge your acceptance of our offer, as well as having read and understood the terms of service given in the Annexures, by signing and returning the duplicate copy of this letter. We look forward to your joining the Deloitte family and to your valued contribution in taking the Organization to greater heights. We are sure that our working environment will be conducive and will help you to grow professionally as well as personally.



Authorised Signatory

Badari Narayana

I have read and understood the terms of this letter and all Annexures hereto annexed.
I accept this letter of offer and terms of employment, and my tentative date of joining is **October 11, 2021**.

Name: _____

Date: _____

Signature: _____

ANNEXURE A

Name	Akshay Pawar	
Date Of Joining	October 11, 2021	
Function	Consulting	
Designation	Analyst	
Grade	Executive	
Components		
	Annual Amount	Paid Monthly
Basic	₹187,500.00	₹15,625.00
House Rent Allowance	₹75,000.00	₹6,250.00
Education Allowance	₹0.00	₹0.00
Personal Allowance	₹75,000.00	₹6,250.00
Work from home Allowance	₹15,000.00	₹1,250.00
MONTHLY GROSS*	₹352,500.00	₹29,375.00
Lunch Allowance	₹0.00	₹0.00
Organization's Contribution to PF	₹22,500.00	₹1,875.00
Total	₹375,000.00	₹31,250.00
Claimable Components		
	Annual Amount	To be Claimed
Reimbursement of Telephone Expenses	₹0.00	₹0.00
Leave Travel Allowance	₹0.00	₹0.00
Total Claimable	₹0.00	₹0.00
Fixed Pay	₹375,000.00	₹31,250.00
Other Entitlements		
Variable / Performance Pay	0-10 %	
Gratuity	As per Payment of Gratuity Act	
Firm's contribution to your well-being**	Executive	

Accepted,



**Authorised Signatory
Badari Narayana**

(Please sign and date your acceptance)

Gole Vaibhav Balbhim

ANNEXURE B

1.NOTE:

1.1 The performance appraisal cycle timeline is June through May. Your salary revision will be effective June 1st of the following year based on your performance assessment. This salary revision will be based on the Fixed Pay, and will be prorated according to the period spent with the Organization during the performance year. The management reserves the right to review, change and/or modify the salary revision period, at its sole discretion.

1.2 The employee's compensation structure may be changed by the Organization, at its sole discretion, from time to time.

2.SALARY AND BENEFIT COMPONENT'S (where applicable):

2.1 Telephone Reimbursement:

Manager and below – If your remuneration structure offers reimbursement of telephone expenses, you can obtain reimbursement of expenses incurred on telephone and mobile against valid original bills (i.e. original bills for the period you are in employment with the Organization issued in your name within the same financial year in which the claim is made). Any amount that is not supported by valid original bills will be paid along with salary for March, subject to deduction of tax at source.

For Senior Manager and above - one mobile connection, registered in your name, and used as the primary means of work related communication expenses are reimbursed at actuals subject to approvals

2.2 Lunch allowance:

If your remuneration structure offers lunch allowance, you will be paid INR 2000/- per month as Lunch allowance. However, the employee has a choice to opt for 'Food Card', which will be subject to KYC norms and prevailing tax rules.

2.3 LTA (Leave Travel Allowance)

Leave Travel Allowance will be payable as per the Organisation Policy applicable at the relevant time.

2.4 Medical Reimbursement:

Reimbursement claim of domiciliary medical expenses is permissible for self and dependents. The expenses can be claimed by submitting medical bills during the financial year. The unclaimed amount of the annual entitlement will be paid along with salary for the month of March, subject to deduction of tax at source.

2.5 Employers contribution towards Provident Fund (PF):

The Provident Fund membership begins effective the date the employee joins the Organization. The salary structure as offered to the employee contains the Organization's contribution towards the PF contribution @ 12% on the basic salary. On becoming the member of the PF, the option cannot be changed during the employee's service tenure in the Organization

2.6 Gratuity:

The Gratuity will be provided as per provision of the Gratuity Act 1972.

2.7 Medical & Personal Accident Insurance Benefits:

- a) The employee is entitled to an annual floating group medical insurance coverage for self, spouse and up to 2 children as per Annexure A.
- b) The employee is also entitled to group personal accident coverage as per annexure A.
- c) Parents Mediclaim Policy:

There is an option of covering the employee's parents and parents – in – law under the floating parent's group mediclaim policy within 10 days from the employee's date of joining the Organization. The applicable premium charges towards the parent mediclaim policy will be borne by the employee in full.

2.8 Variable / Performance Pay (where applicable):

Performance pay quantum is as per the Organization's current policy and subject to change in accordance to the circumstances at the discretion of the Organization's management. The actual performance pay payable for any year shall depend on the employee's performance during that year as well as the Organization's performance as assessed

by the management committee and will be prorated according to the period spent with the Organization during the assessment year.

In order to receive Performance Pay staff and practitioner must be an active Deloitte employee and not serving notice period or not resigned from the employment until the close of the working hours on the September 30th or the date of disbursement / payment of the performance pay, whichever is later.

2.9 Any tax liability arising out of the employee's salary / allowances / benefits shall be borne by the employee. The Organization may deduct such tax liability or any amounts owed by the employee to the Organization from the employee's salary or from any other amounts payable by the Organization to the employee.

2.10 The annual leave entitlement is 22 working days per financial year (April through March). The annual leave will be pro-rated based on the date of joining during the year.

2.11 Work From Home Allowance will be payable as per the Organisation Policy as applicable. This allowance will be payable similar to other salary components. The eligibility amount of allowance will be pro-rated from your date of joining till the end of the financial year i.e. 31st March

3. TERMS AND CONDITIONS:

3.1 You may be transferred or seconded or deputed to any of the Organization's offices, subsidiaries or affiliates in India or abroad either on short term or long term assignment at any point in time. The Organization may vary these terms and conditions and your compensation in the event of such transfer, secondment or deputation.

3.2 You will put your best efforts in the performance of employment duties assigned to you from time to time and shall, at all times, act in good faith and in the best interests of the Organization. While in the service of the Organization you shall not, without the express written permission of your Partner / Senior Director with intimation of such permission to the human resources representative, undertake or concern yourself, directly or indirectly, with any other, paid or unpaid, business or work or assignment or educational course, whether part time or full time.

3.3 If at any time, in the opinion of the Organization which shall be final and binding, you are found guilty of misrepresentation, dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission, or of any conduct unbecoming of

the status or the post you hold in the Organization, or of any other conduct considered by the Organization as detrimental to its interests, or in violation of one or more terms and conditions of your employment, the Organization shall be entitled to terminate your employment forthwith.

3.4 You are required to travel in connection with the Organization's business. You will be eligible for reimbursement of reasonable business expenses incurred in this connection, and other allowances according to the Organization's then prevailing policy pertaining to such travel.

3.5 If you have to undergo any specialized training arranged by the Organization, you shall execute a training agreement, if the Organization, so requires.

3.6 You shall be bound by all the policies, rules, regulations and procedures established by the Organization, which includes revisions to existing policies/new policies issued from time to time. In the event of any conflict between the terms of your offer letter (including any Annexures thereto) and any policy, rules, regulations or procedures of the Organization, the terms of the latter shall prevail.

4. CONFIDENTIALITY

4.1 You acknowledge that during the course of your employment with the Organization, you will be privy to information of sensitive and confidential nature not known or available to the general public, including but not limited to trade secrets and intellectual property to rights, engagements and projects and other details of (i) the Organization (ii) the Organization's clients and (iii) other third parties whose confidential information you may acquire in the course of performing any specific engagements (together 'Confidential Information').

4.2 You acknowledge that the Confidential Information, being of a sensitive nature, it is imperative that such information is not disclosed and maintained in strictest confidence. Accordingly, you agree to maintain the Confidential Information in strictest confidence and not share with or otherwise disclose the same or part thereof to any persons (including but not limited to the Organization's and its clients' competitors) other than those to whom you may be required to disclose any Confidential Information in the course of performance of your duties strictly on a 'need to know' basis. You further acknowledge that, it is imperative that you maintain the confidentiality of Confidential Information even after the cessation of your employment with the Organization and therefore agree to be bound by the obligation of maintaining the confidentiality of Confidential Information, even after the cessation of your employment.

4.3 You shall not during the performance of your services hereunder, take away or copy, electronically or otherwise, mail to yourself or to any other person, any Confidential Information (including copies) or part thereof, whether in paper form or any other form including but not limited to CDs, floppy disks, USB drives or devices, except to the extent strictly required for the performance of your services hereunder. Further, you shall not, upon cessation of your employment, take with you, copy or electronically or otherwise, mail to yourself or any other person, any Confidential Information (including copies) or part thereof, whether in paper form or any other form including but not limited to CDs, floppy disks, USB drives or devices and you shall return all the information and data available with you which has been obtained during the course of your employment with the Organization to your reporting Partner / Senior Director. You shall, on or before cessation of your employment, return all copies of all Information in your possession, to the Organization without retaining any copy. Any copies which are incapable of being returned such as electronic copies etc., shall with the Organization's consent, be destroyed. On or before cessation of your employment, you shall certify in writing that you have either returned or destroyed all copies of Confidential Information in your possession.

4.4 During your employment with us or at any time thereafter, without the prior written consent of the Organization, you will not disclose, divulge, make public or make any use whatsoever of any information, knowledge, secrets, intellectual property rights, confidential information about the affairs of the Organization or its clients obtained by you in the course of your employment with us.

4.5 You acknowledge that breach of any of your above obligations will cause irreparable damage to the Organization, its clients and the third parties and therefore the Organization shall, without prejudice to its other rights and remedies available in law or equity, be entitled to injunctive or other suitable relief including, specific performance, to enforce the terms of this section 4.

5. NON – SOLICITATION

You shall not directly or indirectly solicit any employees, retainers, affiliate's employees or affiliate's retainers of the Organization for a period of one year after termination of your employment.

6. RELEASE LETTER

In the event that you are bound by any Non-Solicitation obligations under your current / previous employment, you will make best efforts and endeavour to obtain from

your current / previous employer a release in writing from any obligations restricting you taking employment with the organization on a full time basis or from providing services to any clients of the organization.

7. TERMINATION

7.1 Termination by the Organization

The Organization may terminate your services at any time with or without Cause subject to the terms specified in point 3.3 above:

“Cause” shall mean:

- a. Your breach of any of these terms or any other agreement signed by you with the Organization, or
- b. Your breach of the Organization’s code of conduct, policies, rules, regulations and procedures, or
- c. The Organization finds your performance unsatisfactory in the discharge of duties assigned to you, or
- d. On refusal to accept transfer, deputation or secondment or long term or short term assignment, or
- e. Insubordination; or misconduct, or
- f. cease to hold the necessary professional qualification and/or membership on the basis of which you were employed
- g. Any other reason that the Organization may deem fit.

Save and except under the circumstances referred to in Clause 3.3. referred to above, if the Organization terminates your services , it shall provide written notice of 3 months, or such other period stated in the Organization’ s policy prevailing at the time of such termination; by giving notice, or by paying notice period of 3 month salary as per policy.

7.2 Termination by Employee

In an event of you being desirous to resign from the services of the Organization, the notice period is of 3 months or as per the Organization's policy prevailing at the given date.

7.3 Termination on Retirement

The age of superannuation is 60 years as per the proof of age submitted at the time of joining.

8. JURISDICTION

The validity, construction, interpretation and performance of these terms shall be governed by Indian laws. Any dispute arising out of these terms shall be subject to the exclusive jurisdiction of courts in India.

ANNEXURE C

You are requested to report by 9.30 AM on your date of joining.

It is compulsory that you submit a photocopy of the following documents on the date of joining:

- a. Graduate / Post Graduate degree and/or Diploma certificate or equivalent , and mark sheet for final semester
- b. Certificate of any other additional qualification
- c. If Fresh C.A., Marksheets & certificate of CA (Inter + Final) Exams, IT Training Certificate, GMCS Certificate, Membership number (or acknowledgement from ICAI of your application for allotment of CA membership number), Article completion letter
- d. Service certificates from previous employer(s) or equivalent , and relieving letter from last employer
- e. Last increment letter or salary certificate and last drawn pay slip
- f. Address Proof (2 photo copies): Valid driving license/ Ration Card/ Voters ID

g. Know Your Customer (KYC) Documents for UAN (Universal Account Number) :

I. Cancelled cheque leaf of your single operatory Saving Bank account (and not a joint account) having your Name (Account Holder), Bank Account Number, IFS code (Mandatory Document),

II. Identity Proof (2 photo copies) : PAN Card or if applied for PAN card, the temporary PAN number i.e. PAN application number

III. Aadhaar Card issued by the Unique Identification Authority of India (UIDAI). In case you do not have an Aadhaar Card, kindly apply for the Aadhaar Card and provide the copy of the acknowledgment slip with the temporary enrollment number.

h. Information pages of your valid passport

i. Valid work permit or any other documentation required to take up employment with Deloitte in India

j. Four passport size colour photographs (in formals) with white background

Please bring the originals of the documents specified above under a) to h) above, for verification.

Transfer of Provident Fund monies from previous employer to current employer

If you are a member of provident fund under the PF Act and whether with the PF commissioner or with PF trust and post joining the Organization, wish to transfer the PF amount to the Organizations PF Account, you are required to provide the following documents for the transfer of PF.

1. Form 13 - Transfer Form
2. Form 3A - Monthly contribution for last 2 years
3. Form 5 - Joining details of your previous Organization
4. Form 10 - Exit details
5. Non Break in service statement

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October 5, 2021

Mr. Kharat Pritej
Anandrav, Address- B.E
Electrical Engineering,
Navsahyadri Group of
Institutions, Pune,
Maharashtra-412213,
India

Contact No.: 7773971878

Dear Kharat Pritej Anandrav

Thank you for exploring career opportunities with **Deloitte Touche Tohmatsu India LLP**. You have successfully completed our initial selection process and we are pleased to make you an offer of employment for the position of **Analyst** in **Executive** Grade in **ET&P:SAP** department of **Consulting** Function. This offer is based on your profile and performance in the selection process subject to the following:

1. You are required to join the services of the Organization at the earliest, but in any case not later than **October 11, 2021** or any other date approved by the Organization in writing, failing which this offer shall automatically stand cancelled. Your employment with the Organization shall commence on the date of your joining the Organization and shall be subject to the terms and conditions stated in this letter along with the enclosures
2. You will have to submit the documents as given in Annexure C on the day of joining.
3. This offer is subject to your successful completion of your Master's degree in first attempt, satisfactory reference check & verification of the information provided by you in your CV & Employment Form and any other forms or documents under which you have provided information to the Organization.



This offer is made to you on the basis of the information and documents that you have furnished to the Organization as on date of offer.

4. The Organization reserves the right to conduct background checks, directly or indirectly at anytime, to verify such information and documents that you would provide in support of your age, academic qualifications, previous work experience and relieving letter from your last employer, and other particulars. If any discrepancies are found in such information or documents or if the results of such background checks are found to be unsatisfactory, as determined by the Organization, in its sole discretion, the Organization may withdraw/cancel this offer. However, if at any time post joining it is found that, the Organization is not satisfied with the results of your background check or you have furnished false information or withheld or suppressed any material fact or information, the Organization shall be entitled to forthwith terminate your employment without notice in terms with clause 7 of Annexure B.

5. You will be on probation for a period of six months from the date of joining. Your probation period may be extended in writing by three months, if your performance is not considered satisfactory by the Organization. Your employment shall not be deemed confirmed unless given in writing.

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7. You will initially be based at the Organization's office at **Mumbai - IThink**, unless communicated otherwise by the Organization, prior to your joining.

8. Upon joining, your compensation will be as described in Annexure A.

9. Your employment will be governed by the terms and conditions detailed in Annexure B hereto.

10. You shall keep the contents of this offer and the Annexures hereto confidential.

11. You will be governed by the policies of the Organization that are currently in practice and/or as may be implemented in the future, and as may be amended from time to time, and you will abide by the policies therein. The said policies include, but not limited to, the following:

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- b) Code of Ethics and Professional Conduct
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a.

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(ii) The Organization as a DTTL member firm is required to comply with external regulatory and/or professional standards. In accordance with the same, as a condition to your joining the organization and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis, the details of which are provided in Section 1420 - Independence Policy of DPM. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question.

The representations made by you will be subject to an audit and may be reviewed by the Organization's representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to the employer's internal audit team. Please be assured that the Organization fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to the Organization to use the information provided by you for such purposes as provided in the policies.

b. The requirements of certain Independence matters will continue to apply after you ceasing to be an employee in accordance with Independence Policy. In terms of these requirements, you need to obtain approval from the Director of Independence (DOI) before accepting any employment relationship (including Directorships) if the prospective employment relationship (including Directorships) is with an audit client (including related entities of such audit client), till completion of one audit subsequent to the period, when you have rendered professional services to such audit client (including related entities of such audit client) and the report has been filed with the relevant regulatory authorities.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s), you may be subject to disciplinary action, including and up to termination of employment with the Organization.

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15. This offer shall automatically stand withdrawn if we do not receive your acceptance within five (5) working days from the date hereof.

Please acknowledge your acceptance of our offer, as well as having read and understood the terms of service given in the Annexures, by signing and returning the duplicate copy of this letter. We look forward to your joining the Deloitte family and to your valued contribution in taking the Organization to greater heights. We are sure that our working environment will be conducive and will help you to grow professionally as well as personally.



Authorised Signatory

Badari Narayana

I have read and understood the terms of this letter and all Annexures hereto annexed.
I accept this letter of offer and terms of employment, and my tentative date of joining is **October 11, 2021**.

Name: _____

Date: _____

Signature: _____

ANNEXURE A

Name	Akshay Pawar	
Date Of Joining	October 11, 2021	
Function	Consulting	
Designation	Analyst	
Grade	Executive	
Components		
	Annual Amount	Paid Monthly
Basic	₹187,500.00	₹15,625.00
House Rent Allowance	₹75,000.00	₹6,250.00
Education Allowance	₹0.00	₹0.00
Personal Allowance	₹75,000.00	₹6,250.00
Work from home Allowance	₹15,000.00	₹1,250.00
MONTHLY GROSS*	₹352,500.00	₹29,375.00
Lunch Allowance	₹0.00	₹0.00
Organization's Contribution to PF	₹22,500.00	₹1,875.00
Total	₹375,000.00	₹31,250.00
Claimable Components		
	Annual Amount	To be Claimed
Reimbursement of Telephone Expenses	₹0.00	₹0.00
Leave Travel Allowance	₹0.00	₹0.00
Total Claimable	₹0.00	₹0.00
Fixed Pay	₹375,000.00	₹31,250.00
Other Entitlements		
Variable / Performance Pay	0-10 %	
Gratuity	As per Payment of Gratuity Act	
Firm's contribution to your well-being**	Executive	

Accepted,



**Authorised Signatory
Badari Narayana**

(Please sign and date your acceptance)

Kharat Pritej Anandrav

ANNEXURE B

1.NOTE:

1.1 The performance appraisal cycle timeline is June through May. Your salary revision will be effective June 1st of the following year based on your performance assessment. This salary revision will be based on the Fixed Pay, and will be prorated according to the period spent with the Organization during the performance year. The management reserves the right to review, change and/or modify the salary revision period, at its sole discretion.

1.2 The employee's compensation structure may be changed by the Organization, at its sole discretion, from time to time.

2.SALARY AND BENEFIT COMPONENT'S (where applicable):

2.1 Telephone Reimbursement:

Manager and below – If your remuneration structure offers reimbursement of telephone expenses, you can obtain reimbursement of expenses incurred on telephone and mobile against valid original bills (i.e. original bills for the period you are in employment with the Organization issued in your name within the same financial year in which the claim is made). Any amount that is not supported by valid original bills will be paid along with salary for March, subject to deduction of tax at source.

For Senior Manager and above - one mobile connection, registered in your name, and used as the primary means of work related communication expenses are reimbursed at actuals subject to approvals

2.2 Lunch allowance:

If your remuneration structure offers lunch allowance, you will be paid INR 2000/- per month as Lunch allowance. However, the employee has a choice to opt for 'Food Card', which will be subject to KYC norms and prevailing tax rules.

2.3 LTA (Leave Travel Allowance)

Leave Travel Allowance will be payable as per the Organisation Policy applicable at the relevant time.

2.4 Medical Reimbursement:

Reimbursement claim of domiciliary medical expenses is permissible for self and dependents. The expenses can be claimed by submitting medical bills during the financial year. The unclaimed amount of the annual entitlement will be paid along with salary for the month of March, subject to deduction of tax at source.

2.5 Employers contribution towards Provident Fund (PF):

The Provident Fund membership begins effective the date the employee joins the Organization. The salary structure as offered to the employee contains the Organization's contribution towards the PF contribution @ 12% on the basic salary. On becoming the member of the PF, the option cannot be changed during the employee's service tenure in the Organization

2.6 Gratuity:

The Gratuity will be provided as per provision of the Gratuity Act 1972.

2.7 Medical & Personal Accident Insurance Benefits:

a) The employee is entitled to an annual floating group medical insurance coverage for self, spouse and up to 2 children as per Annexure A.

b) The employee is also entitled to group personal accident coverage as per annexure A.

c) Parents Mediclaim Policy:

There is an option of covering the employee's parents and parents – in – law under the floating parent's group mediclaim policy within 10 days from the employee's date of joining the Organization. The applicable premium charges towards the parent mediclaim policy will be borne by the employee in full.

2.8 Variable / Performance Pay (where applicable):

Performance pay quantum is as per the Organization's current policy and subject to change in accordance to the circumstances at the discretion of the Organization's management. The actual performance pay payable for any year shall depend on the employee's performance during that year as well as the Organization's performance as assessed

by the management committee and will be prorated according to the period spent with the Organization during the assessment year.

In order to receive Performance Pay staff and practitioner must be an active Deloitte employee and not serving notice period or not resigned from the employment until the close of the working hours on the September 30th or the date of disbursement / payment of the performance pay, whichever is later.

2.9 Any tax liability arising out of the employee's salary / allowances / benefits shall be borne by the employee. The Organization may deduct such tax liability or any amounts owed by the employee to the Organization from the employee's salary or from any other amounts payable by the Organization to the employee.

2.10 The annual leave entitlement is 22 working days per financial year (April through March). The annual leave will be pro-rated based on the date of joining during the year.

2.11 Work From Home Allowance will be payable as per the Organisation Policy as applicable. This allowance will be payable similar to other salary components. The eligibility amount of allowance will be pro-rated from your date of joining till the end of the financial year i.e. 31st March

3. TERMS AND CONDITIONS:

3.1 You may be transferred or seconded or deputed to any of the Organization's offices, subsidiaries or affiliates in India or abroad either on short term or long term assignment at any point in time. The Organization may vary these terms and conditions and your compensation in the event of such transfer, secondment or deputation.

3.2 You will put your best efforts in the performance of employment duties assigned to you from time to time and shall, at all times, act in good faith and in the best interests of the Organization. While in the service of the Organization you shall not, without the express written permission of your Partner / Senior Director with intimation of such permission to the human resources representative, undertake or concern yourself, directly or indirectly, with any other, paid or unpaid, business or work or assignment or educational course, whether part time or full time.

3.3 If at any time, in the opinion of the Organization which shall be final and binding, you are found guilty of misrepresentation, dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission, or of any conduct unbecoming of

the status or the post you hold in the Organization, or of any other conduct considered by the Organization as detrimental to its interests, or in violation of one or more terms and conditions of your employment, the Organization shall be entitled to terminate your employment forthwith.

3.4 You are required to travel in connection with the Organization's business. You will be eligible for reimbursement of reasonable business expenses incurred in this connection, and other allowances according to the Organization's then prevailing policy pertaining to such travel.

3.5 If you have to undergo any specialized training arranged by the Organization, you shall execute a training agreement, if the Organization, so requires.

3.6 You shall be bound by all the policies, rules, regulations and procedures established by the Organization, which includes revisions to existing policies/new policies issued from time to time. In the event of any conflict between the terms of your offer letter (including any Annexures thereto) and any policy, rules, regulations or procedures of the Organization, the terms of the latter shall prevail.

4. CONFIDENTIALITY

4.1 You acknowledge that during the course of your employment with the Organization, you will be privy to information of sensitive and confidential nature not known or available to the general public, including but not limited to trade secrets and intellectual property to rights, engagements and projects and other details of (i) the Organization (ii) the Organization's clients and (iii) other third parties whose confidential information you may acquire in the course of performing any specific engagements (together 'Confidential Information').

4.2 You acknowledge that the Confidential Information, being of a sensitive nature, it is imperative that such information is not disclosed and maintained in strictest confidence. Accordingly, you agree to maintain the Confidential Information in strictest confidence and not share with or otherwise disclose the same or part thereof to any persons (including but not limited to the Organization's and its clients' competitors) other than those to whom you may be required to disclose any Confidential Information in the course of performance of your duties strictly on a 'need to know' basis. You further acknowledge that, it is imperative that you maintain the confidentiality of Confidential Information even after the cessation of your employment with the Organization and therefore agree to be bound by the obligation of maintaining the confidentiality of Confidential Information, even after the cessation of your employment.

4.3 You shall not during the performance of your services hereunder, take away or copy, electronically or otherwise, mail to yourself or to any other person, any Confidential Information (including copies) or part thereof, whether in paper form or any other form including but not limited to CDs, floppy disks, USB drives or devices, except to the extent strictly required for the performance of your services hereunder. Further, you shall not, upon cessation of your employment, take with you, copy or electronically or otherwise, mail to yourself or any other person, any Confidential Information (including copies) or part thereof, whether in paper form or any other form including but not limited to CDs, floppy disks, USB drives or devices and you shall return all the information and data available with you which has been obtained during the course of your employment with the Organization to your reporting Partner / Senior Director. You shall, on or before cessation of your employment, return all copies of all Information in your possession, to the Organization without retaining any copy. Any copies which are incapable of being returned such as electronic copies etc., shall with the Organization's consent, be destroyed. On or before cessation of your employment, you shall certify in writing that you have either returned or destroyed all copies of Confidential Information in your possession.

4.4 During your employment with us or at any time thereafter, without the prior written consent of the Organization, you will not disclose, divulge, make public or make any use whatsoever of any information, knowledge, secrets, intellectual property rights, confidential information about the affairs of the Organization or its clients obtained by you in the course of your employment with us.

4.5 You acknowledge that breach of any of your above obligations will cause irreparable damage to the Organization, its clients and the third parties and therefore the Organization shall, without prejudice to its other rights and remedies available in law or equity, be entitled to injunctive or other suitable relief including, specific performance, to enforce the terms of this section 4.

5. NON – SOLICITATION

You shall not directly or indirectly solicit any employees, retainers, affiliate's employees or affiliate's retainers of the Organization for a period of one year after termination of your employment.

6. RELEASE LETTER

In the event that you are bound by any Non-Solicitation obligations under your current / previous employment, you will make best efforts and endeavour to obtain from

your current / previous employer a release in writing from any obligations restricting you taking employment with the organization on a full time basis or from providing services to any clients of the organization.

7. TERMINATION

7.1 Termination by the Organization

The Organization may terminate your services at any time with or without Cause subject to the terms specified in point 3.3 above:

“Cause” shall mean:

- a. Your breach of any of these terms or any other agreement signed by you with the Organization, or
- b. Your breach of the Organization’s code of conduct, policies, rules, regulations and procedures, or
- c. The Organization finds your performance unsatisfactory in the discharge of duties assigned to you, or
- d. On refusal to accept transfer, deputation or secondment or long term or short term assignment, or
- e. Insubordination; or misconduct, or
- f. cease to hold the necessary professional qualification and/or membership on the basis of which you were employed
- g. Any other reason that the Organization may deem fit.

Save and except under the circumstances referred to in Clause 3.3. referred to above, if the Organization terminates your services , it shall provide written notice of 3 months, or such other period stated in the Organization’ s policy prevailing at the time of such termination; by giving notice, or by paying notice period of 3 month salary as per policy.

7.2 Termination by Employee

In an event of you being desirous to resign from the services of the Organization, the notice period is of 3 months or as per the Organization's policy prevailing at the given date.

7.3 Termination on Retirement

The age of superannuation is 60 years as per the proof of age submitted at the time of joining.

8. JURISDICTION

The validity, construction, interpretation and performance of these terms shall be governed by Indian laws. Any dispute arising out of these terms shall be subject to the exclusive jurisdiction of courts in India.

ANNEXURE C

You are requested to report by 9.30 AM on your date of joining.

It is compulsory that you submit a photocopy of the following documents on the date of joining:

- a. Graduate / Post Graduate degree and/or Diploma certificate or equivalent , and mark sheet for final semester
- b. Certificate of any other additional qualification
- c. If Fresh C.A., Marksheets & certificate of CA (Inter + Final) Exams, IT Training Certificate, GMCS Certificate, Membership number (or acknowledgement from ICAI of your application for allotment of CA membership number), Article completion letter
- d. Service certificates from previous employer(s) or equivalent , and relieving letter from last employer
- e. Last increment letter or salary certificate and last drawn pay slip
- f. Address Proof (2 photo copies): Valid driving license/ Ration Card/ Voters ID

g. Know Your Customer (KYC) Documents for UAN (Universal Account Number) :

I. Cancelled cheque leaf of your single operatory Saving Bank account (and not a joint account) having your Name (Account Holder), Bank Account Number, IFS code (Mandatory Document),

II. Identity Proof (2 photo copies) : PAN Card or if applied for PAN card, the temporary PAN number i.e. PAN application number

III. Aadhaar Card issued by the Unique Identification Authority of India (UIDAI). In case you do not have an Aadhaar Card, kindly apply for the Aadhaar Card and provide the copy of the acknowledgment slip with the temporary enrollment number.

h. Information pages of your valid passport

i. Valid work permit or any other documentation required to take up employment with Deloitte in India

j. Four passport size colour photographs (in formals) with white background

Please bring the originals of the documents specified above under a) to h) above, for verification.

Transfer of Provident Fund monies from previous employer to current employer

If you are a member of provident fund under the PF Act and whether with the PF commissioner or with PF trust and post joining the Organization, wish to transfer the PF amount to the Organizations PF Account, you are required to provide the following documents for the transfer of PF.

1. Form 13 - Transfer Form
2. Form 3A - Monthly contribution for last 2 years
3. Form 5 - Joining details of your previous Organization
4. Form 10 - Exit details
5. Non Break in service statement

Deloitte Touche Tohmatsu India LLP
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400607
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Fax: 02268015001
www.deloitte.com

October 5, 2021

**Mr. Pangare Abhijit
Rajaram, Address- B.E
Electrical Engineering,
Navsahyadri Group of
Institutions, Pune,
Maharashtra-412213,
India**

Contact No.: 7773971878

Dear Pangare Abhijit Rajaram

Thank you for exploring career opportunities with **Deloitte Touche Tohmatsu India LLP**. You have successfully completed our initial selection process and we are pleased to make you an offer of employment for the position of **Analyst** in **Executive** Grade in **ET&P:SAP** department of **Consulting** Function. This offer is based on your profile and performance in the selection process subject to the following:

1. You are required to join the services of the Organization at the earliest, but in any case not later than **October 11, 2021** or any other date approved by the Organization in writing, failing which this offer shall automatically stand cancelled. Your employment with the Organization shall commence on the date of your joining the Organization and shall be subject to the terms and conditions stated in this letter along with the enclosures
2. You will have to submit the documents as given in Annexure C on the day of joining.
3. This offer is subject to your successful completion of your Master's degree in first attempt, satisfactory reference check & verification of the information provided by you in your CV & Employment Form and any other forms or documents under which you have provided information to the Organization.



This offer is made to you on the basis of the information and documents that you have furnished to the Organization as on date of offer.

4. The Organization reserves the right to conduct background checks, directly or indirectly at anytime, to verify such information and documents that you would provide in support of your age, academic qualifications, previous work experience and relieving letter from your last employer, and other particulars. If any discrepancies are found in such information or documents or if the results of such background checks are found to be unsatisfactory, as determined by the Organization, in its sole discretion, the Organization may withdraw/cancel this offer. However, if at any time post joining it is found that, the Organization is not satisfied with the results of your background check or you have furnished false information or withheld or suppressed any material fact or information, the Organization shall be entitled to forthwith terminate your employment without notice in terms with clause 7 of Annexure B.

5. You will be on probation for a period of six months from the date of joining. Your probation period may be extended in writing by three months, if your performance is not considered satisfactory by the Organization. Your employment shall not be deemed confirmed unless given in writing.

6. During the probation period your employment will be terminable by giving one month's notice in writing or salary in lieu thereof, by either side.

7. You will initially be based at the Organization's office at **Mumbai - IThink**, unless communicated otherwise by the Organization, prior to your joining.

8. Upon joining, your compensation will be as described in Annexure A.

9. Your employment will be governed by the terms and conditions detailed in Annexure B hereto.

10. You shall keep the contents of this offer and the Annexures hereto confidential.

11. You will be governed by the policies of the Organization that are currently in practice and/or as may be implemented in the future, and as may be amended from time to time, and you will abide by the policies therein. The said policies include, but not limited to, the following:

- a) DTTL Policies Manual (DPM)
- b) Code of Ethics and Professional Conduct
- c) Code of Conduct for Prevention of Insider Trading
- d) Gifts, Entertainment and Hospitality Policy
- e) Anti-Corruption Policy
- f) HR Policies etc.

12. You are expected to be familiar with and abide by the policies and procedures as set out in Section 1420 - Independence of DPM, including but not limited to the following:

Regd. Office: Indiabulls Finance Centre, Tower 3, 27th-32nd Floor, Senapati Bapat Marg, Elphinstone Road (West), Mumbai - 400 013, Maharashtra India. (LLP Identification No. AAE-8458)

a.

(i) You will use the Independence Monitoring System (whenever required as per the Independence Policy) and hereby, with the signing of this letter, waive the right to privacy in relation to the use of the Independence Monitoring System, insofar as necessary to allow the system to operate effectively, and to allow inspection and monitoring of the information entered into it, limited to the extent permitted and/or required by local laws.

(ii) The Organization as a DTTL member firm is required to comply with external regulatory and/or professional standards. In accordance with the same, as a condition to your joining the organization and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis, the details of which are provided in Section 1420 - Independence Policy of DPM. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question.

The representations made by you will be subject to an audit and may be reviewed by the Organization's representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to the employer's internal audit team. Please be assured that the Organization fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to the Organization to use the information provided by you for such purposes as provided in the policies.

b. The requirements of certain Independence matters will continue to apply after you ceasing to be an employee in accordance with Independence Policy. In terms of these requirements, you need to obtain approval from the Director of Independence (DOI) before accepting any employment relationship (including Directorships) if the prospective employment relationship (including Directorships) is with an audit client (including related entities of such audit client), till completion of one audit subsequent to the period, when you have rendered professional services to such audit client (including related entities of such audit client) and the report has been filed with the relevant regulatory authorities.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s), you may be subject to disciplinary action, including and up to termination of employment with the Organization.

13. On joining, you will be required to sign an agreement based on the Independence, Non - solicitation and Prevention of Insider Trading policies of the Organization.

14. The following restriction shall continue to apply to you after termination of employment:

Regd. Office: Indiabulls Finance Centre, Tower 3, 27th-32nd Floor, Senapati Bapat Marg, Elphinstone Road (West), Mumbai - 400 013, Maharashtra India. (LLP Identification No. AAE-8458)

To be in compliance with Deloitte India Code of Conduct for Prevention of Insider Trading and the applicable insider trading regulations, you need to refrain from trading in the securities on any listed client entity for which you were part of the engagement team on any Price Sensitive Information related engagement and for which the Closed Window Period continues after the date of you ceasing to be the employee. Closed Window Period is defined in Deloitte India Code of Conduct for Prevention of Insider Trading.

15. This offer shall automatically stand withdrawn if we do not receive your acceptance within five (5) working days from the date hereof.

Please acknowledge your acceptance of our offer, as well as having read and understood the terms of service given in the Annexures, by signing and returning the duplicate copy of this letter. We look forward to your joining the Deloitte family and to your valued contribution in taking the Organization to greater heights. We are sure that our working environment will be conducive and will help you to grow professionally as well as personally.



Authorised Signatory

Badari Narayana

I have read and understood the terms of this letter and all Annexures hereto annexed.
I accept this letter of offer and terms of employment, and my tentative date of joining is **October 11, 2021**.

Name: _____

Date: _____

Signature: _____

ANNEXURE A

Name	Akshay Pawar	
Date Of Joining	October 11, 2021	
Function	Consulting	
Designation	Analyst	
Grade	Executive	
Components	Annual Amount	Paid Monthly
Basic	₹187,500.00	₹15,625.00
House Rent Allowance	₹75,000.00	₹6,250.00
Education Allowance	₹0.00	₹0.00
Personal Allowance	₹75,000.00	₹6,250.00
Work from home Allowance	₹15,000.00	₹1,250.00
MONTHLY GROSS*	₹352,500.00	₹29,375.00
Lunch Allowance	₹0.00	₹0.00
Organization's Contribution to PF	₹22,500.00	₹1,875.00
Total	₹375,000.00	₹31,250.00
Claimable Components	Annual Amount	To be Claimed
Reimbursement of Telephone Expenses	₹0.00	₹0.00
Leave Travel Allowance	₹0.00	₹0.00
Total Claimable	₹0.00	₹0.00
Fixed Pay	₹375,000.00	₹31,250.00
Other Entitlements		
Variable / Performance Pay	0-10 %	
Gratuity	As per Payment of Gratuity Act	
Firm's contribution to your well-being**	Executive	

Accepted,



**Authorised Signatory
Badari Narayana**

(Please sign and date your acceptance)

Pangare Abhijit Rajaram

ANNEXURE B

1.NOTE:

1.1 The performance appraisal cycle timeline is June through May. Your salary revision will be effective June 1st of the following year based on your performance assessment. This salary revision will be based on the Fixed Pay, and will be prorated according to the period spent with the Organization during the performance year. The management reserves the right to review, change and/or modify the salary revision period, at its sole discretion.

1.2 The employee's compensation structure may be changed by the Organization, at its sole discretion, from time to time.

2.SALARY AND BENEFIT COMPONENT'S (where applicable):

2.1 Telephone Reimbursement:

Manager and below – If your remuneration structure offers reimbursement of telephone expenses, you can obtain reimbursement of expenses incurred on telephone and mobile against valid original bills (i.e. original bills for the period you are in employment with the Organization issued in your name within the same financial year in which the claim is made). Any amount that is not supported by valid original bills will be paid along with salary for March, subject to deduction of tax at source.

For Senior Manager and above - one mobile connection, registered in your name, and used as the primary means of work related communication expenses are reimbursed at actuals subject to approvals

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Leave Travel Allowance will be payable as per the Organisation Policy applicable at the relevant time.

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In order to receive Performance Pay staff and practitioner must be an active Deloitte employee and not serving notice period or not resigned from the employment until the close of the working hours on the September 30th or the date of disbursement / payment of the performance pay, whichever is later.

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3.3 If at any time, in the opinion of the Organization which shall be final and binding, you are found guilty of misrepresentation, dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission, or of any conduct unbecoming of

the status or the post you hold in the Organization, or of any other conduct considered by the Organization as detrimental to its interests, or in violation of one or more terms and conditions of your employment, the Organization shall be entitled to terminate your employment forthwith.

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4.3 You shall not during the performance of your services hereunder, take away or copy, electronically or otherwise, mail to yourself or to any other person, any Confidential Information (including copies) or part thereof, whether in paper form or any other form including but not limited to CDs, floppy disks, USB drives or devices, except to the extent strictly required for the performance of your services hereunder. Further, you shall not, upon cessation of your employment, take with you, copy or electronically or otherwise, mail to yourself or any other person, any Confidential Information (including copies) or part thereof, whether in paper form or any other form including but not limited to CDs, floppy disks, USB drives or devices and you shall return all the information and data available with you which has been obtained during the course of your employment with the Organization to your reporting Partner / Senior Director. You shall, on or before cessation of your employment, return all copies of all Information in your possession, to the Organization without retaining any copy. Any copies which are incapable of being returned such as electronic copies etc., shall with the Organization's consent, be destroyed. On or before cessation of your employment, you shall certify in writing that you have either returned or destroyed all copies of Confidential Information in your possession.

4.4 During your employment with us or at any time thereafter, without the prior written consent of the Organization, you will not disclose, divulge, make public or make any use whatsoever of any information, knowledge, secrets, intellectual property rights, confidential information about the affairs of the Organization or its clients obtained by you in the course of your employment with us.

4.5 You acknowledge that breach of any of your above obligations will cause irreparable damage to the Organization, its clients and the third parties and therefore the Organization shall, without prejudice to its other rights and remedies available in law or equity, be entitled to injunctive or other suitable relief including, specific performance, to enforce the terms of this section 4.

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- b. Your breach of the Organization’s code of conduct, policies, rules, regulations and procedures, or
- c. The Organization finds your performance unsatisfactory in the discharge of duties assigned to you, or
- d. On refusal to accept transfer, deputation or secondment or long term or short term assignment, or
- e. Insubordination; or misconduct, or
- f. cease to hold the necessary professional qualification and/or membership on the basis of which you were employed
- g. Any other reason that the Organization may deem fit.

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The age of superannuation is 60 years as per the proof of age submitted at the time of joining.

8. JURISDICTION

The validity, construction, interpretation and performance of these terms shall be governed by Indian laws. Any dispute arising out of these terms shall be subject to the exclusive jurisdiction of courts in India.

ANNEXURE C

You are requested to report by 9.30 AM on your date of joining.

It is compulsory that you submit a photocopy of the following documents on the date of joining:

- a. Graduate / Post Graduate degree and/or Diploma certificate or equivalent , and mark sheet for final semester
- b. Certificate of any other additional qualification
- c. If Fresh C.A., Marksheets & certificate of CA (Inter + Final) Exams, IT Training Certificate, GMCS Certificate, Membership number (or acknowledgement from ICAI of your application for allotment of CA membership number), Article completion letter
- d. Service certificates from previous employer(s) or equivalent , and relieving letter from last employer
- e. Last increment letter or salary certificate and last drawn pay slip
- f. Address Proof (2 photo copies): Valid driving license/ Ration Card/ Voters ID

g. Know Your Customer (KYC) Documents for UAN (Universal Account Number) :

I. Cancelled cheque leaf of your single operatory Saving Bank account (and not a joint account) having your Name (Account Holder), Bank Account Number, IFS code (Mandatory Document),

II. Identity Proof (2 photo copies) : PAN Card or if applied for PAN card, the temporary PAN number i.e. PAN application number

III. Aadhaar Card issued by the Unique Identification Authority of India (UIDAI). In case you do not have an Aadhaar Card, kindly apply for the Aadhaar Card and provide the copy of the acknowledgment slip with the temporary enrollment number.

h. Information pages of your valid passport

i. Valid work permit or any other documentation required to take up employment with Deloitte in India

j. Four passport size colour photographs (in formals) with white background

Please bring the originals of the documents specified above under a) to h) above, for verification.

Transfer of Provident Fund monies from previous employer to current employer

If you are a member of provident fund under the PF Act and whether with the PF commissioner or with PF trust and post joining the Organization, wish to transfer the PF amount to the Organizations PF Account, you are required to provide the following documents for the transfer of PF.

1. Form 13 - Transfer Form
2. Form 3A - Monthly contribution for last 2 years
3. Form 5 - Joining details of your previous Organization
4. Form 10 - Exit details
5. Non Break in service statement

Deloitte Touche Tohmatsu India LLP
Mumbai - IThink
Lodha Amara IThink Tower
Kolshet Road, Sandoz Baug, Thane
400607
Tel: 022- 68015000
Fax: 02268015001
www.deloitte.com

October 5, 2021

**Mr. Survase Shivaji
Mahadev, Address- B.E
Electrical Engineering,
Navsahyadri Group of
Institutions, Pune,
Maharashtra-412213,
India**

Contact No.: 7773971878

Dear Survase Shivaji Mahadev

Thank you for exploring career opportunities with **Deloitte Touche Tohmatsu India LLP**. You have successfully completed our initial selection process and we are pleased to make you an offer of employment for the position of **Analyst** in **Executive** Grade in **ET&P:SAP** department of **Consulting** Function. This offer is based on your profile and performance in the selection process subject to the following:

1. You are required to join the services of the Organization at the earliest, but in any case not later than **October 11, 2021** or any other date approved by the Organization in writing, failing which this offer shall automatically stand cancelled. Your employment with the Organization shall commence on the date of your joining the Organization and shall be subject to the terms and conditions stated in this letter along with the enclosures
2. You will have to submit the documents as given in Annexure C on the day of joining.
3. This offer is subject to your successful completion of your Master's degree in first attempt, satisfactory reference check & verification of the information provided by you in your CV & Employment Form and any other forms or documents under which you have provided information to the Organization.



This offer is made to you on the basis of the information and documents that you have furnished to the Organization as on date of offer.

4. The Organization reserves the right to conduct background checks, directly or indirectly at anytime, to verify such information and documents that you would provide in support of your age, academic qualifications, previous work experience and relieving letter from your last employer, and other particulars. If any discrepancies are found in such information or documents or if the results of such background checks are found to be unsatisfactory, as determined by the Organization, in its sole discretion, the Organization may withdraw/cancel this offer. However, if at any time post joining it is found that, the Organization is not satisfied with the results of your background check or you have furnished false information or withheld or suppressed any material fact or information, the Organization shall be entitled to forthwith terminate your employment without notice in terms with clause 7 of Annexure B.

5. You will be on probation for a period of six months from the date of joining. Your probation period may be extended in writing by three months, if your performance is not considered satisfactory by the Organization. Your employment shall not be deemed confirmed unless given in writing.

6. During the probation period your employment will be terminable by giving one month's notice in writing or salary in lieu thereof, by either side.

7. You will initially be based at the Organization's office at **Mumbai - IThink**, unless communicated otherwise by the Organization, prior to your joining.

8. Upon joining, your compensation will be as described in Annexure A.

9. Your employment will be governed by the terms and conditions detailed in Annexure B hereto.

10. You shall keep the contents of this offer and the Annexures hereto confidential.

11. You will be governed by the policies of the Organization that are currently in practice and/or as may be implemented in the future, and as may be amended from time to time, and you will abide by the policies therein. The said policies include, but not limited to, the following:

- a) DTTL Policies Manual (DPM)
- b) Code of Ethics and Professional Conduct
- c) Code of Conduct for Prevention of Insider Trading
- d) Gifts, Entertainment and Hospitality Policy
- e) Anti-Corruption Policy
- f) HR Policies etc.

12. You are expected to be familiar with and abide by the policies and procedures as set out in Section 1420 - Independence of DPM, including but not limited to the following:

Regd. Office: Indiabulls Finance Centre, Tower 3, 27th-32nd Floor, Senapati Bapat Marg, Elphinstone Road (West), Mumbai - 400 013, Maharashtra India. (LLP Identification No. AAE-8458)

a.

(i) You will use the Independence Monitoring System (whenever required as per the Independence Policy) and hereby, with the signing of this letter, waive the right to privacy in relation to the use of the Independence Monitoring System, insofar as necessary to allow the system to operate effectively, and to allow inspection and monitoring of the information entered into it, limited to the extent permitted and/or required by local laws.

(ii) The Organization as a DTTL member firm is required to comply with external regulatory and/or professional standards. In accordance with the same, as a condition to your joining the organization and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis, the details of which are provided in Section 1420 - Independence Policy of DPM. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question.

The representations made by you will be subject to an audit and may be reviewed by the Organization's representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to the employer's internal audit team. Please be assured that the Organization fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to the Organization to use the information provided by you for such purposes as provided in the policies.

b. The requirements of certain Independence matters will continue to apply after you ceasing to be an employee in accordance with Independence Policy. In terms of these requirements, you need to obtain approval from the Director of Independence (DOI) before accepting any employment relationship (including Directorships) if the prospective employment relationship (including Directorships) is with an audit client (including related entities of such audit client), till completion of one audit subsequent to the period, when you have rendered professional services to such audit client (including related entities of such audit client) and the report has been filed with the relevant regulatory authorities.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s), you may be subject to disciplinary action, including and up to termination of employment with the Organization.

13. On joining, you will be required to sign an agreement based on the Independence, Non - solicitation and Prevention of Insider Trading policies of the Organization.

14. The following restriction shall continue to apply to you after termination of employment:

Regd. Office: Indiabulls Finance Centre, Tower 3, 27th-32nd Floor, Senapati Bapat Marg, Elphinstone Road (West), Mumbai - 400 013, Maharashtra India. (LLP Identification No. AAE-8458)

To be in compliance with Deloitte India Code of Conduct for Prevention of Insider Trading and the applicable insider trading regulations, you need to refrain from trading in the securities on any listed client entity for which you were part of the engagement team on any Price Sensitive Information related engagement and for which the Closed Window Period continues after the date of you ceasing to be the employee. Closed Window Period is defined in Deloitte India Code of Conduct for Prevention of Insider Trading.

15. This offer shall automatically stand withdrawn if we do not receive your acceptance within five (5) working days from the date hereof.

Please acknowledge your acceptance of our offer, as well as having read and understood the terms of service given in the Annexures, by signing and returning the duplicate copy of this letter. We look forward to your joining the Deloitte family and to your valued contribution in taking the Organization to greater heights. We are sure that our working environment will be conducive and will help you to grow professionally as well as personally.



Authorised Signatory

Badari Narayana

I have read and understood the terms of this letter and all Annexures hereto annexed.
I accept this letter of offer and terms of employment, and my tentative date of joining is **October 11, 2021**.

Name: _____

Date: _____

Signature: _____

ANNEXURE A

Name	Akshay Pawar	
Date Of Joining	October 11, 2021	
Function	Consulting	
Designation	Analyst	
Grade	Executive	
Components		
	Annual Amount	Paid Monthly
Basic	₹187,500.00	₹15,625.00
House Rent Allowance	₹75,000.00	₹6,250.00
Education Allowance	₹0.00	₹0.00
Personal Allowance	₹75,000.00	₹6,250.00
Work from home Allowance	₹15,000.00	₹1,250.00
MONTHLY GROSS*	₹352,500.00	₹29,375.00
Lunch Allowance	₹0.00	₹0.00
Organization's Contribution to PF	₹22,500.00	₹1,875.00
Total	₹375,000.00	₹31,250.00
Claimable Components		
	Annual Amount	To be Claimed
Reimbursement of Telephone Expenses	₹0.00	₹0.00
Leave Travel Allowance	₹0.00	₹0.00
Total Claimable	₹0.00	₹0.00
Fixed Pay	₹375,000.00	₹31,250.00
Other Entitlements		
Variable / Performance Pay	0-10 %	
Gratuity	As per Payment of Gratuity Act	
Firm's contribution to your well-being**	Executive	

Accepted,



**Authorised Signatory
Badari Narayana**

(Please sign and date your acceptance)

Survase Shivaji Mahadev

ANNEXURE B

1.NOTE:

1.1 The performance appraisal cycle timeline is June through May. Your salary revision will be effective June 1st of the following year based on your performance assessment. This salary revision will be based on the Fixed Pay, and will be prorated according to the period spent with the Organization during the performance year. The management reserves the right to review, change and/or modify the salary revision period, at its sole discretion.

1.2 The employee's compensation structure may be changed by the Organization, at its sole discretion, from time to time.

2.SALARY AND BENEFIT COMPONENT'S (where applicable):

2.1 Telephone Reimbursement:

Manager and below – If your remuneration structure offers reimbursement of telephone expenses, you can obtain reimbursement of expenses incurred on telephone and mobile against valid original bills (i.e. original bills for the period you are in employment with the Organization issued in your name within the same financial year in which the claim is made). Any amount that is not supported by valid original bills will be paid along with salary for March, subject to deduction of tax at source.

For Senior Manager and above - one mobile connection, registered in your name, and used as the primary means of work related communication expenses are reimbursed at actuals subject to approvals

2.2 Lunch allowance:

If your remuneration structure offers lunch allowance, you will be paid INR 2000/- per month as Lunch allowance. However, the employee has a choice to opt for 'Food Card', which will be subject to KYC norms and prevailing tax rules.

2.3 LTA (Leave Travel Allowance)

Leave Travel Allowance will be payable as per the Organisation Policy applicable at the relevant time.

2.4 Medical Reimbursement:

Reimbursement claim of domiciliary medical expenses is permissible for self and dependents. The expenses can be claimed by submitting medical bills during the financial year. The unclaimed amount of the annual entitlement will be paid along with salary for the month of March, subject to deduction of tax at source.

2.5 Employers contribution towards Provident Fund (PF):

The Provident Fund membership begins effective the date the employee joins the Organization. The salary structure as offered to the employee contains the Organization's contribution towards the PF contribution @ 12% on the basic salary. On becoming the member of the PF, the option cannot be changed during the employee's service tenure in the Organization

2.6 Gratuity:

The Gratuity will be provided as per provision of the Gratuity Act 1972.

2.7 Medical & Personal Accident Insurance Benefits:

- a) The employee is entitled to an annual floating group medical insurance coverage for self, spouse and up to 2 children as per Annexure A.
- b) The employee is also entitled to group personal accident coverage as per annexure A.
- c) Parents Mediclaim Policy:

There is an option of covering the employee's parents and parents – in – law under the floating parent's group mediclaim policy within 10 days from the employee's date of joining the Organization. The applicable premium charges towards the parent mediclaim policy will be borne by the employee in full.

2.8 Variable / Performance Pay (where applicable):

Performance pay quantum is as per the Organization's current policy and subject to change in accordance to the circumstances at the discretion of the Organization's management. The actual performance pay payable for any year shall depend on the employee's performance during that year as well as the Organization's performance as assessed

by the management committee and will be prorated according to the period spent with the Organization during the assessment year.

In order to receive Performance Pay staff and practitioner must be an active Deloitte employee and not serving notice period or not resigned from the employment until the close of the working hours on the September 30th or the date of disbursement / payment of the performance pay, whichever is later.

2.9 Any tax liability arising out of the employee's salary / allowances / benefits shall be borne by the employee. The Organization may deduct such tax liability or any amounts owed by the employee to the Organization from the employee's salary or from any other amounts payable by the Organization to the employee.

2.10 The annual leave entitlement is 22 working days per financial year (April through March). The annual leave will be pro-rated based on the date of joining during the year.

2.11 Work From Home Allowance will be payable as per the Organisation Policy as applicable. This allowance will be payable similar to other salary components. The eligibility amount of allowance will be pro-rated from your date of joining till the end of the financial year i.e. 31st March

3. TERMS AND CONDITIONS:

3.1 You may be transferred or seconded or deputed to any of the Organization's offices, subsidiaries or affiliates in India or abroad either on short term or long term assignment at any point in time. The Organization may vary these terms and conditions and your compensation in the event of such transfer, secondment or deputation.

3.2 You will put your best efforts in the performance of employment duties assigned to you from time to time and shall, at all times, act in good faith and in the best interests of the Organization. While in the service of the Organization you shall not, without the express written permission of your Partner / Senior Director with intimation of such permission to the human resources representative, undertake or concern yourself, directly or indirectly, with any other, paid or unpaid, business or work or assignment or educational course, whether part time or full time.

3.3 If at any time, in the opinion of the Organization which shall be final and binding, you are found guilty of misrepresentation, dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission, or of any conduct unbecoming of

the status or the post you hold in the Organization, or of any other conduct considered by the Organization as detrimental to its interests, or in violation of one or more terms and conditions of your employment, the Organization shall be entitled to terminate your employment forthwith.

3.4 You are required to travel in connection with the Organization's business. You will be eligible for reimbursement of reasonable business expenses incurred in this connection, and other allowances according to the Organization's then prevailing policy pertaining to such travel.

3.5 If you have to undergo any specialized training arranged by the Organization, you shall execute a training agreement, if the Organization, so requires.

3.6 You shall be bound by all the policies, rules, regulations and procedures established by the Organization, which includes revisions to existing policies/new policies issued from time to time. In the event of any conflict between the terms of your offer letter (including any Annexures thereto) and any policy, rules, regulations or procedures of the Organization, the terms of the latter shall prevail.

4. CONFIDENTIALITY

4.1 You acknowledge that during the course of your employment with the Organization, you will be privy to information of sensitive and confidential nature not known or available to the general public, including but not limited to trade secrets and intellectual property to rights, engagements and projects and other details of (i) the Organization (ii) the Organization's clients and (iii) other third parties whose confidential information you may acquire in the course of performing any specific engagements (together 'Confidential Information').

4.2 You acknowledge that the Confidential Information, being of a sensitive nature, it is imperative that such information is not disclosed and maintained in strictest confidence. Accordingly, you agree to maintain the Confidential Information in strictest confidence and not share with or otherwise disclose the same or part thereof to any persons (including but not limited to the Organization's and its clients' competitors) other than those to whom you may be required to disclose any Confidential Information in the course of performance of your duties strictly on a 'need to know' basis. You further acknowledge that, it is imperative that you maintain the confidentiality of Confidential Information even after the cessation of your employment with the Organization and therefore agree to be bound by the obligation of maintaining the confidentiality of Confidential Information, even after the cessation of your employment.

4.3 You shall not during the performance of your services hereunder, take away or copy, electronically or otherwise, mail to yourself or to any other person, any Confidential Information (including copies) or part thereof, whether in paper form or any other form including but not limited to CDs, floppy disks, USB drives or devices, except to the extent strictly required for the performance of your services hereunder. Further, you shall not, upon cessation of your employment, take with you, copy or electronically or otherwise, mail to yourself or any other person, any Confidential Information (including copies) or part thereof, whether in paper form or any other form including but not limited to CDs, floppy disks, USB drives or devices and you shall return all the information and data available with you which has been obtained during the course of your employment with the Organization to your reporting Partner / Senior Director. You shall, on or before cessation of your employment, return all copies of all Information in your possession, to the Organization without retaining any copy. Any copies which are incapable of being returned such as electronic copies etc., shall with the Organization's consent, be destroyed. On or before cessation of your employment, you shall certify in writing that you have either returned or destroyed all copies of Confidential Information in your possession.

4.4 During your employment with us or at any time thereafter, without the prior written consent of the Organization, you will not disclose, divulge, make public or make any use whatsoever of any information, knowledge, secrets, intellectual property rights, confidential information about the affairs of the Organization or its clients obtained by you in the course of your employment with us.

4.5 You acknowledge that breach of any of your above obligations will cause irreparable damage to the Organization, its clients and the third parties and therefore the Organization shall, without prejudice to its other rights and remedies available in law or equity, be entitled to injunctive or other suitable relief including, specific performance, to enforce the terms of this section 4.

5. NON – SOLICITATION

You shall not directly or indirectly solicit any employees, retainers, affiliate's employees or affiliate's retainers of the Organization for a period of one year after termination of your employment.

6. RELEASE LETTER

In the event that you are bound by any Non-Solicitation obligations under your current / previous employment, you will make best efforts and endeavour to obtain from

your current / previous employer a release in writing from any obligations restricting you taking employment with the organization on a full time basis or from providing services to any clients of the organization.

7. TERMINATION

7.1 Termination by the Organization

The Organization may terminate your services at any time with or without Cause subject to the terms specified in point 3.3 above:

“Cause” shall mean:

- a. Your breach of any of these terms or any other agreement signed by you with the Organization, or
- b. Your breach of the Organization’s code of conduct, policies, rules, regulations and procedures, or
- c. The Organization finds your performance unsatisfactory in the discharge of duties assigned to you, or
- d. On refusal to accept transfer, deputation or secondment or long term or short term assignment, or
- e. Insubordination; or misconduct, or
- f. cease to hold the necessary professional qualification and/or membership on the basis of which you were employed
- g. Any other reason that the Organization may deem fit.

Save and except under the circumstances referred to in Clause 3.3. referred to above, if the Organization terminates your services , it shall provide written notice of 3 months, or such other period stated in the Organization’ s policy prevailing at the time of such termination; by giving notice, or by paying notice period of 3 month salary as per policy.

7.2 Termination by Employee

In an event of you being desirous to resign from the services of the Organization, the notice period is of 3 months or as per the Organization's policy prevailing at the given date.

7.3 Termination on Retirement

The age of superannuation is 60 years as per the proof of age submitted at the time of joining.

8. JURISDICTION

The validity, construction, interpretation and performance of these terms shall be governed by Indian laws. Any dispute arising out of these terms shall be subject to the exclusive jurisdiction of courts in India.

ANNEXURE C

You are requested to report by 9.30 AM on your date of joining.

It is compulsory that you submit a photocopy of the following documents on the date of joining:

- a. Graduate / Post Graduate degree and/or Diploma certificate or equivalent , and mark sheet for final semester
- b. Certificate of any other additional qualification
- c. If Fresh C.A., Marksheets & certificate of CA (Inter + Final) Exams, IT Training Certificate, GMCS Certificate, Membership number (or acknowledgement from ICAI of your application for allotment of CA membership number), Article completion letter
- d. Service certificates from previous employer(s) or equivalent , and relieving letter from last employer
- e. Last increment letter or salary certificate and last drawn pay slip
- f. Address Proof (2 photo copies): Valid driving license/ Ration Card/ Voters ID

g. Know Your Customer (KYC) Documents for UAN (Universal Account Number) :

I. Cancelled cheque leaf of your single operatory Saving Bank account (and not a joint account) having your Name (Account Holder), Bank Account Number, IFS code (Mandatory Document),

II. Identity Proof (2 photo copies) : PAN Card or if applied for PAN card, the temporary PAN number i.e. PAN application number

III. Aadhaar Card issued by the Unique Identification Authority of India (UIDAI). In case you do not have an Aadhaar Card, kindly apply for the Aadhaar Card and provide the copy of the acknowledgment slip with the temporary enrollment number.

h. Information pages of your valid passport

i. Valid work permit or any other documentation required to take up employment with Deloitte in India

j. Four passport size colour photographs (in formals) with white background

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1. Form 13 - Transfer Form
2. Form 3A - Monthly contribution for last 2 years
3. Form 5 - Joining details of your previous Organization
4. Form 10 - Exit details
5. Non Break in service statement



Hitachi Vantara Software Services India Private Limited
A Hitachi Vantara Company

REGISTERED ADDRESS
Plot No. 09, Survey No. 115/P
Nanakramguda Village, Serilingampally, Municipality, Gachibowli
Hyderabad - 500 032, India

PRIVATE & CONFIDENTIAL

25 February 2022

Gaurav Ramkrushana Aher
Shirwal Tal Khandala
Dist. Satara

Dear Gaurav Ramkrushana Aher,

Employment Offer with Hitachi Vantara Software Services India Private Limited

I am delighted to offer you employment with us, Hitachi Vantara Software Services India Private Limited. (“Hitachi”). This letter provides you with the terms and conditions of your employment with us:

EXTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

INTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

BASED IN: Pune, India
Travel outside of Pune is required as part of your role.



REPORTING TO: Kiran Arshakota

START DATE: 03 June 2022

SALARY: Your Total Target Compensation ("**TTC**") will be INR 4,72,973.00 per annum. This will be divided between your basic salary, flexible allowances, and a targeted bonus component.

Your annual basic salary will be INR 2,25,225.00 to be paid in 12 months. The annual flexible allowance will be INR 2,25,225.00.

Hitachi is under no obligation to review or increase your salary, whether on an annual basis or otherwise. Hitachi may also deduct from your salary any sums owed by you to Hitachi.

BONUS:[VIP] You are also eligible for variable pay under the current Vantara Incentive Plan (VIP); your annual target variable pay is 5.00% of your base salary. This variable pay is paid semi-annually and will be based on Hitachi Vantara LLC's actual performance measured against the relevant period's performance objectives. This performance level may be awarded against a pro-rated portion of your eligible variable pay based on your position and length of employment during the half year. VIP is not guaranteed and any payments awarded are subject to the terms of the current program..

TAX: The Tax will be deducted at source and you will be responsible to file the income tax.

PROBATIONARY PERIOD:

The first six (6) months of employment are considered a probationary period during which each party can evaluate whether the right employment decision has been made. At the conclusion of this probationary period, either party can terminate this contract with no penalty. Termination of this contract during the six (6) months probationary period can take place by Hitachi giving one (1) months' notice to you, or you giving 3 (three) months' prior written notice to Hitachi. Hitachi may, at its discretion, extend the probationary period for such period of months as it thinks appropriate.

TRAINING:

To enable you to perform your role, Hitachi may provide you with training as required. It is possible that training may be held in a location other than your stated location. If such a situation arises you will need to be prepared to undertake the necessary travel. It is your responsibility to identify training needs to maintain skill relevance and in doing so, discuss these needs with your reporting manager to seek approval prior to committing to any external or internal training.

ANNUAL LEAVE:

In addition to all Hitachi paid company holidays, you will be entitled to 18 days earned leave and 12 days sick leave per year. Requests for earned leave must be discussed with and approved by your reporting manager prior to the leave being taken. An employee can carry forward 10 Earned Leaves (EL) of the present year to the next year.

Annual leave which is accrued but unused will be paid out upon termination, subject to applicable legal requirements. The Hitachi policy on leave entitlement applies to you.

HITACHI

Inspire the Next

BENEFITS:

You and your eligible dependents will be eligible to participate in the standard health insurance benefits. Hitachi reserves the right to determine which of your family members are entitled to this benefit.

Please refer to the latest Benefits Statement document outlining your various benefits and schemes applicable to you. Hitachi may also vary the terms of any of the benefits and/or schemes provided to you from time to time and may withdraw such schemes without providing a replacement.

SICKNESS:

You are entitled to paid sick leave as provided by applicable statutes. Hitachi reserves the right to change its sick leave policy from time to time. You must provide a medical certificate from a medical practitioner or registered dentist for each paid sickness day immediately on return to work. You must ensure that all sick leave taken are recorded in Hitachi's leave application system.

EXPENSES:

Expenses directly incurred as part of conducting Hitachi business will be reimbursed provided that you follow Hitachi's then-prevailing Travel & Expense Policy in place. This applies to travel expenses other than travel undertaken to and from your home to your place of work.



TERMINATION:

This contract may be terminated by either party providing three (3) months' notice; or by Hitachi providing three (3) months' salary in lieu of notice. In addition, Hitachi may terminate this employment without any prior notice and without being liable for any compensation or salary in lieu of notice if any one of the following occurs: (a) you are imprisoned or have committed a crime during your employment; (b) you have committed a breach of any of the terms of this letter or violated Hitachi's policies and procedures; (c) you are absent without cause, in which case you are deemed as having voluntarily abandoned your employment with us; or (d) you have been found guilty of committing an act of fraud, dishonesty or breach of trust, or causing loss or damage to Hitachi property.

Upon termination, you shall immediately return all Hitachi property, including but not limited in documents, security passes and computing equipment.

HITACHI

Inspire the Next

RESTRICTIVE COVENANTS:

You warrant that you do not have in your possession and will not bring to Hitachi any unauthorized confidential information or intellectual property of any company during your term of employment with Hitachi. You agree to indemnify Hitachi for any direct or indirect costs and/or liability for your breach of this warranty.

You shall not (either solely or jointly with any other person, firm or company and whether directly or indirectly) carry on or be engaged in or interested in any other business or occupation during the period of your employment with Hitachi without the prior written approval of Hitachi. Without limiting the foregoing, Hitachi reserves its sole right to refuse its approval if such business or occupation is or may be in competition with Hitachi and/or which would involve the use of Hitachi's time, property, facilities or resources.

As a condition of this employment offer you must agree to disclose any restrictive employment agreements you may have entered into with a previous employer. Any such agreement(s) will need to be reviewed by Hitachi, before Hitachi will accept your agreement to this offer of employment.

INTELLECTUAL PROPERTY:

Copyright or other intellectual property may subsist in the work generated by you as part of your employment. Any such intellectual property rights shall vest absolutely in Hitachi, and you undertake to execute any necessary documents, and do whatever else may be necessary to secure those rights, even after your employment has ended, including a deed of assignment of any intellectual property in the form provided by Hitachi.



CONFIDENTIALITY:

You shall keep strictly confidential, and shall not disclose, use, divulge, publish or otherwise reveal, directly or through any third party (including without limitation Hitachi), any confidential or proprietary information of Hitachi or any of its group companies, that was disclosed or received pursuant to this agreement or other prior agreements between you and Hitachi, the negotiations in connection therewith or any of the transactions contemplated thereby, or by reason of the performance by you of your obligations hereunder, or your involvement in the activities of Hitachi, including, but not limited to, documents and/or information regarding customers, costs, profits, markets, sales, products, product development, key personnel, pricing policies, operational methods, technology, know-how, technical processes, formulae or plans for future development except as may be necessary in connection with filings with governmental agencies as required under the applicable laws. Provided, however, that you shall not make any disclosures before providing Hitachi with a reasonable opportunity to seek a protective order. If this agreement is terminated, you shall return to Hitachi all documents relating to any confidential information of Hitachi, which you may have under your control.

Notwithstanding the foregoing, confidential information of Hitachi, or its group companies, if any, shall not include (a) information that was already known to you at the time of the receipt, (b) information that is or becomes freely and generally available to the public through no wrongful act of yours, (c) information that is rightly received by you from a third party legally entitled to disclose such information free from confidentiality restrictions, or (d) information disclosed in connection with legal action initiated by a party to enforce its rights, provided that adequate safeguards are maintained.

HITACHI

Inspire the Next

ETHICAL STANDARDS AND BEHAVIOR:

As an employee of Hitachi, you are entrusted with the primary responsibility for sound business conduct and compliance with our Corporate Ethics Policy. It is your responsibility to carefully read the Corporate Ethics Policy and ensure you understand and comply with it at all times.

A copy of the Hitachi Corporate Ethics Policy is provided with this letter. By signing the letter, you acknowledge you have received a copy of the policy which applies to your employment with Hitachi.

You will also ensure that you do not cause Hitachi to be in breach of any privacy policy that it may publish in relation to customer or partner information practices or any applicable privacy law.

GOVERNING LAW:

This agreement shall be governed by the laws of India irrespective of conflict of law provisions, and the courts at India Bangalore shall have the sole and exclusive jurisdiction to decide any disputes hereunder.

HITACHI

Inspire the Next

GENERAL:

This letter represents the complete employment arrangement and undertaking, and supersedes all previous or pre-contractual statements, discussions, correspondence, negotiations, arrangements, understandings and agreements, between you and Hitachi. The rights of Hitachi under this Agreement are without prejudice to any other rights it may have at law and any delay by Hitachi in exercising its rights shall not constitute a waiver thereof.

Hitachi reserves the right to make reasonable changes to any of your terms of employment in this letter and you will be notified in writing of any change as soon as possible. Your duties include those applicable to you as further described in the Hitachi Consulting Global Job Inventory, based on your internal title and level stated above. You may be required to undertake other duties and responsibilities from time to time as reasonably required or in connection with your employment. Depending on Hitachi's organisational structure and changes thereto from time to time, you may be transferred or reassigned to a different manager, team, department, function, branch, subsidiary or affiliated company of Hitachi.

If any term or provision in this letter shall be held to be illegal, or unenforceable, in whole or in part, under any enactment or rule of law: (a) such term or provision or part shall to that extent be deemed replaced by such valid and enforceable term or provision whose contents are as close as permissible to the illegal or unenforceable term or provision so as to carry out the original intent of the parties as to the point or points in question; and (b) the validity and enforceability of the remainder of this letter shall not be affected.

Rights and obligations in this letter (including those on confidentiality and intellectual property rights) which by their nature should survive the termination of your employment will remain in effect after such termination. Hitachi's rights and benefits shall be transferable, and all covenants and agreements hereunder shall inure to the benefit of, and be enforceable by, or against, its successors and assigns.

HITACHI

Inspire the Next

EMPLOYEE AGREEMENT:

Hitachi policy requires all employees to read this letter, which has been delivered to you in duplicate. Please read this document carefully and return one (1) signed copy to Hitachi confirming your acceptance of the terms of this letter.

Please also find enclosed in duplicate Hitachi Consulting Confidentiality Agreement. Upon reading this document thoroughly please return a signed copy with your signed Letter of Employment.

Your employment is contingent upon your agreement to sign and abide by Hitachi's rules of conduct, other employee-related agreements, any applicable handbook, and Hitachi's policies relevant to you, including its business ethics policies. These documents will be presented during your orientation or, if requested, they will be available to you in advance.

We are confident that you will find working with Hitachi to be a rewarding experience both professionally and personally.

Yours sincerely,



Sourav Prakash Mohapatra
Senior Director, Human Resources

Acceptance of Employment Offer

Signature of Candidate _____

Date_____



Date:07-Jan-2022

To
SHINGADE GAYATRI LAXMAN
INDIA

Dear Shingade Gayatri Laxman,

Sub: Offer of Training and Employment

- 1. This has reference to the selection process for employment opportunity at Mindtree.
- 2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an in the salary grade C1 subject to the following terms and conditions.

ENGINEER

- 2.1. a) You should have completed/ complete the Degree which you pursued/ are now pursuing, without any backlog (subjects where you have not obtained the passing marks) at the time of joining
- b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

- c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Pune (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Pune will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.

(Signature)



2.3. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.4. The period of Orchard Learning Programme is for 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree. However, the exact duration and nature (either virtual or in-person) of the training program may vary based on the track and specific requirements. Exact duration and nature of the training shall be communicated upon joining and allocation into a technology track.

2.5. other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time.

2.6. You shall arrange to produce the following documents at the time of reporting for training or such other time prior to your date of joining, as may be required by Mindtree, for the purpose of completing the joining formalities:

- a) 10th, 12th and graduation (all semesters) mark sheets originals;
- b) Degree completion/provisional certificate original;
- c) Pan card original;
- d) Aadhaar card original; and
- e) Voter ID / Driving license original.

Mindtree reserves the right to ask for and verify additional document/s over and above the aforementioned list for your onboarding purpose and you undertake to provide the same to Mindtree.

If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

If you have any questions or need any clarification, please do not hesitate to contact us at campus.offers@mindtree.com.

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,

For Mindtree Limited

Rosalee M Kombial
Vice President-People Function



Enclosed: Annexure to your offer of employment

Acceptance of the Offer

I, Gayatri, agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	
Your Name in Capital letters	Shingade Gayatri Laxman

Annexure 1

Compensation stack during confirmation) the Orchard Learning Program (from the date of joining till the date of

Name : Shingade Gayatri Laxman

Salary Grade : C1

Designation : ENGINEER

Stipend : INR 26,000 per month.

Payment will be after deduction of below amount from the monthly stipend:

- Premium for Insurance during your learning program will be **INR 550 per month.**
 - Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.
- You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for - **2023** is as follows **2022**

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 500,000 per annum per family. Family means your spouse and children (up to 2 children).
Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.



Kalyani Forge Limited

KOREGAON BHIMA,-412 216,
TEHSILTEHSIL SHIRUR DIST. PUNE.
(02137) 252335, 252755, 252757
(02137) 252344/ 252756. www.kalyaniforgo.co.in

Date- 10-03- 2022

Mr. Kadav Shrikant Tanaji
B.E., Electrical Engineering
Navsahyadri Group of Institutes, Pune

Sub: Engagement as Trainee Engineer

Dear Kadav Shrikant Tanaji,

We are now pleased to appoint you as a Trainee Engineer for a period of one year from 01-06- 2022 to 02-06-2023 in HFD-1 Division Sanaswadi, Pune. You will be paid remuneration of Rs.19000/- CTC per month breakup of the remuneration is annexed.

- i. You will be abiding by all the rules and regulations regarding the code of conduct and discipline of organization. Your contractual appointment will automatically come to notice pay or retrenchment compensation will be payable to you by the management.
- ii. Since your appointment is being made for a specified period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such a vacancy for the post held by you or otherwise.
- iii. During this period your performance will be periodically assessed and if found unsatisfactory your appointment will be terminated before the aforesaid specified fixed period, by giving a short notice period is one month's notice or salary in lieu thereof as per the instructions of management.
- iv. Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time.
- v. You will maintain a high standard of Loyalty, efficiency, integrity and will liaise with employees/ workers in the factory.

- vi. The management will be within its rights to transfer you for work or your services to any other unit/division/department where the company has an office or branch or unit or site for work either at present or may have at any time in future.
- vii. Your appointment is being made on the basis of your particulars such as qualification etc. as given by you in your application for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu thereof.
- viii. You address, as indicated in your application for appointment shall be deemed to be correct for sending any communication to you. In case there is any change in your address, you will intimate the same in writing to the HR department within three days from the date of such change.
- ix. You will be bound by the certified standing orders, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions, which will form part of your terms of employment.
- x. If you accept the terms and conditions above mentioned, please sign the declaration in the duplicate and return to us. The original shall be retained by you.

We welcome you to the KFL family and look forward to a fruitful collaboration.

For, Kalyani Forge Limited,



**Shailendra Gaikwad,
Head- HR, IR & Admin**





Kalyani Forge Limited

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TEHSILTEHSIL SHIRUR DIST. PUNE.
(02137) 252335, 252755, 252757
(02137) 252344/ 252756. www.kalyaniforgo.co.in

Date- 10-03- 2022

Mr. Mali Omkar Ankush
B.E., Electrical Engineering
Navsahyadri Group of Institutes, Pune

Sub: Engagement as Trainee Engineer

Dear Mali Omkar Ankush,

We are now pleased to appoint you as a Trainee Engineer for a period of one year from 01-06- 2022 to 02-06-2023 in HFD-1 Division Sanaswadi, Pune. You will be paid remuneration of Rs.19000/- CTC per month breakup of the remuneration is annexed.

- i. You will be abiding by all the rules and regulations regarding the code of conduct and discipline of organization. Your contractual appointment will automatically come to notice pay or retrenchment compensation will be payable to you by the management.
- ii. Since your appointment is being made for a specified period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such a vacancy for the post held by you or otherwise.
- iii. During this period your performance will be periodically assessed and if found unsatisfactory your appointment will be terminated before the aforesaid specified fixed period, by giving a short notice period is one month's notice or salary in lieu thereof as per the instructions of management.
- iv. Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time.
- v. You will maintain a high standard of Loyalty, efficiency, integrity and will liaise with employees/ workers in the factory.

- vi. The management will be within its rights to transfer you for work or your services to any other unit/division/department where the company has an office or branch or unit or site for work either at present or may have at any time in future.
- vii. Your appointment is being made on the basis of your particulars such as qualification etc. as given by you in your application for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu thereof.
- viii. You address, as indicated in your application for appointment shall be deemed to be correct for sending any communication to you. In case there is any change in your address, you will intimate the same in writing to the HR department within three days from the date of such change.
- ix. You will be bound by the certified standing orders, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions, which will form part of your terms of employment.
- x. If you accept the terms and conditions above mentioned, please sign the declaration in the duplicate and return to us. The original shall be retained by you.

We welcome you to the KFL family and look forward to a fruitful collaboration.

For, Kalyani Forge Limited,



**Shailendra Gaikwad,
Head- HR, IR & Admin**





Kalyani Forge Limited

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(02137) 252335, 252755, 252757
(02137) 252344/ 252756. www.kalyaniforgo.co.in

Date- 10-03- 2022

Mr. Mandavkar Roshan Rajaram
B.E., Electrical Engineering
Navsahyadri Group of Institutes, Pune

Sub: Engagement as Trainee Engineer

Dear Mandavkar Roshan Rajaram,

We are now pleased to appoint you as a Trainee Engineer for a period of one year from 01-06- 2022 to 02-06-2023 in HFD-1 Division Sanaswadi, Pune. You will be paid remuneration of Rs.19000/- CTC per month breakup of the remuneration is annexed.

- i. You will be abiding by all the rules and regulations regarding the code of conduct and discipline of organization. Your contractual appointment will automatically come to notice pay or retrenchment compensation will be payable to you by the management.
- ii. Since your appointment is being made for a specified period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such a vacancy for the post held by you or otherwise.
- iii. During this period your performance will be periodically assessed and if found unsatisfactory your appointment will be terminated before the aforesaid specified fixed period, by giving a short notice period is one month's notice or salary in lieu thereof as per the instructions of management.
- iv. Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time.
- v. You will maintain a high standard of Loyalty, efficiency, integrity and will liaise with employees/ workers in the factory.

- vi. The management will be within its rights to transfer you for work or your services to any other unit/division/department where the company has an office or branch or unit or site for work either at present or may have at any time in future.
- vii. Your appointment is being made on the basis of your particulars such as qualification etc. as given by you in your application for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu thereof.
- viii. You address, as indicated in your application for appointment shall be deemed to be correct for sending any communication to you. In case there is any change in your address, you will intimate the same in writing to the HR department within three days from the date of such change.
- ix. You will be bound by the certified standing orders, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions, which will form part of your terms of employment.
- x. If you accept the terms and conditions above mentioned, please sign the declaration in the duplicate and return to us. The original shall be retained by you.

We welcome you to the KFL family and look forward to a fruitful collaboration.

For, Kalyani Forge Limited,



**Shailendra Gaikwad,
Head- HR, IR & Admin**





Date:07-Jan-2022

To
BANDAL JEET SHIVAJI
INDIA

Dear Bandal Jeet Shivaji ,

Sub: Offer of Training and Employment

- 1. This has reference to the selection process for employment opportunity at Mindtree.
- 2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an in the salary grade C1 subject to the following terms and conditions.

ENGINEER

- 2.1. a) You should have completed/ complete the Degree which you pursued/ are now pursuing, without any backlog (subjects where you have not obtained the passing marks) at the time of joining
- b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

- c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Pune (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Pune will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.

(Signature)



2.3. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.4. The period of Orchard Learning Programme is for 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree. However, the exact duration and nature (either virtual or in-person) of the training program may vary based on the track and specific requirements. Exact duration and nature of the training shall be communicated upon joining and allocation into a technology track.

2.5. other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time.

2.6.

You shall arrange to produce the following documents at the time of reporting for training or such other time prior to your date of joining, as may be required by Mindtree, for the purpose of completing the joining formalities:

- a) 10th, 12th and graduation (all semesters) mark sheets originals;
- b) Degree completion/provisional certificate original;
- c) Pan card original;
- d) Aadhaar card original; and
- e) Voter ID / Driving license original.

Mindtree reserves the right to ask for and verify additional document/s over and above the aforementioned list for your onboarding purpose and you undertake to provide the same to Mindtree.

If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

If you have any questions or need any clarification, please do not hesitate to contact us at campus.offers@mindtree.com.

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,

For Mindtree Limited

Rosalee M Kombial
Vice President-People Function



Enclosed: Annexure to your offer of employment

Acceptance of the Offer

I, Jeet, agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	
Your Name in Capital letters	Bandal Jeet Shivaji

Annexure 1

Compensation stack during confirmation) the Orchard Learning Program (from the date of joining till the date of

- Name : Bandal Jeet Shivaji**
- Salary Grade : C1**
- Designation : ENGINEER**
- Stipend : INR 26,000 per month.**

Payment will be after deduction of below amount from the monthly stipend:

- Premium for Insurance during your learning program will be **INR 550 per month.**
 - Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.
- You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for - **2023** is as follows **2022**
- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 500,000 per annum per family. Family means your spouse and children (up to 2 children).
Parents/Parents-in-law or siblings or any other relationships are not covered.
 - Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
 - Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.



APPOINTMENT LETTER

April 20, 2022

Dear Misal Pratiksha Sharad,

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,

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:

- 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.
- 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).

- 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.
- 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 **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 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 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 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.

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.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Harshada Rajpure, 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."

ANNEXURE III

SALARY OFFER SHEET

Name: Misal Pratiksha Sharad

Position: Project Engineer

Career Group: TRB - II

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

*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.

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 months	25000
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.
- 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.

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 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 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.

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.

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.

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 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

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. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ 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 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 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.

Accept Decline

Signature Misal Pratiksha Sharad 20/4/2022 7:08 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

232358895

19-Nov-2021

Dear **MULE SHWETA DATTATRAY**,
B.E., Electrical Engineering
Navsahyadri Group of Institutes, Pune

Candidate ID – 16433162

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

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.

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.

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.

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:

Compensation and Benefits

Name: AJIT BALU KACHARE

Designation: Programmer Analyst
Trainee

SI. 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

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.

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

MULE SHWETA DATTATRAY, 24, 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

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

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;

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

· 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 MULE SHWETA DATTATRAY

Sign: _____
Name:

Sign: _____
Name:



Hitachi Vantara Software Services India Private Limited
A Hitachi Vantara Company

REGISTERED ADDRESS
Plot No. 09, Survey No. 115/P
Nanakramguda Village, Serilingampally, Municipality, Gachibowli
Hyderabad - 500 032, India

PRIVATE & CONFIDENTIAL

25 February 2022

Pangare Rohit Dattatray
Diwale Tal- Bhor
Dist.- Pune

Dear Pangare Rohit Dattatray,

Employment Offer with Hitachi Vantara Software Services India Private Limited

I am delighted to offer you employment with us, Hitachi Vantara Software Services India Private Limited. ("Hitachi"). This letter provides you with the terms and conditions of your employment with us:

EXTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

INTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

BASED IN: Pune, India
Travel outside of Pune is required as part of your role.



REPORTING TO: Kiran Arshakota

START DATE: 03 June 2022

SALARY: Your Total Target Compensation ("**TTC**") will be INR 4,72,973.00 per annum. This will be divided between your basic salary, flexible allowances, and a targeted bonus component.

Your annual basic salary will be INR 2,25,225.00 to be paid in 12 months. The annual flexible allowance will be INR 2,25,225.00.

Hitachi is under no obligation to review or increase your salary, whether on an annual basis or otherwise. Hitachi may also deduct from your salary any sums owed by you to Hitachi.

BONUS:[VIP] You are also eligible for variable pay under the current Vantara Incentive Plan (VIP); your annual target variable pay is 5.00% of your base salary. This variable pay is paid semi-annually and will be based on Hitachi Vantara LLC's actual performance measured against the relevant period's performance objectives. This performance level may be awarded against a pro-rated portion of your eligible variable pay based on your position and length of employment during the half year. VIP is not guaranteed and any payments awarded are subject to the terms of the current program..

TAX: The Tax will be deducted at source and you will be responsible to file the income tax.

PROBATIONARY PERIOD:

The first six (6) months of employment are considered a probationary period during which each party can evaluate whether the right employment decision has been made. At the conclusion of this probationary period, either party can terminate this contract with no penalty. Termination of this contract during the six (6) months probationary period can take place by Hitachi giving one (1) months' notice to you, or you giving 3 (three) months' prior written notice to Hitachi. Hitachi may, at its discretion, extend the probationary period for such period of months as it thinks appropriate.

TRAINING:

To enable you to perform your role, Hitachi may provide you with training as required. It is possible that training may be held in a location other than your stated location. If such a situation arises you will need to be prepared to undertake the necessary travel. It is your responsibility to identify training needs to maintain skill relevance and in doing so, discuss these needs with your reporting manager to seek approval prior to committing to any external or internal training.

ANNUAL LEAVE:

In addition to all Hitachi paid company holidays, you will be entitled to 18 days earned leave and 12 days sick leave per year. Requests for earned leave must be discussed with and approved by your reporting manager prior to the leave being taken. An employee can carry forward 10 Earned Leaves (EL) of the present year to the next year.

Annual leave which is accrued but unused will be paid out upon termination, subject to applicable legal requirements. The Hitachi policy on leave entitlement applies to you.

HITACHI

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BENEFITS:

You and your eligible dependents will be eligible to participate in the standard health insurance benefits. Hitachi reserves the right to determine which of your family members are entitled to this benefit.

Please refer to the latest Benefits Statement document outlining your various benefits and schemes applicable to you. Hitachi may also vary the terms of any of the benefits and/or schemes provided to you from time to time and may withdraw such schemes without providing a replacement.

SICKNESS:

You are entitled to paid sick leave as provided by applicable statutes. Hitachi reserves the right to change its sick leave policy from time to time. You must provide a medical certificate from a medical practitioner or registered dentist for each paid sickness day immediately on return to work. You must ensure that all sick leave taken are recorded in Hitachi's leave application system.

EXPENSES:

Expenses directly incurred as part of conducting Hitachi business will be reimbursed provided that you follow Hitachi's then-prevailing Travel & Expense Policy in place. This applies to travel expenses other than travel undertaken to and from your home to your place of work.



TERMINATION:

This contract may be terminated by either party providing three (3) months' notice; or by Hitachi providing three (3) months' salary in lieu of notice. In addition, Hitachi may terminate this employment without any prior notice and without being liable for any compensation or salary in lieu of notice if any one of the following occurs: (a) you are imprisoned or have committed a crime during your employment; (b) you have committed a breach of any of the terms of this letter or violated Hitachi's policies and procedures; (c) you are absent without cause, in which case you are deemed as having voluntarily abandoned your employment with us; or (d) you have been found guilty of committing an act of fraud, dishonesty or breach of trust, or causing loss or damage to Hitachi property.

Upon termination, you shall immediately return all Hitachi property, including but not limited in documents, security passes and computing equipment.

HITACHI

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RESTRICTIVE COVENANTS:

You warrant that you do not have in your possession and will not bring to Hitachi any unauthorized confidential information or intellectual property of any company during your term of employment with Hitachi. You agree to indemnify Hitachi for any direct or indirect costs and/or liability for your breach of this warranty.

You shall not (either solely or jointly with any other person, firm or company and whether directly or indirectly) carry on or be engaged in or interested in any other business or occupation during the period of your employment with Hitachi without the prior written approval of Hitachi. Without limiting the foregoing, Hitachi reserves its sole right to refuse its approval if such business or occupation is or may be in competition with Hitachi and/or which would involve the use of Hitachi's time, property, facilities or resources.

As a condition of this employment offer you must agree to disclose any restrictive employment agreements you may have entered into with a previous employer. Any such agreement(s) will need to be reviewed by Hitachi, before Hitachi will accept your agreement to this offer of employment.

INTELLECTUAL PROPERTY:

Copyright or other intellectual property may subsist in the work generated by you as part of your employment. Any such intellectual property rights shall vest absolutely in Hitachi, and you undertake to execute any necessary documents, and do whatever else may be necessary to secure those rights, even after your employment has ended, including a deed of assignment of any intellectual property in the form provided by Hitachi.



CONFIDENTIALITY:

You shall keep strictly confidential, and shall not disclose, use, divulge, publish or otherwise reveal, directly or through any third party (including without limitation Hitachi), any confidential or proprietary information of Hitachi or any of its group companies, that was disclosed or received pursuant to this agreement or other prior agreements between you and Hitachi, the negotiations in connection therewith or any of the transactions contemplated thereby, or by reason of the performance by you of your obligations hereunder, or your involvement in the activities of Hitachi, including, but not limited to, documents and/or information regarding customers, costs, profits, markets, sales, products, product development, key personnel, pricing policies, operational methods, technology, know-how, technical processes, formulae or plans for future development except as may be necessary in connection with filings with governmental agencies as required under the applicable laws. Provided, however, that you shall not make any disclosures before providing Hitachi with a reasonable opportunity to seek a protective order. If this agreement is terminated, you shall return to Hitachi all documents relating to any confidential information of Hitachi, which you may have under your control.

Notwithstanding the foregoing, confidential information of Hitachi, or its group companies, if any, shall not include (a) information that was already known to you at the time of the receipt, (b) information that is or becomes freely and generally available to the public through no wrongful act of yours, (c) information that is rightly received by you from a third party legally entitled to disclose such information free from confidentiality restrictions, or (d) information disclosed in connection with legal action initiated by a party to enforce its rights, provided that adequate safeguards are maintained.

HITACHI

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ETHICAL STANDARDS AND BEHAVIOR:

As an employee of Hitachi, you are entrusted with the primary responsibility for sound business conduct and compliance with our Corporate Ethics Policy. It is your responsibility to carefully read the Corporate Ethics Policy and ensure you understand and comply with it at all times.

A copy of the Hitachi Corporate Ethics Policy is provided with this letter. By signing the letter, you acknowledge you have received a copy of the policy which applies to your employment with Hitachi.

You will also ensure that you do not cause Hitachi to be in breach of any privacy policy that it may publish in relation to customer or partner information practices or any applicable privacy law.

GOVERNING LAW:

This agreement shall be governed by the laws of India irrespective of conflict of law provisions, and the courts at India Bangalore shall have the sole and exclusive jurisdiction to decide any disputes hereunder.

HITACHI

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GENERAL:

This letter represents the complete employment arrangement and undertaking, and supersedes all previous or pre-contractual statements, discussions, correspondence, negotiations, arrangements, understandings and agreements, between you and Hitachi. The rights of Hitachi under this Agreement are without prejudice to any other rights it may have at law and any delay by Hitachi in exercising its rights shall not constitute a waiver thereof.

Hitachi reserves the right to make reasonable changes to any of your terms of employment in this letter and you will be notified in writing of any change as soon as possible. Your duties include those applicable to you as further described in the Hitachi Consulting Global Job Inventory, based on your internal title and level stated above. You may be required to undertake other duties and responsibilities from time to time as reasonably required or in connection with your employment. Depending on Hitachi's organisational structure and changes thereto from time to time, you may be transferred or reassigned to a different manager, team, department, function, branch, subsidiary or affiliated company of Hitachi.

If any term or provision in this letter shall be held to be illegal, or unenforceable, in whole or in part, under any enactment or rule of law: (a) such term or provision or part shall to that extent be deemed replaced by such valid and enforceable term or provision whose contents are as close as permissible to the illegal or unenforceable term or provision so as to carry out the original intent of the parties as to the point or points in question; and (b) the validity and enforceability of the remainder of this letter shall not be affected.

Rights and obligations in this letter (including those on confidentiality and intellectual property rights) which by their nature should survive the termination of your employment will remain in effect after such termination. Hitachi's rights and benefits shall be transferable, and all covenants and agreements hereunder shall inure to the benefit of, and be enforceable by, or against, its successors and assigns.

HITACHI

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EMPLOYEE AGREEMENT:

Hitachi policy requires all employees to read this letter, which has been delivered to you in duplicate. Please read this document carefully and return one (1) signed copy to Hitachi confirming your acceptance of the terms of this letter.

Please also find enclosed in duplicate Hitachi Consulting Confidentiality Agreement. Upon reading this document thoroughly please return a signed copy with your signed Letter of Employment.

Your employment is contingent upon your agreement to sign and abide by Hitachi's rules of conduct, other employee-related agreements, any applicable handbook, and Hitachi's policies relevant to you, including its business ethics policies. These documents will be presented during your orientation or, if requested, they will be available to you in advance.

We are confident that you will find working with Hitachi to be a rewarding experience both professionally and personally.

Yours sincerely,



Sourav Prakash Mohapatra
Senior Director, Human Resources

Acceptance of Employment Offer

Signature of Candidate _____

Date_____



APPOINTMENT LETTER

April 20, 2022

Dear Pisal Sujit Satish,

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,

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:

- 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.
- 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).

- 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.
- 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 **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 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 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 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.

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.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Harshada Rajpure, 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."

ANNEXURE III

SALARY OFFER SHEET

Name: Pisal Sujit Satish

Position: Project Engineer

Career Group: TRB - II

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

*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.

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 months	25000
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.
- 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.

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 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 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.

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.

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.

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 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

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. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ 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 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 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.

Accept Decline

Signature [Pisal Sujit Satish](#) 20/4/2022 7:08 PM (checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

[232358891](#)



Kalyani Forge Limited

KOREGAON BHIMA,-412 216,
TEHSILTEHSIL SHIRUR DIST. PUNE.
(02137) 252335, 252755, 252757
(02137) 252344/ 252756. www.kalyaniforgo.co.in

Date- 10-03- 2022

Mr. Pisal Viraj Vishwas
B.E., Electrical Engineering
Navsahyadri Group of Institutes, Pune

Sub: Engagement as Trainee Engineer

Dear Pisal Viraj Vishwas,

We are now pleased to appoint you as a Trainee Engineer for a period of one year from 01-06- 2022 to 02-06-2023 in HFD-1 Division Sanaswadi, Pune. You will be paid remuneration of Rs.19000/- CTC per month breakup of the remuneration is annexed.

- i. You will be abiding by all the rules and regulations regarding the code of conduct and discipline of organization. Your contractual appointment will automatically come to notice pay or retrenchment compensation will be payable to you by the management.
- ii. Since your appointment is being made for a specified period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such a vacancy for the post held by you or otherwise.
- iii. During this period your performance will be periodically assessed and if found unsatisfactory your appointment will be terminated before the aforesaid specified fixed period, by giving a short notice period is one month's notice or salary in lieu thereof as per the instructions of management.
- iv. Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time.
- v. You will maintain a high standard of Loyalty, efficiency, integrity and will liaise with employees/ workers in the factory.

- vi. The management will be within its rights to transfer you for work or your services to any other unit/division/department where the company has an office or branch or unit or site for work either at present or may have at any time in future.
- vii. Your appointment is being made on the basis of your particulars such as qualification etc. as given by you in your application for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu thereof.
- viii. You address, as indicated in your application for appointment shall be deemed to be correct for sending any communication to you. In case there is any change in your address, you will intimate the same in writing to the HR department within three days from the date of such change.
- ix. You will be bound by the certified standing orders, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions, which will form part of your terms of employment.
- x. If you accept the terms and conditions above mentioned, please sign the declaration in the duplicate and return to us. The original shall be retained by you.

We welcome you to the KFL family and look forward to a fruitful collaboration.

For, Kalyani Forge Limited,

**Shailendra Gaikwad,
Head- HR, IR & Admin**





Hitachi Vantara Software Services India Private Limited
A Hitachi Vantara Company

REGISTERED ADDRESS
Plot No. 09, Survey No. 115/P
Nanakramguda Village, Serilingampally, Municipality, Gachibowli
Hyderabad - 500 032, India

PRIVATE & CONFIDENTIAL

25 February 2022

Rutuja Mohan Dhumal
Shirwal Tal Khandala
Dist. Satara

Dear Rutuja Mohan Dhumal,

Employment Offer with Hitachi Vantara Software Services India Private Limited

I am delighted to offer you employment with us, Hitachi Vantara Software Services India Private Limited. (“Hitachi”). This letter provides you with the terms and conditions of your employment with us:

EXTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

INTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

BASED IN: Pune, India
Travel outside of Pune is required as part of your role.



REPORTING TO: Kiran Arshakota

START DATE: 03 June 2022

SALARY: Your Total Target Compensation ("**TTC**") will be INR 4,72,973.00 per annum. This will be divided between your basic salary, flexible allowances, and a targeted bonus component.

Your annual basic salary will be INR 2,25,225.00 to be paid in 12 months. The annual flexible allowance will be INR 2,25,225.00.

Hitachi is under no obligation to review or increase your salary, whether on an annual basis or otherwise. Hitachi may also deduct from your salary any sums owed by you to Hitachi.

BONUS:[VIP] You are also eligible for variable pay under the current Vantara Incentive Plan (VIP); your annual target variable pay is 5.00% of your base salary. This variable pay is paid semi-annually and will be based on Hitachi Vantara LLC's actual performance measured against the relevant period's performance objectives. This performance level may be awarded against a pro-rated portion of your eligible variable pay based on your position and length of employment during the half year. VIP is not guaranteed and any payments awarded are subject to the terms of the current program..

TAX: The Tax will be deducted at source and you will be responsible to file the income tax.

PROBATIONARY PERIOD:

The first six (6) months of employment are considered a probationary period during which each party can evaluate whether the right employment decision has been made. At the conclusion of this probationary period, either party can terminate this contract with no penalty. Termination of this contract during the six (6) months probationary period can take place by Hitachi giving one (1) months' notice to you, or you giving 3 (three) months' prior written notice to Hitachi. Hitachi may, at its discretion, extend the probationary period for such period of months as it thinks appropriate.

TRAINING:

To enable you to perform your role, Hitachi may provide you with training as required. It is possible that training may be held in a location other than your stated location. If such a situation arises you will need to be prepared to undertake the necessary travel. It is your responsibility to identify training needs to maintain skill relevance and in doing so, discuss these needs with your reporting manager to seek approval prior to committing to any external or internal training.

ANNUAL LEAVE:

In addition to all Hitachi paid company holidays, you will be entitled to 18 days earned leave and 12 days sick leave per year. Requests for earned leave must be discussed with and approved by your reporting manager prior to the leave being taken. An employee can carry forward 10 Earned Leaves (EL) of the present year to the next year.

Annual leave which is accrued but unused will be paid out upon termination, subject to applicable legal requirements. The Hitachi policy on leave entitlement applies to you.

HITACHI

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BENEFITS:

You and your eligible dependents will be eligible to participate in the standard health insurance benefits. Hitachi reserves the right to determine which of your family members are entitled to this benefit.

Please refer to the latest Benefits Statement document outlining your various benefits and schemes applicable to you. Hitachi may also vary the terms of any of the benefits and/or schemes provided to you from time to time and may withdraw such schemes without providing a replacement.

SICKNESS:

You are entitled to paid sick leave as provided by applicable statutes. Hitachi reserves the right to change its sick leave policy from time to time. You must provide a medical certificate from a medical practitioner or registered dentist for each paid sickness day immediately on return to work. You must ensure that all sick leave taken are recorded in Hitachi's leave application system.

EXPENSES:

Expenses directly incurred as part of conducting Hitachi business will be reimbursed provided that you follow Hitachi's then-prevailing Travel & Expense Policy in place. This applies to travel expenses other than travel undertaken to and from your home to your place of work.



TERMINATION:

This contract may be terminated by either party providing three (3) months' notice; or by Hitachi providing three (3) months' salary in lieu of notice. In addition, Hitachi may terminate this employment without any prior notice and without being liable for any compensation or salary in lieu of notice if any one of the following occurs: (a) you are imprisoned or have committed a crime during your employment; (b) you have committed a breach of any of the terms of this letter or violated Hitachi's policies and procedures; (c) you are absent without cause, in which case you are deemed as having voluntarily abandoned your employment with us; or (d) you have been found guilty of committing an act of fraud, dishonesty or breach of trust, or causing loss or damage to Hitachi property.

Upon termination, you shall immediately return all Hitachi property, including but not limited in documents, security passes and computing equipment.

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RESTRICTIVE COVENANTS:

You warrant that you do not have in your possession and will not bring to Hitachi any unauthorized confidential information or intellectual property of any company during your term of employment with Hitachi. You agree to indemnify Hitachi for any direct or indirect costs and/or liability for your breach of this warranty.

You shall not (either solely or jointly with any other person, firm or company and whether directly or indirectly) carry on or be engaged in or interested in any other business or occupation during the period of your employment with Hitachi without the prior written approval of Hitachi. Without limiting the foregoing, Hitachi reserves its sole right to refuse its approval if such business or occupation is or may be in competition with Hitachi and/or which would involve the use of Hitachi's time, property, facilities or resources.

As a condition of this employment offer you must agree to disclose any restrictive employment agreements you may have entered into with a previous employer. Any such agreement(s) will need to be reviewed by Hitachi, before Hitachi will accept your agreement to this offer of employment.

INTELLECTUAL PROPERTY:

Copyright or other intellectual property may subsist in the work generated by you as part of your employment. Any such intellectual property rights shall vest absolutely in Hitachi, and you undertake to execute any necessary documents, and do whatever else may be necessary to secure those rights, even after your employment has ended, including a deed of assignment of any intellectual property in the form provided by Hitachi.



CONFIDENTIALITY:

You shall keep strictly confidential, and shall not disclose, use, divulge, publish or otherwise reveal, directly or through any third party (including without limitation Hitachi), any confidential or proprietary information of Hitachi or any of its group companies, that was disclosed or received pursuant to this agreement or other prior agreements between you and Hitachi, the negotiations in connection therewith or any of the transactions contemplated thereby, or by reason of the performance by you of your obligations hereunder, or your involvement in the activities of Hitachi, including, but not limited to, documents and/or information regarding customers, costs, profits, markets, sales, products, product development, key personnel, pricing policies, operational methods, technology, know-how, technical processes, formulae or plans for future development except as may be necessary in connection with filings with governmental agencies as required under the applicable laws. Provided, however, that you shall not make any disclosures before providing Hitachi with a reasonable opportunity to seek a protective order. If this agreement is terminated, you shall return to Hitachi all documents relating to any confidential information of Hitachi, which you may have under your control.

Notwithstanding the foregoing, confidential information of Hitachi, or its group companies, if any, shall not include (a) information that was already known to you at the time of the receipt, (b) information that is or becomes freely and generally available to the public through no wrongful act of yours, (c) information that is rightly received by you from a third party legally entitled to disclose such information free from confidentiality restrictions, or (d) information disclosed in connection with legal action initiated by a party to enforce its rights, provided that adequate safeguards are maintained.

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ETHICAL STANDARDS AND BEHAVIOR:

As an employee of Hitachi, you are entrusted with the primary responsibility for sound business conduct and compliance with our Corporate Ethics Policy. It is your responsibility to carefully read the Corporate Ethics Policy and ensure you understand and comply with it at all times.

A copy of the Hitachi Corporate Ethics Policy is provided with this letter. By signing the letter, you acknowledge you have received a copy of the policy which applies to your employment with Hitachi.

You will also ensure that you do not cause Hitachi to be in breach of any privacy policy that it may publish in relation to customer or partner information practices or any applicable privacy law.

GOVERNING LAW:

This agreement shall be governed by the laws of India irrespective of conflict of law provisions, and the courts at India Bangalore shall have the sole and exclusive jurisdiction to decide any disputes hereunder.

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GENERAL:

This letter represents the complete employment arrangement and undertaking, and supersedes all previous or pre-contractual statements, discussions, correspondence, negotiations, arrangements, understandings and agreements, between you and Hitachi. The rights of Hitachi under this Agreement are without prejudice to any other rights it may have at law and any delay by Hitachi in exercising its rights shall not constitute a waiver thereof.

Hitachi reserves the right to make reasonable changes to any of your terms of employment in this letter and you will be notified in writing of any change as soon as possible. Your duties include those applicable to you as further described in the Hitachi Consulting Global Job Inventory, based on your internal title and level stated above. You may be required to undertake other duties and responsibilities from time to time as reasonably required or in connection with your employment. Depending on Hitachi's organisational structure and changes thereto from time to time, you may be transferred or reassigned to a different manager, team, department, function, branch, subsidiary or affiliated company of Hitachi.

If any term or provision in this letter shall be held to be illegal, or unenforceable, in whole or in part, under any enactment or rule of law: (a) such term or provision or part shall to that extent be deemed replaced by such valid and enforceable term or provision whose contents are as close as permissible to the illegal or unenforceable term or provision so as to carry out the original intent of the parties as to the point or points in question; and (b) the validity and enforceability of the remainder of this letter shall not be affected.

Rights and obligations in this letter (including those on confidentiality and intellectual property rights) which by their nature should survive the termination of your employment will remain in effect after such termination. Hitachi's rights and benefits shall be transferable, and all covenants and agreements hereunder shall inure to the benefit of, and be enforceable by, or against, its successors and assigns.

HITACHI

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EMPLOYEE AGREEMENT:

Hitachi policy requires all employees to read this letter, which has been delivered to you in duplicate. Please read this document carefully and return one (1) signed copy to Hitachi confirming your acceptance of the terms of this letter.

Please also find enclosed in duplicate Hitachi Consulting Confidentiality Agreement. Upon reading this document thoroughly please return a signed copy with your signed Letter of Employment.

Your employment is contingent upon your agreement to sign and abide by Hitachi's rules of conduct, other employee-related agreements, any applicable handbook, and Hitachi's policies relevant to you, including its business ethics policies. These documents will be presented during your orientation or, if requested, they will be available to you in advance.

We are confident that you will find working with Hitachi to be a rewarding experience both professionally and personally.

Yours sincerely,



Sourav Prakash Mohapatra
Senior Director, Human Resources

Acceptance of Employment Offer

Signature of Candidate _____

Date_____



12th January 2022

To,
Sairaj Siddheshwar Dhas
Paranda,
Beed

Sub: **Offer of Employment**

Dear Sairaj,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you employment as '**Engineer – After Sales**' in our Company on the following terms & conditions.

1. You will be based at **Ranjhe Factory**. However, your services are liable to be transferred to any of our offices/unit/places anywhere in India.
2. You will be on probation for a period of six months from the date of your joining. During For probation, the notice period will be 2 months.
3. Your annual emoluments on joining will be as per the annexure.
4. This offer and its continuance are subject to:
 - a. Verification of your educational records (mark sheets/ certificates) ets., relieving letter and experience certificate from your previous organization.
 - b. Verification of references furnished by you.
 - c. Verification of salary slip with bank account statements furnished by you.
5. For termination of employment during the Probation period you will be given at least seven days prior written notice from the organization.

If the above offer is acceptable to you, please sign the duplicate copy as acceptance of employment.

Please join on or before 15th January 2024 at 08:30 am and meet the undersigned at the address below.

Kraft Powercon India Ltd.
Gat No. 105, Village Ranjhe,
Shivapur-Kondanpur road,
Tal. Bhore, Dist. Pune - 412205

Best Wishes,
For Kraft Powercon India Ltd.



Suraksha Giri
Deputy Manager – HR & Admin



Annexure

Name :- Sairaj Siddheshwar Dhas

Designation:- Engineer – After Sales

Reporting to : Dy Manager – After Sales

	Salary Structure	
Compensation Components	P.M	P.A
Basic Salary		
Basic Salary	15833	189996
TOTAL BASIC SALARY	15833	189996
HRA	6333	75996
Conveyance	1000	12000
Medical Allow	1500	18000
Attire	900	10800
Book	600	7200
Education Allow	200	2400
Special Allow	656	7872
TOTAL ALLOWANCES	11189	134268
Gross Salary (A)	27022	324264
OTHER BENEFITS		
Company Provident Fund	1800	21600
Gratuity	762	9139
BONUS	2083	25000
TOTAL (B)	4645	55739
COST TO COMPANY (C=A+B)	31667	380003

Notes: -

Deductions:

- Professional Tax (Rs 200 PM)
- Provident Fund (Rs. 1800 PM)
- Bus Deduction (Rs. 400 PM) if bus facility availed
- Income Tax (as per tax bracket).

Benefits:

Hospitalization Insurance: KraftPowercon offers you an annual coverage of INR 300000/-. For yourself.
You will be covered under the GPA policy for 20 lakhs.

19-Nov-2021

Dear **SARATE VAISHNAVI SADASHIV**,
B.E., Electrical Engineering
Navsahyadri Group of Institutes, Pune

Candidate ID – 16433162

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

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.

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.

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.

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:

Compensation and Benefits

Name: AJIT BALU KACHARE

Designation: Programmer Analyst
Trainee

SI. 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

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.

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

SARATE VAISHNAVI SADASHIV, 24, 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

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

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;

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

· 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 SARATE VAISHNAVI SADASHIV

Sign: _____
Name:

Sign: _____
Name:



Kalyani Forge Limited

KOREGAON BHIMA,-412 216,
TEHSILTEHSIL SHIRUR DIST. PUNE.
(02137) 252335, 252755, 252757
(02137) 252344/ 252756. www.kalyaniforgo.co.in

Date- 10-03- 2022

Mr. Saste Sunil Suresh
B.E., Electrical Engineering
Navsahyadri Group of Institutes, Pune

Sub: Engagement as Trainee Engineer

Dear Saste Sunil Suresh,

We are now pleased to appoint you as a Trainee Engineer for a period of one year from 01-06- 2022 to 02-06-2023 in HFD-1 Division Sanaswadi, Pune. You will be paid remuneration of Rs.19000/- CTC per month breakup of the remuneration is annexed.

- i. You will be abiding by all the rules and regulations regarding the code of conduct and discipline of organization. Your contractual appointment will automatically come to notice pay or retrenchment compensation will be payable to you by the management.
- ii. Since your appointment is being made for a specified period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such a vacancy for the post held by you or otherwise.
- iii. During this period your performance will be periodically assessed and if found unsatisfactory your appointment will be terminated before the aforesaid specified fixed period, by giving a short notice period is one month's notice or salary in lieu thereof as per the instructions of management.
- iv. Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time.
- v. You will maintain a high standard of Loyalty, efficiency, integrity and will liaise with employees/ workers in the factory.

- vi. The management will be within its rights to transfer you for work or your services to any other unit/division/department where the company has an office or branch or unit or site for work either at present or may have at any time in future.
- vii. Your appointment is being made on the basis of your particulars such as qualification etc. as given by you in your application for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu thereof.
- viii. You address, as indicated in your application for appointment shall be deemed to be correct for sending any communication to you. In case there is any change in your address, you will intimate the same in writing to the HR department within three days from the date of such change.
- ix. You will be bound by the certified standing orders, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions, which will form part of your terms of employment.
- x. If you accept the terms and conditions above mentioned, please sign the declaration in the duplicate and return to us. The original shall be retained by you.

We welcome you to the KFL family and look forward to a fruitful collaboration.

For, Kalyani Forge Limited,

**Shailendra Gaikwad,
Head- HR, IR & Admin**





Date:07-Jan-2022

To
BHOITE SURAJ SANJAY
INDIA

Dear Bhoite Suraj Sanjay,

Sub: Offer of Training and Employment

- 1. This has reference to the selection process for employment opportunity at Mindtree.
- 2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an
in the salary grade C1 subject to the following terms and conditions.

ENGINEER

- 2.1. a) You should have completed/ complete the Degree which you pursued/ are now pursuing, without any backlog (subjects where you have not obtained the passing marks) at the time of joining
- b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

- c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Pune (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Pune will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.

(Signature)



2.3. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.4. The period of Orchard Learning Programme is for 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree. However, the exact duration and nature (either virtual or in-person) of the training program may vary based on the track and specific requirements. Exact duration and nature of the training shall be communicated upon joining and allocation into a technology track.

2.5. other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time.

2.6.

You shall arrange to produce the following documents at the time of reporting for training or such other time prior to your date of joining, as may be required by Mindtree, for the purpose of completing the joining formalities:

- a) 10th, 12th and graduation (all semesters) mark sheets originals;
- b) Degree completion/provisional certificate original;
- c) Pan card original;
- d) Aadhaar card original; and
- e) Voter ID / Driving license original.

Mindtree reserves the right to ask for and verify additional document/s over and above the aforementioned list for your onboarding purpose and you undertake to provide the same to Mindtree.

If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

If you have any questions or need any clarification, please do not hesitate to contact us at campus.offers@mindtree.com.

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,

For Mindtree Limited

Rosalee M Kombial
Vice President-People Function



Enclosed: Annexure to your offer of employment

Acceptance of the Offer

I, Suraj, agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	
Your Name in Capital letters	Bhoite Suraj Sanjay

Annexure 1

Compensation stack during confirmation) the Orchard Learning Program (from the date of joining till the date of

- Name : Bhoite Suraj Sanjay**
- Salary Grade : C1**
- Designation : ENGINEER**
- Stipend : INR 26,000 per month.**

Payment will be after deduction of below amount from the monthly stipend:

- Premium for Insurance during your learning program will be **INR 550 per month.**
 - Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.
- You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for - **2023** is as follows **2022**

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 500,000 per annum per family. Family means your spouse and children (up to 2 children).
Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.



Hitachi Vantara Software Services India Private Limited
A Hitachi Vantara Company

REGISTERED ADDRESS
Plot No. 09, Survey No. 115/P
Nanakramguda Village, Serilingampally, Municipality, Gachibowli
Hyderabad - 500 032, India

PRIVATE & CONFIDENTIAL

25 February 2022

Swami Parvati Dayanand
Lonand Tal- Khandala
Dist.- Satara

Dear Swami Parvati Dayanand,

Employment Offer with Hitachi Vantara Software Services India Private Limited

I am delighted to offer you employment with us, Hitachi Vantara Software Services India Private Limited. ("Hitachi"). This letter provides you with the terms and conditions of your employment with us:

EXTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

INTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

BASED IN: Pune, India
Travel outside of Pune is required as part of your role.



REPORTING TO: Kiran Arshakota

START DATE: 03 June 2022

SALARY: Your Total Target Compensation ("TTC") will be INR 4,72,973.00 per annum. This will be divided between your basic salary, flexible allowances, and a targeted bonus component.

Your annual basic salary will be INR 2,25,225.00 to be paid in 12 months. The annual flexible allowance will be INR 2,25,225.00.

Hitachi is under no obligation to review or increase your salary, whether on an annual basis or otherwise. Hitachi may also deduct from your salary any sums owed by you to Hitachi.

BONUS:[VIP] You are also eligible for variable pay under the current Vantara Incentive Plan (VIP); your annual target variable pay is 5.00% of your base salary. This variable pay is paid semi-annually and will be based on Hitachi Vantara LLC's actual performance measured against the relevant period's performance objectives. This performance level may be awarded against a pro-rated portion of your eligible variable pay based on your position and length of employment during the half year. VIP is not guaranteed and any payments awarded are subject to the terms of the current program..

TAX: The Tax will be deducted at source and you will be responsible to file the income tax.

PROBATIONARY PERIOD:

The first six (6) months of employment are considered a probationary period during which each party can evaluate whether the right employment decision has been made. At the conclusion of this probationary period, either party can terminate this contract with no penalty. Termination of this contract during the six (6) months probationary period can take place by Hitachi giving one (1) months' notice to you, or you giving 3 (three) months' prior written notice to Hitachi. Hitachi may, at its discretion, extend the probationary period for such period of months as it thinks appropriate.

TRAINING:

To enable you to perform your role, Hitachi may provide you with training as required. It is possible that training may be held in a location other than your stated location. If such a situation arises you will need to be prepared to undertake the necessary travel. It is your responsibility to identify training needs to maintain skill relevance and in doing so, discuss these needs with your reporting manager to seek approval prior to committing to any external or internal training.

ANNUAL LEAVE:

In addition to all Hitachi paid company holidays, you will be entitled to 18 days earned leave and 12 days sick leave per year. Requests for earned leave must be discussed with and approved by your reporting manager prior to the leave being taken. An employee can carry forward 10 Earned Leaves (EL) of the present year to the next year.

Annual leave which is accrued but unused will be paid out upon termination, subject to applicable legal requirements. The Hitachi policy on leave entitlement applies to you.

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BENEFITS:

You and your eligible dependents will be eligible to participate in the standard health insurance benefits. Hitachi reserves the right to determine which of your family members are entitled to this benefit.

Please refer to the latest Benefits Statement document outlining your various benefits and schemes applicable to you. Hitachi may also vary the terms of any of the benefits and/or schemes provided to you from time to time and may withdraw such schemes without providing a replacement.

SICKNESS:

You are entitled to paid sick leave as provided by applicable statutes. Hitachi reserves the right to change its sick leave policy from time to time. You must provide a medical certificate from a medical practitioner or registered dentist for each paid sickness day immediately on return to work. You must ensure that all sick leave taken are recorded in Hitachi's leave application system.

EXPENSES:

Expenses directly incurred as part of conducting Hitachi business will be reimbursed provided that you follow Hitachi's then-prevailing Travel & Expense Policy in place. This applies to travel expenses other than travel undertaken to and from your home to your place of work.



TERMINATION:

This contract may be terminated by either party providing three (3) months' notice; or by Hitachi providing three (3) months' salary in lieu of notice. In addition, Hitachi may terminate this employment without any prior notice and without being liable for any compensation or salary in lieu of notice if any one of the following occurs: (a) you are imprisoned or have committed a crime during your employment; (b) you have committed a breach of any of the terms of this letter or violated Hitachi's policies and procedures; (c) you are absent without cause, in which case you are deemed as having voluntarily abandoned your employment with us; or (d) you have been found guilty of committing an act of fraud, dishonesty or breach of trust, or causing loss or damage to Hitachi property.

Upon termination, you shall immediately return all Hitachi property, including but not limited in documents, security passes and computing equipment.

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RESTRICTIVE COVENANTS:

You warrant that you do not have in your possession and will not bring to Hitachi any unauthorized confidential information or intellectual property of any company during your term of employment with Hitachi. You agree to indemnify Hitachi for any direct or indirect costs and/or liability for your breach of this warranty.

You shall not (either solely or jointly with any other person, firm or company and whether directly or indirectly) carry on or be engaged in or interested in any other business or occupation during the period of your employment with Hitachi without the prior written approval of Hitachi. Without limiting the foregoing, Hitachi reserves its sole right to refuse its approval if such business or occupation is or may be in competition with Hitachi and/or which would involve the use of Hitachi's time, property, facilities or resources.

As a condition of this employment offer you must agree to disclose any restrictive employment agreements you may have entered into with a previous employer. Any such agreement(s) will need to be reviewed by Hitachi, before Hitachi will accept your agreement to this offer of employment.

INTELLECTUAL PROPERTY:

Copyright or other intellectual property may subsist in the work generated by you as part of your employment. Any such intellectual property rights shall vest absolutely in Hitachi, and you undertake to execute any necessary documents, and do whatever else may be necessary to secure those rights, even after your employment has ended, including a deed of assignment of any intellectual property in the form provided by Hitachi.



CONFIDENTIALITY:

You shall keep strictly confidential, and shall not disclose, use, divulge, publish or otherwise reveal, directly or through any third party (including without limitation Hitachi), any confidential or proprietary information of Hitachi or any of its group companies, that was disclosed or received pursuant to this agreement or other prior agreements between you and Hitachi, the negotiations in connection therewith or any of the transactions contemplated thereby, or by reason of the performance by you of your obligations hereunder, or your involvement in the activities of Hitachi, including, but not limited to, documents and/or information regarding customers, costs, profits, markets, sales, products, product development, key personnel, pricing policies, operational methods, technology, know-how, technical processes, formulae or plans for future development except as may be necessary in connection with filings with governmental agencies as required under the applicable laws. Provided, however, that you shall not make any disclosures before providing Hitachi with a reasonable opportunity to seek a protective order. If this agreement is terminated, you shall return to Hitachi all documents relating to any confidential information of Hitachi, which you may have under your control.

Notwithstanding the foregoing, confidential information of Hitachi, or its group companies, if any, shall not include (a) information that was already known to you at the time of the receipt, (b) information that is or becomes freely and generally available to the public through no wrongful act of yours, (c) information that is rightly received by you from a third party legally entitled to disclose such information free from confidentiality restrictions, or (d) information disclosed in connection with legal action initiated by a party to enforce its rights, provided that adequate safeguards are maintained.

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ETHICAL STANDARDS AND BEHAVIOR:

As an employee of Hitachi, you are entrusted with the primary responsibility for sound business conduct and compliance with our Corporate Ethics Policy. It is your responsibility to carefully read the Corporate Ethics Policy and ensure you understand and comply with it at all times.

A copy of the Hitachi Corporate Ethics Policy is provided with this letter. By signing the letter, you acknowledge you have received a copy of the policy which applies to your employment with Hitachi.

You will also ensure that you do not cause Hitachi to be in breach of any privacy policy that it may publish in relation to customer or partner information practices or any applicable privacy law.

GOVERNING LAW:

This agreement shall be governed by the laws of India irrespective of conflict of law provisions, and the courts at India Bangalore shall have the sole and exclusive jurisdiction to decide any disputes hereunder.

HITACHI

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GENERAL:

This letter represents the complete employment arrangement and undertaking, and supersedes all previous or pre-contractual statements, discussions, correspondence, negotiations, arrangements, understandings and agreements, between you and Hitachi. The rights of Hitachi under this Agreement are without prejudice to any other rights it may have at law and any delay by Hitachi in exercising its rights shall not constitute a waiver thereof.

Hitachi reserves the right to make reasonable changes to any of your terms of employment in this letter and you will be notified in writing of any change as soon as possible. Your duties include those applicable to you as further described in the Hitachi Consulting Global Job Inventory, based on your internal title and level stated above. You may be required to undertake other duties and responsibilities from time to time as reasonably required or in connection with your employment. Depending on Hitachi's organisational structure and changes thereto from time to time, you may be transferred or reassigned to a different manager, team, department, function, branch, subsidiary or affiliated company of Hitachi.

If any term or provision in this letter shall be held to be illegal, or unenforceable, in whole or in part, under any enactment or rule of law: (a) such term or provision or part shall to that extent be deemed replaced by such valid and enforceable term or provision whose contents are as close as permissible to the illegal or unenforceable term or provision so as to carry out the original intent of the parties as to the point or points in question; and (b) the validity and enforceability of the remainder of this letter shall not be affected.

Rights and obligations in this letter (including those on confidentiality and intellectual property rights) which by their nature should survive the termination of your employment will remain in effect after such termination. Hitachi's rights and benefits shall be transferable, and all covenants and agreements hereunder shall inure to the benefit of, and be enforceable by, or against, its successors and assigns.

HITACHI

Inspire the Next

EMPLOYEE AGREEMENT:

Hitachi policy requires all employees to read this letter, which has been delivered to you in duplicate. Please read this document carefully and return one (1) signed copy to Hitachi confirming your acceptance of the terms of this letter.

Please also find enclosed in duplicate Hitachi Consulting Confidentiality Agreement. Upon reading this document thoroughly please return a signed copy with your signed Letter of Employment.

Your employment is contingent upon your agreement to sign and abide by Hitachi's rules of conduct, other employee-related agreements, any applicable handbook, and Hitachi's policies relevant to you, including its business ethics policies. These documents will be presented during your orientation or, if requested, they will be available to you in advance.

We are confident that you will find working with Hitachi to be a rewarding experience both professionally and personally.

Yours sincerely,

A handwritten signature in black ink that reads "Sourav". The signature is stylized with a large, sweeping initial 'S' and a horizontal line extending to the right.

Sourav Prakash Mohapatra
Senior Director, Human Resources

Acceptance of Employment Offer

Signature of Candidate _____

Date_____



Offer: Computer Consultancy
Ref: TCSL/DT20218121751/Pune
Date: 02/11/2021

Mr. Bhandge Uttkarsh
Vivek,
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Dear Bhandge Uttkarsh Vivek,

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 &



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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

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

2. Leave Travel Allowance

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

3. Food Card

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



PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto 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:



1. Basic Cover

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

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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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



RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

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

2. Pre requisites for Joining

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



3. Training Period

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

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

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

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

8. Alternative Occupation / Employment

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



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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Work in SBWS mode

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

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

12. Overseas International Assignment Agreement

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



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

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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

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 TCSL as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCSL.

16. Retirement

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

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by



TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

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

19. Background Check

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

20. Submission of Documents

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

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

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



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

*There is no criminal offence registered/pending against you

*There is no disciplinary case pending against you in the university

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

The original documents will be returned to you after verification.

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

*PAN Card (Permanent Account Number)

*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)

*Passport

*NSR E-Card

21. TCS Xperience Program

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

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

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

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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



time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

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

25. Data Privacy Clause:

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

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

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

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

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

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



Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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

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



GROSS SALARY SHEET

Annexure 1

Name	Bhandge Uttkarsh Vivek
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

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

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

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

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

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

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

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



Annexure

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



2. Associate's Obligations

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

3. Intellectual Property Rights

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



4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Working in SBWS Framework:

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

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

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

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



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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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



10. Equitable Rights

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

11. General

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

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

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

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



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

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



Offer: Computer Consultancy
Ref: TCSL/DT20218121751/Pune
Date: 02/11/2021

Mr. Kurane Shahanaj
Bakas,
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Dear Kurane Shahanaj Bakas,

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 &



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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

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

2. Leave Travel Allowance

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

3. Food Card

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



PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto 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:



1. Basic Cover

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

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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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



RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

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

2. Pre requisites for Joining

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



3. Training Period

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

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

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

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

8. Alternative Occupation / Employment

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



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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Work in SBWS mode

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

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

12. Overseas International Assignment Agreement

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



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

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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

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



TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

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

19. Background Check

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

20. Submission of Documents

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

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

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



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

*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, these shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

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

25. Data Privacy Clause:

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

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

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

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

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

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



Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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

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



GROSS SALARY SHEET

Annexure 1

Name	Kurane Shahanaj Bakas
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

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

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

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

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

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

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

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



Annexure

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



Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



2. Associate's Obligations

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

3. Intellectual Property Rights

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



4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Working in SBWS Framework:

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

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

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

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



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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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



10. Equitable Rights

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

11. General

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

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

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

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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 Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy
Ref: TCSL/DT20218121751/Pune
Date: 02/11/2021

Mr. Magar Sunil Shankar,
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Dear Magar Sunil Shankar,

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 &



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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

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

2. Leave Travel Allowance

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

3. Food Card

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



PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto 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:



1. Basic Cover

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

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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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



RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

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

2. Pre requisites for Joining

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



3. Training Period

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

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

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

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

8. Alternative Occupation / Employment

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



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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Work in SBWS mode

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

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

12. Overseas International Assignment Agreement

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



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

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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

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 TCSL as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCSL.

16. Retirement

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

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by



TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

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

19. Background Check

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

20. Submission of Documents

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

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

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



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

*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, these shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

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

25. Data Privacy Clause:

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

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

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

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

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

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



Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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

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



GROSS SALARY SHEET

Annexure 1

Name	Magar Sunil Shankar
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

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

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

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

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

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

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

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



Annexure

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 – Gurgaon 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 - 201309,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	



Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



2. Associate's Obligations

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

3. Intellectual Property Rights

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



4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Working in SBWS Framework:

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

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

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

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



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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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



10. Equitable Rights

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

11. General

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

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

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

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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 Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy
Ref: TCSL/DT20218121751/Pune
Date: 02/11/2021

Mr. Shinde Mangesh
Maruti,
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Dear Shinde Mangesh Maruti,

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 &



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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

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

2. Leave Travel Allowance

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

3. Food Card

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



PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto 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:



1. Basic Cover

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

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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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



RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

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

2. Pre requisites for Joining

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



3. Training Period

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

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

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

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

8. Alternative Occupation / Employment

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



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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Work in SBWS mode

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

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

12. Overseas International Assignment Agreement

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



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

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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

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



TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

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

19. Background Check

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

20. Submission of Documents

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

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

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



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

*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, these shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

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

25. Data Privacy Clause:

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

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

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

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

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

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



Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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

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



GROSS SALARY SHEET

Annexure 1

Name	Shinde Mangesh Maruti
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

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

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

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

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

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

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

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



Annexure

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 – Gurgaon 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 - 201309,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	



Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



2. Associate's Obligations

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

3. Intellectual Property Rights

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



4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Working in SBWS Framework:

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

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

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

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



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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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



10. Equitable Rights

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

11. General

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

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

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

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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 Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Date:07-Jan-2022

To
SHIRSATE TEJAS VILAS
INDIA

Dear Shirsate Tejas Vilas,

Sub: Offer of Training and Employment

- 1. This has reference to the selection process for employment opportunity at Mindtree.
- 2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an in the salary grade C1 subject to the following terms and conditions.

ENGINEER

- 2.1. a) You should have completed/ complete the Degree which you pursued/ are now pursuing, without any backlog (subjects where you have not obtained the passing marks) at the time of joining
- b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

- c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Pune (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Pune will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.

(Signature)



2.3. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.4. The period of Orchard Learning Programme is for 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree. However, the exact duration and nature (either virtual or in-person) of the training program may vary based on the track and specific requirements. Exact duration and nature of the training shall be communicated upon joining and allocation into a technology track.

2.5. other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time.

2.6. You shall arrange to produce the following documents at the time of reporting for training or such other time prior to your date of joining, as may be required by Mindtree, for the purpose of completing the joining formalities:

- a) 10th, 12th and graduation (all semesters) mark sheets originals;
- b) Degree completion/provisional certificate original;
- c) Pan card original;
- d) Aadhaar card original; and
- e) Voter ID / Driving license original.

Mindtree reserves the right to ask for and verify additional document/s over and above the aforementioned list for your onboarding purpose and you undertake to provide the same to Mindtree.

If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

If you have any questions or need any clarification, please do not hesitate to contact us at campus.offers@mindtree.com.

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,

For Mindtree Limited

Rosalee M Kombial
Vice President-People Function



Enclosed: Annexure to your offer of employment

Acceptance of the Offer

I, Tejas, agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	
Your Name in Capital letters	Shirsate Tejas Vilas

Annexure 1

Compensation stack during confirmation) the Orchard Learning Program (from the date of joining till the date of

Name Shirsate Tejas Vilas

Salary Grade : C1

Designation : ENGINEER

Stipend : INR 26,000 per month.

Payment will be after deduction of below amount from the monthly stipend:

- Premium for Insurance during your learning program will be **INR 550 per month.**
 - Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.
- You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for - **2023** is as follows **2022**

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 500,000 per annum per family. Family means your spouse and children (up to 2 children).
Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.



Kalyani Forge Limited

KOREGAON BHIMA,-412 216,
TEHSILTEHSIL SHIRUR DIST. PUNE.
(02137) 252335, 252755, 252757
(02137) 252344/ 252756. www.kalyaniforgo.co.in

Date- 10-03- 2022

Ms. Kranti Arun Ubale
B.E., Electrical Engineering
Navsahyadri Group of Institutes, Pune

Sub: Engagement as Trainee Engineer

Dear Kranti Arun Ubale,

We are now pleased to appoint you as a Trainee Engineer for a period of one year from 01-06- 2022 to 02-06-2023 in HFD-1 Division Sanaswadi, Pune. You will be paid remuneration of Rs.19000/- CTC per month breakup of the remuneration is annexed.

- i. You will be abiding by all the rules and regulations regarding the code of conduct and discipline of organization. Your contractual appointment will automatically come to notice pay or retrenchment compensation will be payable to you by the management.
- ii. Since your appointment is being made for a specified period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such a vacancy for the post held by you or otherwise.
- iii. During this period your performance will be periodically assessed and if found unsatisfactory your appointment will be terminated before the aforesaid specified fixed period, by giving a short notice period is one month's notice or salary in lieu thereof as per the instructions of management.
- iv. Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time.
- v. You will maintain a high standard of Loyalty, efficiency, integrity and will liaise with employees/ workers in the factory.

- vi. The management will be within its rights to transfer you for work or your services to any other unit/division/department where the company has an office or branch or unit or site for work either at present or may have at any time in future.
- vii. Your appointment is being made on the basis of your particulars such as qualification etc. as given by you in your application for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu thereof.
- viii. Your address, as indicated in your application for appointment shall be deemed to be correct for sending any communication to you. In case there is any change in your address, you will intimate the same in writing to the HR department within three days from the date of such change.
- ix. You will be bound by the certified standing orders, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions, which will form part of your terms of employment.
- x. If you accept the terms and conditions above mentioned, please sign the declaration in the duplicate and return to us. The original shall be retained by you.

We welcome you to the KFL family and look forward to a fruitful collaboration.

For, Kalyani Forge Limited,

**Shailendra Gaikwad,
Head- HR, IR & Admin**





Hitachi Vantara Software Services India Private Limited
A Hitachi Vantara Company

REGISTERED ADDRESS
Plot No. 09, Survey No. 115/P
Nanakramguda Village, Serilingampally, Municipality, Gachibowli
Hyderabad - 500 032, India

PRIVATE & CONFIDENTIAL

25 February 2022

Sawant Akash Jaywant
Bhor Tal- Bhor
Dist.- Pune

Dear Sawant Akash Jaywant,

Employment Offer with Hitachi Vantara Software Services India Private Limited

I am delighted to offer you employment with us, Hitachi Vantara Software Services India Private Limited. ("Hitachi"). This letter provides you with the terms and conditions of your employment with us:

EXTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

INTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

BASED IN: Pune, India
Travel outside of Pune is required as part of your role.



REPORTING TO: Kiran Arshakota

START DATE: 03 June 2022

SALARY: Your Total Target Compensation ("**TTC**") will be INR 4,72,973.00 per annum. This will be divided between your basic salary, flexible allowances, and a targeted bonus component.

Your annual basic salary will be INR 2,25,225.00 to be paid in 12 months. The annual flexible allowance will be INR 2,25,225.00.

Hitachi is under no obligation to review or increase your salary, whether on an annual basis or otherwise. Hitachi may also deduct from your salary any sums owed by you to Hitachi.

BONUS:[VIP] You are also eligible for variable pay under the current Vantara Incentive Plan (VIP); your annual target variable pay is 5.00% of your base salary. This variable pay is paid semi-annually and will be based on Hitachi Vantara LLC's actual performance measured against the relevant period's performance objectives. This performance level may be awarded against a pro-rated portion of your eligible variable pay based on your position and length of employment during the half year. VIP is not guaranteed and any payments awarded are subject to the terms of the current program..

TAX: The Tax will be deducted at source and you will be responsible to file the income tax.

PROBATIONARY PERIOD:

The first six (6) months of employment are considered a probationary period during which each party can evaluate whether the right employment decision has been made. At the conclusion of this probationary period, either party can terminate this contract with no penalty. Termination of this contract during the six (6) months probationary period can take place by Hitachi giving one (1) months' notice to you, or you giving 3 (three) months' prior written notice to Hitachi. Hitachi may, at its discretion, extend the probationary period for such period of months as it thinks appropriate.

TRAINING:

To enable you to perform your role, Hitachi may provide you with training as required. It is possible that training may be held in a location other than your stated location. If such a situation arises you will need to be prepared to undertake the necessary travel. It is your responsibility to identify training needs to maintain skill relevance and in doing so, discuss these needs with your reporting manager to seek approval prior to committing to any external or internal training.

ANNUAL LEAVE:

In addition to all Hitachi paid company holidays, you will be entitled to 18 days earned leave and 12 days sick leave per year. Requests for earned leave must be discussed with and approved by your reporting manager prior to the leave being taken. An employee can carry forward 10 Earned Leaves (EL) of the present year to the next year.

Annual leave which is accrued but unused will be paid out upon termination, subject to applicable legal requirements. The Hitachi policy on leave entitlement applies to you.

HITACHI

Inspire the Next

BENEFITS:

You and your eligible dependents will be eligible to participate in the standard health insurance benefits. Hitachi reserves the right to determine which of your family members are entitled to this benefit.

Please refer to the latest Benefits Statement document outlining your various benefits and schemes applicable to you. Hitachi may also vary the terms of any of the benefits and/or schemes provided to you from time to time and may withdraw such schemes without providing a replacement.

SICKNESS:

You are entitled to paid sick leave as provided by applicable statutes. Hitachi reserves the right to change its sick leave policy from time to time. You must provide a medical certificate from a medical practitioner or registered dentist for each paid sickness day immediately on return to work. You must ensure that all sick leave taken are recorded in Hitachi's leave application system.

EXPENSES:

Expenses directly incurred as part of conducting Hitachi business will be reimbursed provided that you follow Hitachi's then-prevailing Travel & Expense Policy in place. This applies to travel expenses other than travel undertaken to and from your home to your place of work.



TERMINATION:

This contract may be terminated by either party providing three (3) months' notice; or by Hitachi providing three (3) months' salary in lieu of notice. In addition, Hitachi may terminate this employment without any prior notice and without being liable for any compensation or salary in lieu of notice if any one of the following occurs: (a) you are imprisoned or have committed a crime during your employment; (b) you have committed a breach of any of the terms of this letter or violated Hitachi's policies and procedures; (c) you are absent without cause, in which case you are deemed as having voluntarily abandoned your employment with us; or (d) you have been found guilty of committing an act of fraud, dishonesty or breach of trust, or causing loss or damage to Hitachi property.

Upon termination, you shall immediately return all Hitachi property, including but not limited in documents, security passes and computing equipment.

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RESTRICTIVE COVENANTS:

You warrant that you do not have in your possession and will not bring to Hitachi any unauthorized confidential information or intellectual property of any company during your term of employment with Hitachi. You agree to indemnify Hitachi for any direct or indirect costs and/or liability for your breach of this warranty.

You shall not (either solely or jointly with any other person, firm or company and whether directly or indirectly) carry on or be engaged in or interested in any other business or occupation during the period of your employment with Hitachi without the prior written approval of Hitachi. Without limiting the foregoing, Hitachi reserves its sole right to refuse its approval if such business or occupation is or may be in competition with Hitachi and/or which would involve the use of Hitachi's time, property, facilities or resources.

As a condition of this employment offer you must agree to disclose any restrictive employment agreements you may have entered into with a previous employer. Any such agreement(s) will need to be reviewed by Hitachi, before Hitachi will accept your agreement to this offer of employment.

INTELLECTUAL PROPERTY:

Copyright or other intellectual property may subsist in the work generated by you as part of your employment. Any such intellectual property rights shall vest absolutely in Hitachi, and you undertake to execute any necessary documents, and do whatever else may be necessary to secure those rights, even after your employment has ended, including a deed of assignment of any intellectual property in the form provided by Hitachi.



CONFIDENTIALITY:

You shall keep strictly confidential, and shall not disclose, use, divulge, publish or otherwise reveal, directly or through any third party (including without limitation Hitachi), any confidential or proprietary information of Hitachi or any of its group companies, that was disclosed or received pursuant to this agreement or other prior agreements between you and Hitachi, the negotiations in connection therewith or any of the transactions contemplated thereby, or by reason of the performance by you of your obligations hereunder, or your involvement in the activities of Hitachi, including, but not limited to, documents and/or information regarding customers, costs, profits, markets, sales, products, product development, key personnel, pricing policies, operational methods, technology, know-how, technical processes, formulae or plans for future development except as may be necessary in connection with filings with governmental agencies as required under the applicable laws. Provided, however, that you shall not make any disclosures before providing Hitachi with a reasonable opportunity to seek a protective order. If this agreement is terminated, you shall return to Hitachi all documents relating to any confidential information of Hitachi, which you may have under your control.

Notwithstanding the foregoing, confidential information of Hitachi, or its group companies, if any, shall not include (a) information that was already known to you at the time of the receipt, (b) information that is or becomes freely and generally available to the public through no wrongful act of yours, (c) information that is rightly received by you from a third party legally entitled to disclose such information free from confidentiality restrictions, or (d) information disclosed in connection with legal action initiated by a party to enforce its rights, provided that adequate safeguards are maintained.

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ETHICAL STANDARDS AND BEHAVIOR:

As an employee of Hitachi, you are entrusted with the primary responsibility for sound business conduct and compliance with our Corporate Ethics Policy. It is your responsibility to carefully read the Corporate Ethics Policy and ensure you understand and comply with it at all times.

A copy of the Hitachi Corporate Ethics Policy is provided with this letter. By signing the letter, you acknowledge you have received a copy of the policy which applies to your employment with Hitachi.

You will also ensure that you do not cause Hitachi to be in breach of any privacy policy that it may publish in relation to customer or partner information practices or any applicable privacy law.

GOVERNING LAW:

This agreement shall be governed by the laws of India irrespective of conflict of law provisions, and the courts at India Bangalore shall have the sole and exclusive jurisdiction to decide any disputes hereunder.

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GENERAL:

This letter represents the complete employment arrangement and undertaking, and supersedes all previous or pre-contractual statements, discussions, correspondence, negotiations, arrangements, understandings and agreements, between you and Hitachi. The rights of Hitachi under this Agreement are without prejudice to any other rights it may have at law and any delay by Hitachi in exercising its rights shall not constitute a waiver thereof.

Hitachi reserves the right to make reasonable changes to any of your terms of employment in this letter and you will be notified in writing of any change as soon as possible. Your duties include those applicable to you as further described in the Hitachi Consulting Global Job Inventory, based on your internal title and level stated above. You may be required to undertake other duties and responsibilities from time to time as reasonably required or in connection with your employment. Depending on Hitachi's organisational structure and changes thereto from time to time, you may be transferred or reassigned to a different manager, team, department, function, branch, subsidiary or affiliated company of Hitachi.

If any term or provision in this letter shall be held to be illegal, or unenforceable, in whole or in part, under any enactment or rule of law: (a) such term or provision or part shall to that extent be deemed replaced by such valid and enforceable term or provision whose contents are as close as permissible to the illegal or unenforceable term or provision so as to carry out the original intent of the parties as to the point or points in question; and (b) the validity and enforceability of the remainder of this letter shall not be affected.

Rights and obligations in this letter (including those on confidentiality and intellectual property rights) which by their nature should survive the termination of your employment will remain in effect after such termination. Hitachi's rights and benefits shall be transferable, and all covenants and agreements hereunder shall inure to the benefit of, and be enforceable by, or against, its successors and assigns.

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EMPLOYEE AGREEMENT:

Hitachi policy requires all employees to read this letter, which has been delivered to you in duplicate. Please read this document carefully and return one (1) signed copy to Hitachi confirming your acceptance of the terms of this letter.

Please also find enclosed in duplicate Hitachi Consulting Confidentiality Agreement. Upon reading this document thoroughly please return a signed copy with your signed Letter of Employment.

Your employment is contingent upon your agreement to sign and abide by Hitachi's rules of conduct, other employee-related agreements, any applicable handbook, and Hitachi's policies relevant to you, including its business ethics policies. These documents will be presented during your orientation or, if requested, they will be available to you in advance.

We are confident that you will find working with Hitachi to be a rewarding experience both professionally and personally.

Yours sincerely,

A handwritten signature in black ink that reads "Sourav". The signature is stylized with a large, sweeping initial 'S' and a horizontal line extending to the right.

Sourav Prakash Mohapatra
Senior Director, Human Resources

Acceptance of Employment Offer

Signature of Candidate _____

Date_____



APPOINTMENT LETTER

April 20, 2022

Dear Sharma Deepak Kumar,

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,

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:

- 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.
- 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).

- 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.
- 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 **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 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 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 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.

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.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Harshada Rajpure, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- 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: Sharma Deepak Kumar

Position: Project Engineer

Career Group: TRB - II

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

*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.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- 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
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- 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 months	25000
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.
- 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.

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 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 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.

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.

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.

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 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

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. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ 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 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 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.

Accept Decline

Signature Sharma Deepak Kumar 20/4/2022 7:08 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

23235889



Hitachi Vantara Software Services India Private Limited
A Hitachi Vantara Company

REGISTERED ADDRESS
Plot No. 09, Survey No. 115/P
Nanakramguda Village, Serilingampally, Municipality, Gachibowli
Hyderabad - 500 032, India

PRIVATE & CONFIDENTIAL

25 February 2022

Shinde Sachin Tanaji
Sarola Tal- Bhor
Dist.- Pune

Dear Shinde Sachin Tanaji,

Employment Offer with Hitachi Vantara Software Services India Private Limited

I am delighted to offer you employment with us, Hitachi Vantara Software Services India Private Limited. ("Hitachi"). This letter provides you with the terms and conditions of your employment with us:

EXTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

INTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

BASED IN: Pune, India
Travel outside of Pune is required as part of your role.



REPORTING TO: Kiran Arshakota

START DATE: 03 June 2022

SALARY: Your Total Target Compensation ("**TTC**") will be INR 4,72,973.00 per annum. This will be divided between your basic salary, flexible allowances, and a targeted bonus component.

Your annual basic salary will be INR 2,25,225.00 to be paid in 12 months. The annual flexible allowance will be INR 2,25,225.00.

Hitachi is under no obligation to review or increase your salary, whether on an annual basis or otherwise. Hitachi may also deduct from your salary any sums owed by you to Hitachi.

BONUS:[VIP] You are also eligible for variable pay under the current Vantara Incentive Plan (VIP); your annual target variable pay is 5.00% of your base salary. This variable pay is paid semi-annually and will be based on Hitachi Vantara LLC's actual performance measured against the relevant period's performance objectives. This performance level may be awarded against a pro-rated portion of your eligible variable pay based on your position and length of employment during the half year. VIP is not guaranteed and any payments awarded are subject to the terms of the current program..

TAX: The Tax will be deducted at source and you will be responsible to file the income tax.

PROBATIONARY PERIOD:

The first six (6) months of employment are considered a probationary period during which each party can evaluate whether the right employment decision has been made. At the conclusion of this probationary period, either party can terminate this contract with no penalty. Termination of this contract during the six (6) months probationary period can take place by Hitachi giving one (1) months' notice to you, or you giving 3 (three) months' prior written notice to Hitachi. Hitachi may, at its discretion, extend the probationary period for such period of months as it thinks appropriate.

TRAINING:

To enable you to perform your role, Hitachi may provide you with training as required. It is possible that training may be held in a location other than your stated location. If such a situation arises you will need to be prepared to undertake the necessary travel. It is your responsibility to identify training needs to maintain skill relevance and in doing so, discuss these needs with your reporting manager to seek approval prior to committing to any external or internal training.

ANNUAL LEAVE:

In addition to all Hitachi paid company holidays, you will be entitled to 18 days earned leave and 12 days sick leave per year. Requests for earned leave must be discussed with and approved by your reporting manager prior to the leave being taken. An employee can carry forward 10 Earned Leaves (EL) of the present year to the next year.

Annual leave which is accrued but unused will be paid out upon termination, subject to applicable legal requirements. The Hitachi policy on leave entitlement applies to you.

HITACHI

Inspire the Next

BENEFITS:

You and your eligible dependents will be eligible to participate in the standard health insurance benefits. Hitachi reserves the right to determine which of your family members are entitled to this benefit.

Please refer to the latest Benefits Statement document outlining your various benefits and schemes applicable to you. Hitachi may also vary the terms of any of the benefits and/or schemes provided to you from time to time and may withdraw such schemes without providing a replacement.

SICKNESS:

You are entitled to paid sick leave as provided by applicable statutes. Hitachi reserves the right to change its sick leave policy from time to time. You must provide a medical certificate from a medical practitioner or registered dentist for each paid sickness day immediately on return to work. You must ensure that all sick leave taken are recorded in Hitachi's leave application system.

EXPENSES:

Expenses directly incurred as part of conducting Hitachi business will be reimbursed provided that you follow Hitachi's then-prevailing Travel & Expense Policy in place. This applies to travel expenses other than travel undertaken to and from your home to your place of work.



TERMINATION:

This contract may be terminated by either party providing three (3) months' notice; or by Hitachi providing three (3) months' salary in lieu of notice. In addition, Hitachi may terminate this employment without any prior notice and without being liable for any compensation or salary in lieu of notice if any one of the following occurs: (a) you are imprisoned or have committed a crime during your employment; (b) you have committed a breach of any of the terms of this letter or violated Hitachi's policies and procedures; (c) you are absent without cause, in which case you are deemed as having voluntarily abandoned your employment with us; or (d) you have been found guilty of committing an act of fraud, dishonesty or breach of trust, or causing loss or damage to Hitachi property.

Upon termination, you shall immediately return all Hitachi property, including but not limited in documents, security passes and computing equipment.

HITACHI

Inspire the Next

RESTRICTIVE COVENANTS:

You warrant that you do not have in your possession and will not bring to Hitachi any unauthorized confidential information or intellectual property of any company during your term of employment with Hitachi. You agree to indemnify Hitachi for any direct or indirect costs and/or liability for your breach of this warranty.

You shall not (either solely or jointly with any other person, firm or company and whether directly or indirectly) carry on or be engaged in or interested in any other business or occupation during the period of your employment with Hitachi without the prior written approval of Hitachi. Without limiting the foregoing, Hitachi reserves its sole right to refuse its approval if such business or occupation is or may be in competition with Hitachi and/or which would involve the use of Hitachi's time, property, facilities or resources.

As a condition of this employment offer you must agree to disclose any restrictive employment agreements you may have entered into with a previous employer. Any such agreement(s) will need to be reviewed by Hitachi, before Hitachi will accept your agreement to this offer of employment.

INTELLECTUAL PROPERTY:

Copyright or other intellectual property may subsist in the work generated by you as part of your employment. Any such intellectual property rights shall vest absolutely in Hitachi, and you undertake to execute any necessary documents, and do whatever else may be necessary to secure those rights, even after your employment has ended, including a deed of assignment of any intellectual property in the form provided by Hitachi.



CONFIDENTIALITY:

You shall keep strictly confidential, and shall not disclose, use, divulge, publish or otherwise reveal, directly or through any third party (including without limitation Hitachi), any confidential or proprietary information of Hitachi or any of its group companies, that was disclosed or received pursuant to this agreement or other prior agreements between you and Hitachi, the negotiations in connection therewith or any of the transactions contemplated thereby, or by reason of the performance by you of your obligations hereunder, or your involvement in the activities of Hitachi, including, but not limited to, documents and/or information regarding customers, costs, profits, markets, sales, products, product development, key personnel, pricing policies, operational methods, technology, know-how, technical processes, formulae or plans for future development except as may be necessary in connection with filings with governmental agencies as required under the applicable laws. Provided, however, that you shall not make any disclosures before providing Hitachi with a reasonable opportunity to seek a protective order. If this agreement is terminated, you shall return to Hitachi all documents relating to any confidential information of Hitachi, which you may have under your control.

Notwithstanding the foregoing, confidential information of Hitachi, or its group companies, if any, shall not include (a) information that was already known to you at the time of the receipt, (b) information that is or becomes freely and generally available to the public through no wrongful act of yours, (c) information that is rightly received by you from a third party legally entitled to disclose such information free from confidentiality restrictions, or (d) information disclosed in connection with legal action initiated by a party to enforce its rights, provided that adequate safeguards are maintained.

HITACHI

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ETHICAL STANDARDS AND BEHAVIOR:

As an employee of Hitachi, you are entrusted with the primary responsibility for sound business conduct and compliance with our Corporate Ethics Policy. It is your responsibility to carefully read the Corporate Ethics Policy and ensure you understand and comply with it at all times.

A copy of the Hitachi Corporate Ethics Policy is provided with this letter. By signing the letter, you acknowledge you have received a copy of the policy which applies to your employment with Hitachi.

You will also ensure that you do not cause Hitachi to be in breach of any privacy policy that it may publish in relation to customer or partner information practices or any applicable privacy law.

GOVERNING LAW:

This agreement shall be governed by the laws of India irrespective of conflict of law provisions, and the courts at India Bangalore shall have the sole and exclusive jurisdiction to decide any disputes hereunder.

HITACHI

Inspire the Next

GENERAL:

This letter represents the complete employment arrangement and undertaking, and supersedes all previous or pre-contractual statements, discussions, correspondence, negotiations, arrangements, understandings and agreements, between you and Hitachi. The rights of Hitachi under this Agreement are without prejudice to any other rights it may have at law and any delay by Hitachi in exercising its rights shall not constitute a waiver thereof.

Hitachi reserves the right to make reasonable changes to any of your terms of employment in this letter and you will be notified in writing of any change as soon as possible. Your duties include those applicable to you as further described in the Hitachi Consulting Global Job Inventory, based on your internal title and level stated above. You may be required to undertake other duties and responsibilities from time to time as reasonably required or in connection with your employment. Depending on Hitachi's organisational structure and changes thereto from time to time, you may be transferred or reassigned to a different manager, team, department, function, branch, subsidiary or affiliated company of Hitachi.

If any term or provision in this letter shall be held to be illegal, or unenforceable, in whole or in part, under any enactment or rule of law: (a) such term or provision or part shall to that extent be deemed replaced by such valid and enforceable term or provision whose contents are as close as permissible to the illegal or unenforceable term or provision so as to carry out the original intent of the parties as to the point or points in question; and (b) the validity and enforceability of the remainder of this letter shall not be affected.

Rights and obligations in this letter (including those on confidentiality and intellectual property rights) which by their nature should survive the termination of your employment will remain in effect after such termination. Hitachi's rights and benefits shall be transferable, and all covenants and agreements hereunder shall inure to the benefit of, and be enforceable by, or against, its successors and assigns.

HITACHI

Inspire the Next

EMPLOYEE AGREEMENT:

Hitachi policy requires all employees to read this letter, which has been delivered to you in duplicate. Please read this document carefully and return one (1) signed copy to Hitachi confirming your acceptance of the terms of this letter.

Please also find enclosed in duplicate Hitachi Consulting Confidentiality Agreement. Upon reading this document thoroughly please return a signed copy with your signed Letter of Employment.

Your employment is contingent upon your agreement to sign and abide by Hitachi's rules of conduct, other employee-related agreements, any applicable handbook, and Hitachi's policies relevant to you, including its business ethics policies. These documents will be presented during your orientation or, if requested, they will be available to you in advance.

We are confident that you will find working with Hitachi to be a rewarding experience both professionally and personally.

Yours sincerely,



Sourav Prakash Mohapatra
Senior Director, Human Resources

Acceptance of Employment Offer

Signature of Candidate _____

Date_____



Hitachi Vantara Software Services India Private Limited
A Hitachi Vantara Company

REGISTERED ADDRESS
Plot No. 09, Survey No. 115/P
Nanakramguda Village, Serilingampally, Municipality, Gachibowli
Hyderabad - 500 032, India

PRIVATE & CONFIDENTIAL

25 February 2022

Suraj Mohan Nanaware
Wai Tal- Wai
Dist.- Satara

Dear Suraj Mohan Nanaware,

Employment Offer with Hitachi Vantara Software Services India Private Limited

I am delighted to offer you employment with us, Hitachi Vantara Software Services India Private Limited. (“Hitachi”). This letter provides you with the terms and conditions of your employment with us:

EXTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

INTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

BASED IN: Pune, India
Travel outside of Pune is required as part of your role.



REPORTING TO: Kiran Arshakota

START DATE: 03 June 2022

SALARY: Your Total Target Compensation ("**TTC**") will be INR 4,72,973.00 per annum. This will be divided between your basic salary, flexible allowances, and a targeted bonus component.

Your annual basic salary will be INR 2,25,225.00 to be paid in 12 months. The annual flexible allowance will be INR 2,25,225.00.

Hitachi is under no obligation to review or increase your salary, whether on an annual basis or otherwise. Hitachi may also deduct from your salary any sums owed by you to Hitachi.

BONUS:[VIP] You are also eligible for variable pay under the current Vantara Incentive Plan (VIP); your annual target variable pay is 5.00% of your base salary. This variable pay is paid semi-annually and will be based on Hitachi Vantara LLC's actual performance measured against the relevant period's performance objectives. This performance level may be awarded against a pro-rated portion of your eligible variable pay based on your position and length of employment during the half year. VIP is not guaranteed and any payments awarded are subject to the terms of the current program..

TAX: The Tax will be deducted at source and you will be responsible to file the income tax.

PROBATIONARY PERIOD:

The first six (6) months of employment are considered a probationary period during which each party can evaluate whether the right employment decision has been made. At the conclusion of this probationary period, either party can terminate this contract with no penalty. Termination of this contract during the six (6) months probationary period can take place by Hitachi giving one (1) months' notice to you, or you giving 3 (three) months' prior written notice to Hitachi. Hitachi may, at its discretion, extend the probationary period for such period of months as it thinks appropriate.

TRAINING:

To enable you to perform your role, Hitachi may provide you with training as required. It is possible that training may be held in a location other than your stated location. If such a situation arises you will need to be prepared to undertake the necessary travel. It is your responsibility to identify training needs to maintain skill relevance and in doing so, discuss these needs with your reporting manager to seek approval prior to committing to any external or internal training.

ANNUAL LEAVE:

In addition to all Hitachi paid company holidays, you will be entitled to 18 days earned leave and 12 days sick leave per year. Requests for earned leave must be discussed with and approved by your reporting manager prior to the leave being taken. An employee can carry forward 10 Earned Leaves (EL) of the present year to the next year.

Annual leave which is accrued but unused will be paid out upon termination, subject to applicable legal requirements. The Hitachi policy on leave entitlement applies to you.

HITACHI

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BENEFITS:

You and your eligible dependents will be eligible to participate in the standard health insurance benefits. Hitachi reserves the right to determine which of your family members are entitled to this benefit.

Please refer to the latest Benefits Statement document outlining your various benefits and schemes applicable to you. Hitachi may also vary the terms of any of the benefits and/or schemes provided to you from time to time and may withdraw such schemes without providing a replacement.

SICKNESS:

You are entitled to paid sick leave as provided by applicable statutes. Hitachi reserves the right to change its sick leave policy from time to time. You must provide a medical certificate from a medical practitioner or registered dentist for each paid sickness day immediately on return to work. You must ensure that all sick leave taken are recorded in Hitachi's leave application system.

EXPENSES:

Expenses directly incurred as part of conducting Hitachi business will be reimbursed provided that you follow Hitachi's then-prevailing Travel & Expense Policy in place. This applies to travel expenses other than travel undertaken to and from your home to your place of work.



TERMINATION:

This contract may be terminated by either party providing three (3) months' notice; or by Hitachi providing three (3) months' salary in lieu of notice. In addition, Hitachi may terminate this employment without any prior notice and without being liable for any compensation or salary in lieu of notice if any one of the following occurs: (a) you are imprisoned or have committed a crime during your employment; (b) you have committed a breach of any of the terms of this letter or violated Hitachi's policies and procedures; (c) you are absent without cause, in which case you are deemed as having voluntarily abandoned your employment with us; or (d) you have been found guilty of committing an act of fraud, dishonesty or breach of trust, or causing loss or damage to Hitachi property.

Upon termination, you shall immediately return all Hitachi property, including but not limited in documents, security passes and computing equipment.

HITACHI

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RESTRICTIVE COVENANTS:

You warrant that you do not have in your possession and will not bring to Hitachi any unauthorized confidential information or intellectual property of any company during your term of employment with Hitachi. You agree to indemnify Hitachi for any direct or indirect costs and/or liability for your breach of this warranty.

You shall not (either solely or jointly with any other person, firm or company and whether directly or indirectly) carry on or be engaged in or interested in any other business or occupation during the period of your employment with Hitachi without the prior written approval of Hitachi. Without limiting the foregoing, Hitachi reserves its sole right to refuse its approval if such business or occupation is or may be in competition with Hitachi and/or which would involve the use of Hitachi's time, property, facilities or resources.

As a condition of this employment offer you must agree to disclose any restrictive employment agreements you may have entered into with a previous employer. Any such agreement(s) will need to be reviewed by Hitachi, before Hitachi will accept your agreement to this offer of employment.

INTELLECTUAL PROPERTY:

Copyright or other intellectual property may subsist in the work generated by you as part of your employment. Any such intellectual property rights shall vest absolutely in Hitachi, and you undertake to execute any necessary documents, and do whatever else may be necessary to secure those rights, even after your employment has ended, including a deed of assignment of any intellectual property in the form provided by Hitachi.



CONFIDENTIALITY:

You shall keep strictly confidential, and shall not disclose, use, divulge, publish or otherwise reveal, directly or through any third party (including without limitation Hitachi), any confidential or proprietary information of Hitachi or any of its group companies, that was disclosed or received pursuant to this agreement or other prior agreements between you and Hitachi, the negotiations in connection therewith or any of the transactions contemplated thereby, or by reason of the performance by you of your obligations hereunder, or your involvement in the activities of Hitachi, including, but not limited to, documents and/or information regarding customers, costs, profits, markets, sales, products, product development, key personnel, pricing policies, operational methods, technology, know-how, technical processes, formulae or plans for future development except as may be necessary in connection with filings with governmental agencies as required under the applicable laws. Provided, however, that you shall not make any disclosures before providing Hitachi with a reasonable opportunity to seek a protective order. If this agreement is terminated, you shall return to Hitachi all documents relating to any confidential information of Hitachi, which you may have under your control.

Notwithstanding the foregoing, confidential information of Hitachi, or its group companies, if any, shall not include (a) information that was already known to you at the time of the receipt, (b) information that is or becomes freely and generally available to the public through no wrongful act of yours, (c) information that is rightly received by you from a third party legally entitled to disclose such information free from confidentiality restrictions, or (d) information disclosed in connection with legal action initiated by a party to enforce its rights, provided that adequate safeguards are maintained.

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GOVERNING LAW:

This agreement shall be governed by the laws of India irrespective of conflict of law provisions, and the courts at India Bangalore shall have the sole and exclusive jurisdiction to decide any disputes hereunder.

HITACHI

Inspire the Next

GENERAL:

This letter represents the complete employment arrangement and undertaking, and supersedes all previous or pre-contractual statements, discussions, correspondence, negotiations, arrangements, understandings and agreements, between you and Hitachi. The rights of Hitachi under this Agreement are without prejudice to any other rights it may have at law and any delay by Hitachi in exercising its rights shall not constitute a waiver thereof.

Hitachi reserves the right to make reasonable changes to any of your terms of employment in this letter and you will be notified in writing of any change as soon as possible. Your duties include those applicable to you as further described in the Hitachi Consulting Global Job Inventory, based on your internal title and level stated above. You may be required to undertake other duties and responsibilities from time to time as reasonably required or in connection with your employment. Depending on Hitachi's organisational structure and changes thereto from time to time, you may be transferred or reassigned to a different manager, team, department, function, branch, subsidiary or affiliated company of Hitachi.

If any term or provision in this letter shall be held to be illegal, or unenforceable, in whole or in part, under any enactment or rule of law: (a) such term or provision or part shall to that extent be deemed replaced by such valid and enforceable term or provision whose contents are as close as permissible to the illegal or unenforceable term or provision so as to carry out the original intent of the parties as to the point or points in question; and (b) the validity and enforceability of the remainder of this letter shall not be affected.

Rights and obligations in this letter (including those on confidentiality and intellectual property rights) which by their nature should survive the termination of your employment will remain in effect after such termination. Hitachi's rights and benefits shall be transferable, and all covenants and agreements hereunder shall inure to the benefit of, and be enforceable by, or against, its successors and assigns.

HITACHI

Inspire the Next

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Hitachi policy requires all employees to read this letter, which has been delivered to you in duplicate. Please read this document carefully and return one (1) signed copy to Hitachi confirming your acceptance of the terms of this letter.

Please also find enclosed in duplicate Hitachi Consulting Confidentiality Agreement. Upon reading this document thoroughly please return a signed copy with your signed Letter of Employment.

Your employment is contingent upon your agreement to sign and abide by Hitachi's rules of conduct, other employee-related agreements, any applicable handbook, and Hitachi's policies relevant to you, including its business ethics policies. These documents will be presented during your orientation or, if requested, they will be available to you in advance.

We are confident that you will find working with Hitachi to be a rewarding experience both professionally and personally.

Yours sincerely,



Sourav Prakash Mohapatra
Senior Director, Human Resources

Acceptance of Employment Offer

Signature of Candidate _____

Date_____



Ref: TCPL/HR/2018/726

Date: 1st August 2022

Name- Dhamale Nilesh Dnyaneshwar

B.E., Electrical Engineering
Navsahyadri Group of Institutes, Pune

Subject: **Letter of Offer & Appointment**

Dear Yogesh,

This is reference to our discussions for the role with Tata Cummins Pvt. Ltd; we are pleased o communicate your appointment. Please find details of your Offer

POSITION : Engineer Trainee

LOCATION : Tata Cummins Ltd., Phaltan

SALARY GRADE : JE 1 N

DATE OF JOINING : 10th August 2022

Total Stipend: You will be paid a stipend of Rs.240000/- Per Annum (Rs. Two Lakh Forty Thousand Per Annum) for full attendance. Indirect Benefits are applicable as per policy.

Notes:

1. This offer is subject to you clearing our Background Verification process and pre-employment medical examination.
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Please feel free to reach Mr. Alok Das (7447464325) for any questions on the same. We look forward to the pleasure of having you on board for a long and fruitful association.

For Tata Cummins Pvt Ltd.

Pragya Pandey
Sr. General Manager-HR

Note: The Stipend details are very personal and should not be divulged to anyone in the organization. Sharing this details with other employees is considered to be a violation of our code.

Plot No. A1/1, MIDC Phaltan

Village Surawadi, Phaltan-Lonand Road

Taluka Phaltan, Satara 415528

Maharashtra, India Phone +91 2166 305008

Registered Office Cummins Road, Telco Township, Jamshedpur 831004 Jharkhand, India



Ref: TCPL/HR/2018/726

Date: 1st August 2022

Name- Parbal Saurav Dattatray

B.E., Electrical Engineering

Navsahyadri Group of Institutes, Pune

Subject: Letter of Offer & Appointment

Dear Yogesh,

This is reference to our discussions for the role with Tata Cummins Pvt. Ltd; we are pleased o communicate your appointment. Please find details of your Offer

POSITION : Engineer Trainee

LOCATION : Tata Cummins Ltd., Phaltan

SALARY GRADE : JE 1 N

DATE OF JOINING : 10th August 2022

Total Stipend: You will be paid a stipend of Rs.240000/- Per Annum (Rs. Two Lakh Forty Thousand Per Annum) for full attendance. Indirect Benefits are applicable as per policy.

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For Tata Cummins Pvt Ltd.

Pragya Pandey

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Ref: TCPL/HR/2022/726

Date: 1st August 2022

Name- Zambare Nilesh Sopan

B.E., Electrical Engineering
Navsahyadri Group of Institutes, Pune

Subject: Letter of Offer & Appointment

Dear Yogesh,

This is reference to our discussions for the role with Tata Cummins Pvt. Ltd; we are pleased o communicate your appointment. Please find details of your Offer

POSITION : Engineer Trainee

LOCATION : Tata Cummins Ltd., Phaltan

SALARY GRADE : JE 1 N

DATE OF JOINING : 10th August 2022

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Maharashtra, India Phone +91 2166 305008

Registered Office Cummins Road, Telco Township, Jamshedpur 831004 Jharkhand, India



Ref: TCPL/HR/2022/726

Date: 1st August 2022

Name- Shilimkar Bhushan Satish

B.E., Electrical Engineering

Navsahyadri Group of Institutes, Pune

Subject: Letter of Offer & Appointment

Dear Yogesh,

This is reference to our discussions for the role with Tata Cummins Pvt. Ltd; we are pleased o communicate your appointment. Please find details of your Offer

POSITION : Engineer Trainee

LOCATION : Tata Cummins Ltd., Phaltan

SALARY GRADE : JE 1 N

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Maharashtra, India Phone +91 2166 305008

Registered Office Cummins Road, Telco Township, Jamshedpur 831004 Jharkhand, India



Ref: TCPL/HR/2022/726

Date: 1st August 2022

Name- Patole Samadhan Vilas

B.E., Electrical Engineering
Navsahyadri Group of Institutes, Pune

Subject: Letter of Offer & Appointment

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LOCATION : Tata Cummins Ltd., Phaltan

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For Tata Cummins Pvt Ltd.

Pragya Pandey
Sr. General Manager-HR

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Maharashtra, India Phone +91 2166 305008

Registered Office Cummins Road, Telco Township, Jamshedpur 831004 Jharkhand, India



Ref: TCPL/HR/2018/726

Date: 1st August 2022

Name- Bandgar Saurabh Prashant

B.E., Electrical Engineering

Navsahyadri Group of Institutes, Pune

Subject: Letter of Offer & Appointment

Dear Yogesh,

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LOCATION : Tata Cummins Ltd., Phaltan

SALARY GRADE : JE 1 N

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Taluka Phaltan, Satara 415528

Maharashtra, India Phone +91 2166 305008

Registered Office Cummins Road, Telco Township, Jamshedpur 831004 Jharkhand, India

To,

AGARKAR PRACHIT PAWAN

Rawat Brothers Pvt. Ltd.

S. No. 63/1+2A Pune-Satara Road, Pune : 411 009

Subject: Joining/Offer Letter

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Sales Engineers" at Pune Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by 25th July 2022 OR as early as possible. Please confirm your date of joining by Email.

I therefore pray and hope that you would be kind enough to accept my joining letter.

Sincerely yours,



Mr. Santosh Nagraj

'Shri Shankaranand' S. No. 63/1+2A Pune-Satara Road, Pune : 411 009
Mobile: +91 92256 00635



TeamLease®

Putting India to Work

Offer: Computer Consultancy

Date: 14-July-2022

Mr. Satish Patil

BABAR NITIN VILAS

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** 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 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. 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.

Godrej & Boyce Mfg. Co. Ltd., Pirojshanagar, LBS Marg, Vikhroli, Mumbai 400 079.

Ref: ESP/HK/PCS/--/2012-2013/MFG/O/210

Date : 16th Jul 2022

Dear **Mr. BAGWAN ARBAZ ALIM**

Sub: Call Letter for Godrej Precision Systems Division

With reference to the above, we are glad to inform you that you have been short-listed for our Godrej Precision Systems Division. You will have to undergo the selection process comprising of Written Tests & Personal Interviews. These tests are to assess:-

1. **Level of General Intelligence** (15 minutes duration)
(To measure the level of one's basic intelligence and also how fast and accurately one thinks)
2. **Principles of Mechanics** (40 minutes duration) - Applicable to those with Degree / Diploma in Mechanical, Production, Automobile
&nb sp; Industrial Engineering, Tool & Die Making & Fabrication Technology etc.
(To measure how well one comprehends basic principles of mechanics)
3. **Written Communication skills**
(To evaluate the standard of written communication skills)

Please find attached Sample questions for Test No. 1 & 2 as applicable.

Kindly enter your details in the 'Employment Application Form' by clicking on the link mentioned below. Please carry a print out of the duly filled in application form while attending the selection process.

[Employment Application Form](#)

Login with User Id : 382574_Nikhil
Password : 382574_Nikhil

You are requested to call on us, along with a print out of the duly filled in application form and your original documents as per Annexure-I, at the address given below.

Day & Date : Thursday, 25th Jul 2022
Time : 08:45 AM
Contact : Mr. Uday
M/s. GODREJ & Boyce Mfg. Co. Ltd.,
Corporate Personnel & Administration Department,
Recruitment Section, Plant No. 11, 2nd Floor,
Venue: Gate No.4
Pirojshanagar, Lal Bahadur Shastri Marg,
Vikhroli (West), MUMBAI (Maharashtra).- 400079
Contact No : --

You may visit us on www.godrej.com for information on our Company. For any other queries please get in touch with **Mr. Sheldon Noronha** (sheldon@godrej.com, 022 67961422)

If you have already been tested / interviewed by us earlier, please provide us with the details of the same.

If you are coming from outstation, you will be reimbursed up to III AC railway return fare or



SHIELD PRO

REAL ESTATE

20 July 2022

BORKAR SAURABH SAMBHAJI

With this letter, I, as the head of the Borcelle Real Estate, would like to apply for funding for the construction of a new cluster housing. Based on the results of the meeting we held the other day, I am sending this letter as an official sign to you. I invite you to become a sponsor in our latest project. For the purposes of the required funds ranged from \$ 200,000,000 (two hundred million US dollars). I hope that this letter will encourage you to help in the construction of a new residence.

Hopefully after you read this letter, you can think carefully and can take action as soon as possible. That's all I can write, through this letter we are officially a partner in this latest project. Thank you

Sincerely,

Jamie Chastain

President of Borcelle

+123-456-7890

+123-456-7890



www.reallygreatsite.com

hello@reallygreatsite.com



123 Anywhere St., Any City, ST
12345



TeamLease®

Putting India to Work

Offer: Computer Consultancy

Date: 14-July-2022

Mr. Satish Patil

CHANDSURE SURAJ SATISH

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

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VALVES & CONTROLS

A WOM group company

To,

CHAVAN RAHUL DIPAK

Mechanical Division

WOM, Velu, Pune

Subject: Joining as assistant engineer .

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Velu, Pune Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by 21th July2022 OR as early as possible. Please confirm your date of joining by Email.

I therefore pray and hope that you would be kind enough to accept my joining letter.

Sincerely yours,

Mr. Satish K. Gadi

To,

CHIMBALKAR PRAJWAL SHEKHAR

Mechanical Division

Cummins India Limited, Satara, 415523



Subject: Joining as assistant engineer.

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Shindewadi Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by 25th May 2022 OR as early as possible. Please confirm your date of joining by Email.

I therefore pray and hope that you would be kind enough to accept my joining letter.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Ashwath Ram', with a decorative flourish at the end.

Ashwath Ram

Cummins India Limited) Plot No. B-2, SEZ Industrial Area, Village Survadi, Nandal, Taluka-Phaltan, Satara - 415 523, Maharashtra, India Tel: +91-2166-305514.



VALVES & CONTROLS

A WOM group company

To,

CHOTHE SWAPNIL RAMCHANDRA

Mechanical Division

WOM, Velu, Pune

Subject: Joining as assistant engineer .

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Sincerely yours,

Mr. Satish K. Gadi



**ACCUSION
ENGINEERING
PVT. LTD.**

Offer cum Appointment Letter

Ref: OL/2022

Date: 22/03/2022

To,
DHANAVE SHUBHAM GORAKH
Mechanical Engineering Dept

Dear **SHUBHAM**

With reference to the recruitment process conducted on 11/01/2022 are pleased to issue this offer cum Appointment Letter for the position of Trainee Engineer at Pune, India. The Terms & Conditions set forth hereinbelow.

1. Consolidated Salary Rs. 20,000/- per month.
2. You shall be on Probation for period of three months from the date of joining.
3. Hours of work: Eight working hours with six days a week.
4. Place: Pune.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter within two weeks.

Managing Director (Technology)

To,

GADHAVE PRUTHVIRAJ DILIP

Rawat Brothers Pvt. Ltd.

S. No. 63/1+2A Pune-Satara Road, Pune : 411 009

Subject: Joining/Offer Letter

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Sales Engineers" at Pune Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

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Sincerely yours,



Mr. Santosh Nagraj

'Shri Shankaranand' S. No. 63/1+2A Pune-Satara Road, Pune : 411 009
Mobile: +91 92256 00635



TeamLease®

Putting India to Work

Offer: Computer Consultancy

Date: 14-July-2022

Mr. Satish Patil

GAIKWAD PRADEEP MANIKRAO

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

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Godrej & Boyce Mfg. Co. Ltd., Pirojshanagar, LBS Marg, Vikhroli, Mumbai 400 079.

Ref: ESP/HK/PCS/--/2012-2013/MFG/O/210

Date : 16th Jul 2022

Dear **Mr. GARUD TEJAS VILAS**

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(To measure the level of one's basic intelligence and also how fast and accurately one thinks)
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(To evaluate the standard of written communication skills)

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Venue: Gate No.4
Pirojshanagar, Lal Bahadur Shastri Marg,
Vikhroli (West), MUMBAI (Maharashtra).- 400079
Contact No : --

You may visit us on www.godrej.com for information on our Company. For any other queries please get in touch with **Mr. Sheldon Noronha** (sheldon@godrej.com, 022 67961422)

If you have already been tested / interviewed by us earlier, please provide us with the details of the same.

If you are coming from outstation, you will be reimbursed up to III AC railway return fare or



SHIELD PRO

REAL ESTATE

20 July 2022

INAMKE SANKET RAGHUNATH

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Hopefully after you read this letter, you can think carefully and can take action as soon as possible. That's all I can write, through this letter we are officially a partner in this latest project. Thank you

Sincerely,

Jamie Chastain

President of Borcelle

+123-456-7890

+123-456-7890



www.reallygreatsite.com

hello@reallygreatsite.com



123 Anywhere St., Any City, ST
12345



TeamLease®

Putting India to Work

Offer: Computer Consultancy

Date: 14-July-2022

Mr. Satish Patil

JADHAV AKSHAY ANANTA

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VALVES & CONTROLS

A WOM group company

To,

JAWARE SHUBHAM VIJAY

Mechanical Division

WOM, Velu, Pune

Subject: Joining as assistant engineer .

Sir,

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Sincerely yours,

Mr. Satish K. Gadi



To,

KADAM NAMDEV DNYANOBA

Mechanical Division

Cummins India Limited, Satara, 415523

Subject: Joining as assistant engineer.

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Ashwath Ram

Cummins India Limited) Plot No. B-2, SEZ Industrial Area, Village Survadi, Nandal, Taluka-Phaltan, Satara - 415 523, Maharashtra, India Tel: +91-2166-305514.



VALVES & CONTROLS

A WOM group company

To,

KADAM PRAJWAL RAMESH

Mechanical Division

WOM, Velu, Pune

Subject: Joining as assistant engineer .

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Sincerely yours,

Mr. Satish K. Gadi



**ACCUSION
ENGINEERING
PVT. LTD.**

Offer cum Appointment Letter

Ref: OL/2022

Date: 22/03/2022

To,
KAMBLE KIRAN RAMCHANDRA
Mechanical Engineering Dept

Dear **KIRAN**

With reference to the recruitment process conducted on 11/01/2022 are pleased to issue this offer cum Appointment Letter for the position of Trainee Engineer at Pune, India. The Terms & Conditions set forth hereinbelow.

1. Consolidated Salary Rs. 20,000/- per month.
2. You shall be on Probation for period of three months from the date of joining.
3. Hours of work: Eight working hours with six days a week.
4. Place: Pune.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter within two weeks.

Managing Director (Technology)

To,

KHESE ARJUN BHANUDAS

Rawat Brothers Pvt. Ltd.

S. No. 63/1+2A Pune-Satara Road, Pune : 411 009

Subject: Joining/Offer Letter

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Sales Engineers" at Pune Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by 25th July 2022 OR as early as possible. Please confirm your date of joining by Email.

I therefore pray and hope that you would be kind enough to accept my joining letter.

Sincerely yours,



Mr. Santosh Nagraj

'Shri Shankaranand' S. No. 63/1+2A Pune-Satara Road, Pune : 411 009
Mobile: +91 92256 00635



TeamLease®

Putting India to Work

Offer: Computer Consultancy

Date: 14-July-2022

Mr. Satish Patil

KISHOR BAPU JAMDADE

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** 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 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. 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.

Godrej & Boyce Mfg. Co. Ltd., Pirojshanagar, LBS Marg, Vikhroli, Mumbai 400 079.

Ref: ESP/HK/PCS/--/2012-2013/MFG/O/210

Date : 16th Jul 2022

Dear **Mr. KONDE ROHIT AMAR**

Sub: Call Letter for Godrej Precision Systems Division

With reference to the above, we are glad to inform you that you have been short-listed for our Godrej Precision Systems Division. You will have to undergo the selection process comprising of Written Tests & Personal Interviews. These tests are to assess:-

1. **Level of General Intelligence** (15 minutes duration)
(To measure the level of one's basic intelligence and also how fast and accurately one thinks)
2. **Principles of Mechanics** (40 minutes duration) - Applicable to those with Degree / Diploma in Mechanical, Production, Automobile
&nb sp; Industrial Engineering, Tool & Die Making & Fabrication Technology etc.
(To measure how well one comprehends basic principles of mechanics)
3. **Written Communication skills**
(To evaluate the standard of written communication skills)

Please find attached Sample questions for Test No. 1 & 2 as applicable.

Kindly enter your details in the 'Employment Application Form' by clicking on the link mentioned below. Please carry a print out of the duly filled in application form while attending the selection process.

[Employment Application Form](#)

Login with User Id : 382574_Nikhil
Password : 382574_Nikhil

You are requested to call on us, along with a print out of the duly filled in application form and your original documents as per Annexure-I, at the address given below.

Day & Date : Thursday, 25th Jul 2022
Time : 08:45 AM
Contact : Mr. Uday
M/s. GODREJ & Boyce Mfg. Co. Ltd.,
Corporate Personnel & Administration Department,
Recruitment Section, Plant No. 11, 2nd Floor,
Venue: Gate No.4
Pirojshanagar, Lal Bahadur Shastri Marg,
Vikhroli (West), MUMBAI (Maharashtra).- 400079
Contact No : --

You may visit us on www.godrej.com for information on our Company. For any other queries please get in touch with **Mr. Sheldon Noronha** (sheldon@godrej.com, 022 67961422)

If you have already been tested / interviewed by us earlier, please provide us with the details of the same.

If you are coming from outstation, you will be reimbursed up to III AC railway return fare or



SHIELD PRO

REAL ESTATE

20 July 2022

MORE NILESH MAHENDRA

With this letter, I, as the head of the Borcelle Real Estate, would like to apply for funding for the construction of a new cluster housing. Based on the results of the meeting we held the other day, I am sending this letter as an official sign to you. I invite you to become a sponsor in our latest project. For the purposes of the required funds ranged from \$ 200,000,000 (two hundred million US dollars). I hope that this letter will encourage you to help in the construction of a new residence.

Hopefully after you read this letter, you can think carefully and can take action as soon as possible. That's all I can write, through this letter we are officially a partner in this latest project. Thank you

Sincerely,

Jamie Chastain

President of Borcelle

+123-456-7890

+123-456-7890



www.reallygreatsite.com

hello@reallygreatsite.com



123 Anywhere St., Any City, ST
12345



TeamLease®

Putting India to Work

Offer: Computer Consultancy

Date: 14-July-2022

Mr. Satish Patil

MULE PRANAV KISHOR

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** 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 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. 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.



VALVES & CONTROLS

A WOM group company

To,

NANDE SUJIT BALASAHEB

Mechanical Division

WOM, Velu, Pune

Subject: Joining as assistant engineer .

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Velu, Pune Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by 21th July2022 OR as early as possible. Please confirm your date of joining by Email.

I therefore pray and hope that you would be kind enough to accept my joining letter.

Sincerely yours,

Mr. Satish K. Gadi

TeamLease®

Putting India to Work

Offer: Computer Consultancy

Date: 14-July-2022

Mr. Satish Patil

NIKAM SAURABH SANJEEV

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** 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 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. 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.



VALVES & CONTROLS

A WOM group company

To,

PARDHI DEVENDRA SHARAD

Mechanical Division

WOM, Velu, Pune

Subject: Joining as assistant engineer .

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Velu, Pune Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by 21th July2022 OR as early as possible. Please confirm your date of joining by Email.

I therefore pray and hope that you would be kind enough to accept my joining letter.

Sincerely yours,

Mr. Satish K. Gadi

SJCPL/HRA/FR-04



Date- 17.08.2023

To,

Mr. Akshay Sutar,
Room No 02, Second Floor, Patil Plaza
Lane, No.3, Dhanori Road, Bhairav nagar
Pune, Maharashtra - 411015

JOB OFFER LETTER

We are pleased to offer you the position of "**Jr. Engineer - Billing**" at S.J Contracts Pvt Ltd and your date of joining is **21st August 2023 at 9.30 am**. We are confident that you will contribute your skills and experience towards the organization growth.

We would expect you to join early as possible as but not later than **21st August 2023** beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, by us. Appointment letter we will give at the time of joining date.

Kindly report for joining formalities to Head Office Baner @9.30 am

Address-

**SJ Contracts Pvt Ltd
305 - 308 Amar Business Park
Baner Road, opp. Sadanand Hotel, Baner , Pune – 411045.**

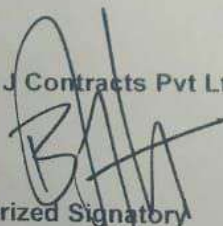
Please carry the following **Original documents & copies** at the time of joining.

- Copy of Aadhar & PAN Card. **Nos. 02 (Each Two)**
- Copies of Educational Qualification. **Nos.1 (10th/12th/Graduation/Post Graduation)**
- Experience / Relieving Letter from the Previous Employer. **Nos.1**
- Three Photographs.

Note - This offer is valid only if you are found to be subjected to medically fit for the duty.

Please confirm your acceptance of this offer by signing and acknowledging this letter within **48 Hours**.

For, S J Contracts Pvt Ltd.,


Authorized Signatory



305 - 308, Amar Business Park, Sadanand Estates, Plot No. 1, S. No. 105, Baner Road, Baner, Pune 411045
CIN No.: U45200PN2008PTC132056
Tel: 020-29996412 / 13 | www.sjcpl.in



Office Address: 1st Floor Amrapali Apartment, Right Bhusari Colony, Kothrud, Pune – 411038
CIN: U7499PN2020PTC195689

LETTER OF APPOINTMENT

Date: **23-07-2022**

Dear, **Sharad Veer**

Appointment as: **GIS Analyst (Trainee)**

We refer to your recent interview for the above position and pleased to advise that we are offering you the position with our company effective from **24-07-2023** under the following terms and conditions.

1. DUTIES & RESPONSIBILITY

Reporting to **AM Data Lab Pvt. Ltd.**, you will be responsible for the **duties discussed** with you. These duties may be reviewed and modified time to time, based on organizations requirement.

2. PROBATIONARY PERIOD

You shall initially be under PROBATION for a period of 3 Months from the date of appointment and after the period of probation period, your service shall be conformed if the management may deem fit, depending upon your performance.

3. SALARY

Your salary will commence at **13000/- INR** per month. After the confirmation management will decide the appraisal.

4. WORKING HOURS

Monday- Saturday: 09:30- 18:30 hours.

5. LEAVE OF ABSENCE

Absence without prior permission will result in no pay and termination. After the probation period, you shall be eligible for all the benefits such as Paid Leaves, and other statutory benefits as per Company rules.

We look forward for a cordial and healthy relationship in the days to come and reach higher scale in your career. Please sign the duplicate of this letter as a token of your acceptance to the same.

Wishes,

For AM Data Lab Pvt Ltd

Authorized Signatory

Date: 16/12/2022

To

Varun Vijay Bhosale

Dhayari, Pune.

Sub: Letter of Offer

Thank you for exploring career opportunities with Swaraj Constructions. 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 Site Supervisor Engineer-Trainee. You will be a part of the SWARAJ CONSTRUCTION. Your gross salary including all benefits will be 1,20,000/- per annum, as per the terms and conditions set out herein.

You are expected to join our organization on or before 27 August 2023. Please get your original documents on the day of joining. Please note that, Appointment Letter will be issued only after submission of documents.

Your current location will be throughout Pune. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,
Swaraj Construction.



Swapnil Khatpe

Head & HR

Date: 16/12/2022

To

Jinesh Dhoka

Gangadham, Pune.

Sub: Letter of Offer

Thank you for exploring career opportunities with Swaraj Constructions. 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 Site Supervisor Engineer-Trainee. You will be a part of the SWARAJ CONSTRUCTION. Your gross salary including all benefits will be 1,20,000/- per annum, as per the terms and conditions set out herein.

You are expected to join our organization on or before 27 August 2023. Please get your original documents on the day of joining. Please note that, Appointment Letter will be issued only after submission of documents.

Your current location will be throughout Pune. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,
Swaraj Construction.



Swapnil Khatpe

Head & HR

Date: 16/12/2022

To

Shubham Karkar

Kurla West.

Sub: Letter of Offer

Thank you for exploring career opportunities with Swaraj Constructions. 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 Site Supervisor Engineer-Trainee. You will be a part of the SWARAJ CONSTRUCTION. Your gross salary including all benefits will be 1,20,000/- per annum, as per the terms and conditions set out herein.

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Your current location will be throughout Pune. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,
Swaraj Construction.



Swapnil Khatpe

Head & HR

Date: 16/12/2022

To

Ashish Mohite

Rajapur, Ratnagiri.

Sub: Letter of Offer

Thank you for exploring career opportunities with Swaraj Constructions. 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 Site Supervisor Engineer-Trainee. You will be a part of the SWARAJ CONSTRUCTION. Your gross salary including all benefits will be 1,20,000/- per annum, as per the terms and conditions set out herein.

You are expected to join our organization on or before 27 August 2023. Please get your original documents on the day of joining. Please note that, Appointment Letter will be issued only after submission of documents.

Your current location will be throughout Pune. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,
Swaraj Construction.



Swapnil Khatpe

Head & HR

Date: 16/12/2022

To

Vaibhav Mokashi

Karandi Bk, Pune.

Sub: Letter of Offer

Thank you for exploring career opportunities with Swaraj Constructions. 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 Site Supervisor Engineer-Trainee. You will be a part of the SWARAJ CONSTRUCTION. Your gross salary including all benefits will be 1,20,000/- per annum, as per the terms and conditions set out herein.

You are expected to join our organization on or before 27 August 2023. Please get your original documents on the day of joining. Please note that, Appointment Letter will be issued only after submission of documents.

Your current location will be throughout Pune. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,
Swaraj Construction.



Swapnil Khatpe

Head & HR

Date: 16/12/2022

To

Kajal Pawar

Wai, Satara

Sub: Letter of Offer

Thank you for exploring career opportunities with Swaraj Constructions. 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 Site Supervisor Engineer-Trainee. You will be a part of the SWARAJ CONSTRUCTION. Your gross salary including all benefits will be 1,20,000/- per annum, as per the terms and conditions set out herein.

You are expected to join our organization on or before 27 August 2023. Please get your original documents on the day of joining. Please note that, Appointment Letter will be issued only after submission of documents.

Your current location will be throughout Pune. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,
Swaraj Construction.



Swapnil Khatpe

Head & HR

Date: 07/9/2022

To

Afware Mohammad Nazim

Solapur.

Sub: Letter of Offer

Thank you for exploring career opportunities with Jagdamba Constructions. 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 Site Supervisor Engineer-Trainee.

Your gross salary including all benefits will be 2, 40,000/- per annum, as per the terms and conditions set out herein.

You are expected to join our organization within 15 Days of issue of this letter. Please get your original documents on the day of joining.

Your current location will be throughout Pune & Satara. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,



Head & HR
Jagdamba Construction.

**JAGDAMBA
CONSTRUCTION
CIVIL ENGINEER & CONTRACTOR**
AT POST CHAUDHARWADI TAL-PHALTAN DIST-SATARA PIN-415523
LICEN NO.172/2021-22 MOB NO. 9762957622/9657262342
EMAIL-jagdambaconstruction97@gmail.com

Date: 07/9/2022

To

Badak Payal Tanaji

Katraj, Pune.

Sub: Letter of Offer

Thank you for exploring career opportunities with Jagdamba Constructions. 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 Site Supervisor Engineer-Trainee.

Your gross salary including all benefits will be 2, 40,000/- per annum, as per the terms and conditions set out herein.

You are expected to join our organization within 15 Days of issue of this letter. Please get your original documents on the day of joining.

Your current location will be throughout Pune & Satara. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,



Head & HR
Jagdamba Construction.

**JAGDAMBA
CONSTRUCTION
CIVIL ENGINEER & CONTRACTOR**
AT POST CHAUDHARWADI TAL-PHALTAN DIST-SATARA PIN-415523
LICEN NO.172/2021-22 MOB NO. 9762957622/9657262342
EMAIL-jagdambaconstruction97@gmail.com

Date: 07/9/2022

To

Shubham Ballal

Nasrapur, Bhor, Pune.

Sub: Letter of Offer

Thank you for exploring career opportunities with Jagdamba Constructions. 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 Site Supervisor Engineer-Trainee.

Your gross salary including all benefits will be 2, 40,000/- per annum, as per the terms and conditions set out herein.

You are expected to join our organization within 15 Days of issue of this letter. Please get your original documents on the day of joining.

Your current location will be throughout Pune & Satara. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,



Head & HR
Jagdamba Construction.

**JAGDAMBA
CONSTRUCTION
CIVIL ENGINEER & CONTRACTOR**
AT POST CHAUDHARWADI TAL-PHALTAN DIST-SATARA PIN-415523
LICEN NO.172/2021-22 MOB NO. 9762957622/9657262342
EMAIL-jagdambaconstruction97@gmail.com

Date: 07/9/2022

To

Kishor Popat Bandal

Gevrai, Beed

Sub: Letter of Offer

Thank you for exploring career opportunities with Jagdamba Constructions. 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 Site Supervisor Engineer-Trainee.

Your gross salary including all benefits will be 2, 40,000/- per annum, as per the terms and conditions set out herein.

You are expected to join our organization within 15 Days of issue of this letter. Please get your original documents on the day of joining.

Your current location will be throughout Pune & Satara. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,



Head & HR
Jagdamba Construction.

**JAGDAMBA
CONSTRUCTION
CIVIL ENGINEER & CONTRACTOR**
AT POST CHAUDHARWADI TAL-PHALTAN DIST-SATARA PIN-415523
LICEN NO.172/2021-22 MOB NO. 9762957622/9657262342
EMAIL-jagdambaconstruction97@gmail.com

Date: 07/9/2022

To

Rahul Bansode

Wai, Satara.

Sub: Letter of Offer

Thank you for exploring career opportunities with Jagdamba Constructions. 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 Site Supervisor Engineer-Trainee.

Your gross salary including all benefits will be 2, 40,000/- per annum, as per the terms and conditions set out herein.

You are expected to join our organization within 15 Days of issue of this letter. Please get your original documents on the day of joining.

Your current location will be throughout Pune & Satara. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,



Head & HR
Jagdamba Construction.

**JAGDAMBA
CONSTRUCTION
CIVIL ENGINEER & CONTRACTOR**
AT POST CHAUDHARWADI TAL-PHALTAN DIST-SATARA PIN-415523
LICEN NO.172/2021-22 MOB NO. 9762957622/9657262342
EMAIL-jagdambaconstruction97@gmail.com

Date: 07/9/2022

To

Mayure Bare

Vadgaon , Pune.

Sub: Letter of Offer

Thank you for exploring career opportunities with Jagdamba Constructions. 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 Site Supervisor Engineer-Trainee.

Your gross salary including all benefits will be 2, 40,000/- per annum, as per the terms and conditions set out herein.

You are expected to join our organization within 15 Days of issue of this letter. Please get your original documents on the day of joining.

Your current location will be throughout Pune & Satara. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,



Head & HR
Jagdamba Construction.

**JAGDAMBA
CONSTRUCTION
CIVIL ENGINEER & CONTRACTOR**
AT POST CHAUDHARWADI TAL-PHALTAN DIST-SATARA PIN-415523
LICEN NO.172/2021-22 MOB NO. 9762957622/9657262342
EMAIL-jagdambaconstruction97@gmail.com

Date: 07/9/2022

To

Shubham Hendre

Saswad, Pune.

Sub: Letter of Offer

Thank you for exploring career opportunities with Jagdamba Constructions. You have successfully completed our initial selection process and we are pleased to make you an offer.

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You are expected to join our organization within 15 Days of issue of this letter. Please get your original documents on the day of joining.

Your current location will be throughout Pune & Satara. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,



Head & HR
Jagdamba Construction.

**JAGDAMBA
CONSTRUCTION
CIVIL ENGINEER & CONTRACTOR**
AT POST CHAUDHARWADI TAL-PHALTAN DIST-SATARA PIN-415523
LICEN NO.172/2021-22 MOB NO. 9762957622/9657262342
EMAIL-jagdambaconstruction97@gmail.com

Date: 07/9/2022

To
Mundhe Shweta
Aurangabad.

Sub: Letter of Offer

Thank you for exploring career opportunities with Jagdamba Constructions. 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 Site Supervisor Engineer-Trainee.

Your gross salary including all benefits will be 2, 40,000/- per annum, as per the terms and conditions set out herein.

You are expected to join our organization within 15 Days of issue of this letter. Please get your original documents on the day of joining.

Your current location will be throughout Pune & Satara. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,



Head & HR
Jagdamba Construction.

**B.G. SHIRKE
CONSTRUCTION TECHNOLOGY PVT. LTD.**

SHIRKE®

Regd. Office & Factory : 72-76, MUNDHWA, PUNE-411 036 (INDIA)
Tel : (020) 26708100, Fax : (020) 26871612 E-mail : info@shirke.co.in
Website : www.shirkegroup.com CIN : U45201PN1994PTC077340



SAYEE PRAMOD RENUSE
224, Gangapuri,
Near Vitthal Temple, Wai,
Satara - 412 803.

Date : 24.07.2023

SUB. : APPOINTMENT FOR "1435-Pre- Casting Yard Moshi"

Dear Sayee,

With reference to your application for employment and the subsequent interview you had with us, the Management is pleased to appoint you as "TRAINEE ENGINEER - CIVIL" for our "1435-Pre- Casting Yard Moshi" work on the following terms and conditions:

1. Your CTC is attached (Annexure - I).
2. Your appointment commences from the date of your joining duties i.e. **01.07.2023**.
3. You will be on Technical Training for a total period of 12 months however since you had already done a training **5 months** while you were associated with company through Shriram Enterprises you shall be further required to complete residual **7 month's** Technical Training out of 12 months training .
4. After successful completion of your Technical training in BGSCTPL you will on probation of for a period of 6 months during which your performance and conduct will be reviewed and based on the same your services are liable to be confirmed or extended or even terminated, at the sole discretion of the company. Confirmation of services will not be deemed to have taken place unless and until, informed to you, in writing. Until such confirmation letter is issued to you , you will be deemed to continue your appointment on probationary basis
During the probationary period your services can be terminated by without giving any notice in advance and/ or without giving assigning any reasons thereof by the Management
5. During the period of Probation, you will not be entitled to avail of any leave. However, on confirmation, you will be entitled to benefits of leave according to prevailing rules of the company.
6. After confirmation and in the event of your leaving our employment or where the Company desires to terminate your services for any reason whatsoever, the same can be done by giving one month's clear notice in writing or salary in lieu. Any reduction in the notice period or decision to set off accumulated leave against the notice period would be entirely at the descretion of the Management. However, no such notice will be required to be given in case your services are terminated for any misconduct. Your failure to comply with this clause shall entail forfeiture of your leave salary, bonuses and discretionary benefits and the company will be at liberty to initiate legal action against you for the recovery of the amount.
7. During the Training period of employment, you will be subject to the standing orders and/or service regulations applicable from time to time to the company where you are required to work. Moreover, any rules, regulations and orders promulgated by the company and applicable to employees of your level/ grade, will also be applicable to you.
8. Your appointment is subject to your medical fitness as certified by the Company's Medical Officer.
9. You will not during the course of your employment in our organization, or at any time thereafter disclose to any person, firm or company, any information, confidential or otherwise, concerning the affairs of the company and particularly information about the process, the machinery the technical knowhow, chemical or the raw materials etc.
10. You will attend the work place before 8.30 a.m. each day. You should write the diary daily and furnish assessment to the superior/In-charge of daily work before you leave work place.

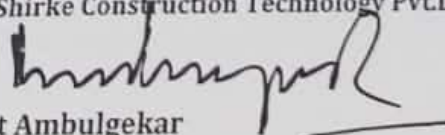
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11. Your services are transferable by a notice of 24 hours to any project/division, section, branch office, work site etc. of the company or its subsidiary in India. In the event of your transfer, the terms and conditions of employment outlined herein shall continue to apply. However, you shall be required to adhere to the rules and regulations which are prevalent at your new place of project/site posting.
12. You will carry out such duties and responsibilities during such hours as shall be assigned to you from time to time by your superiors of that project/site.
13. You will not, during your employment with the company in terms of this letter, except so far as may be proper in the ordinary course of business and for the interest of the company - or at any time thereafter, divulge or make known any information, secret process or any information in any way whatsoever relating to the company or its business and/or any of its clients / customers and/or any other information or data and materials and/or any sketches, drawings, specifications or data etc., which come to your knowledge relating to the company's construction /manufacturing process or any products or goods; or services in the course of your employment, you shall always maintain strict secrecy regarding any technical or other business information gained or acquired by you or imparted to you in the course of your employment both during or after your employment with the company in terms of this letter
14. Although your Technical Training will consist of the, Training , Learning & some Duties etc. assigned to you being "TRAINEE ENGINEER - CIVIL" you may at any time be called upon to discharge any other duties which in the opinion of the company are within the capacity of yourself to discharge and you will forthwith undertake to discharge those duties with diligence and care.
15. Any change in your residential address will be notified by you in writing forthwith to the company. All communications will be addressed to you on the last address notified by you and it will be deemed for all purposes that you have received such communications sent to you within the normal time taken by the Postal Authorities.
16. In the unfortunate event of an accident or occupational diseases arising out of and in the course of your employment and resulting in personal injury. Illness or the death, you or your family members will be eligible for the payment of compensation as applicable under the Employees Compensation (Amendment) Act 2017.
17. You shall retire from the services of the company on attaining the age of 58 years. However, it would be open for the company to terminate your employment at any time in the event of your becoming medically unfit and thus being unable to discharge your duties properly, of which company shall be the sole judge, for any period longer than three months.
18. Your appointment is subject to your producing all the documentary evidence and certificates (in original) of your age and qualifications as stated by you in the Employment Application Form.
19. Upon the cessation of your employment you will return to the company all tools, spares, documents and any other article and/or copies thereof belonging to the company which may at the time be in your possession.
20. It is clearly understood and agreed that if any statement made by you in your application is found to be false or erroneous and/or any omission which tends to mislead the company it will be sufficient cause for termination of your service with the company at any time during your employment.
21. Your appointment will be subject to the general service rules, terms and conditions of the company at present in force, which have been explained to you and also to the modified service conditions as and when they are brought into the effect.

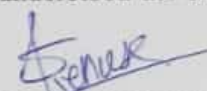
Please return the duplicate copy of this letter duly signed in token of your acceptance of this letter. We take this opportunity to welcome you to the organization and hope that your association with us will prove to be of mutual benefit.

Thanking you,

For B.G. Shirke Construction Technology Pvt.Ltd.


Prashant Ambulgekar
Vice President - HR.

I have carefully read the terms and conditions of my employment and I have understood the same and accept them entirely


SIGNATURE OF EMPLOYEE



ROHAN JAYANT GORE

R J CONSTRUCTIONS

Rauwar Peth, Wel DIST: Satara: 412803

Date: 04/01/2023

To

Pranjali Bhalekar

Pune, Maharashtra.

Sub: Letter of Offer

Thank you for exploring career opportunities with R J Constructions. 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 Site Supervisor Engineer-Trainee. You will be a part of the R J CONSTRUCTION. Your gross salary including all benefits will be 2, 40,000/- per annum, as per the terms and conditions set out herein.

You are expected to join our organization within 2 weeks of issue of this letter. Please get your original documents on the day of joining.

Your current location will be throughout Satara. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,

Mr. Rohan Jayant Gore

R J Construction.

Head & HR

Rohangore16.rj@gmail.com

Mob No. 9823230555



ROHAN JAYANT GORE

R J CONSTRUCTIONS

Rauwar Peth, Wel DIST: Satara: 412803

Date: 04/01/2023

To

Monika Khaladkar

Saswad, Pune, Maharashta.

Sub: Letter of Offer

Thank you for exploring career opportunities with R J Constructions. 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 Site Supervisor Engineer-Trainee. You will be a part of the R J CONSTRUCTION. Your gross salary including all benefits will be 2, 40,000/- per annum, as per the terms and conditions set out herein.

You are expected to join our organization within 2 weeks of issue of this letter. Please get your original documents on the day of joining.

Your current location will be throughout Satara. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,

Mr. Rohan Jayant Gore

R J Construction.

Head & HR

Rohangore16.rj@gmail.com

Mob No. 9823230555



ROHAN JAYANT GORE

R J CONSTRUCTIONS

📍 Hauwar Peth, Wel DIST: Satara 412803

Date: 04/01/2023

To

Kondke Satyam

Pune, Maharashta.

Sub: Letter of Offer

Thank you for exploring career opportunities with R J Constructions. 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 Site Supervisor Engineer-Trainee. You will be a part of the R J CONSTRUCTION. Your gross salary including all benefits will be 2, 40,000/- per annum, as per the terms and conditions set out herein.

You are expected to join our organization within 2 weeks of issue of this letter. Please get your original documents on the day of joining.

Your current location will be throughout Satara. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,

Mr. Rohan Jayant Gore

R J Construction.

Head & HR

Rohangore16.rj@gmail.com

Mob No. 9823230555



ROHAN JAYANT GORE

R J CONSTRUCTIONS

Rauwar Peth, Wel DIST: Satara: 412803

Date: 04/01/2023

To

Shubham Raut

Sangvi, Pune, Maharashta.

Sub: Letter of Offer

Thank you for exploring career opportunities with R J Constructions. 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 Site Supervisor Engineer-Trainee. You will be a part of the R J CONSTRUCTION. Your gross salary including all benefits will be 2, 40,000/- per annum, as per the terms and conditions set out herein.

You are expected to join our organization within 2 weeks of issue of this letter. Please get your original documents on the day of joining.

Your current location will be throughout Satara. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,

Mr. Rohan Jayant Gore

R J Construction.

Head & HR

Rohangore16.rj@gmail.com

Mob No. 9823230555



Captions Outdoor Advertising LLP

1A, The Orion, Arjun Mansukhani Path, Koregaon Road, Pune - 411 001. INDIA
P: +91 20 6628 3200 / 01 | www.captionsindia.com | info@captionsindia.com

Date: 05.10.2021

OFFER LETTER

Dear Mr. Shreyas

With reference to your application and interview, we are pleased to offer you the position of "Sr. Accounts Executive" in the Captions Outdoor Advertising LLP on the following terms and conditions:

1. Your appointment commences with effect from 18th Oct 2021, subject to verification of
 - Original educational certificates, professional certificate, work experience certificates, release letter from the last employee and submission of attested photocopies of the same.
 - Full details of two references that hold a responsible position and are not related to you. The management reserves the right to check your references if it desires so.
 - Proof of your date of birth.
 - You will also be required to submit 2 recent passport sized photographs and address proof.
2. You will draw a consolidated salary of Rs. 41,996 per month.
3. The work timing currently is from 9:30 a.m. to 6:30 p.m., Monday to Saturday and 2nd & 4th Saturday is holiday. However, if any more hours are required you will comply and be ready to put in your best.



Captions Outdoor Advertising LLP

1A, The Orion, Arjun Mansukhani Path, Koregaon Road, Pune - 411 001. INDIA
P: +91 20 6628 3200 / 01 | www.captionsindia.com | info@captionsindia.com

It would be our pleasure to welcome you to our organisation and would wish for a long and mutually beneficial association.

Please express your acceptance by 12th Oct 2021. The appointment letter will be given to you at the time of joining subject to submission and verification of point 1 at the time of joining.

For Captions Outdoor Advertising LLP,

[Signature]
Authorised Signatory



Qualsquad Infotech Private Limited

Date: 19th Sep.2021

OFFER LETTER

To,
Komal Pokharkar
Pune

QIPL-1287

Congratulations! We are pleased to offer you the post of **Data Analyst** in Qualsquad Infotech Pvt. Ltd. Your appointment will be effective from **19th Sep.2021**. Your Cost to Company [CTC] per month w.e.f. Your date of joining is **Rs. 13418/- (Rupees Thirteen Thousand Four Hundred & Eighteen only)** and your probation period will be of six months from your date of joining. Details of the remuneration w.e.f. your date of joining is as follows:

CTC Structure			
No.	Particulars	Monthly (Rs.)	Annually (Rs.)
1	Basic	11000	132000
2	HRA	550	6600
3	Other Allowance	150	1800
Total		11700	140400
Employee Contribution			
1	PF	1338	16056
2	ESI	88	1056
3	P Tax	200	2500
Total		1626	19512
Employer Contribution			
5	PF	1338	16056
6	ESI	380	4560
Total		1718	20616
7	CTC	13418	161016

Taxes, etc. as applicable. If this offer of employment is acceptable to you, please let us know your acceptance of employment, within this period, by confirming and providing a signed copy of this document on or before **19th Sep.2021** by e-mail/post/by hand or else the offer will be deemed as canceled. Your employment is contingent upon the background verification before/after your joining.

Yours sincerely,

PROMIT KUMAR

SANYAL

Promit Kumar Sanyal

Executive Director

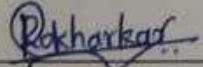
Qualsquad Infotech Pvt. Ltd.

Digitally signed by PROMIT
KUMAR SANYAL
Date: 2021.10.07 14:32:06 +05'30'

ACCEPTANCE

I have read and understood the above terms and conditions and hereby sign in acceptance of the same.

Name : Komal Pokharkar

Signature: 

Date: 19th Sep.2021

Address : Business@Mantri, 1st Floor, Wing - A, 197 Viman Nagar, Pune-Nagar Highway, Pune-411014.

Email : info@qualsquad.com

Contact : +91-7775834059

Corporate Identification Number : U72300WB2015FTC208484

To,
Mr. Ajit Pisote

Appointment Letter

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as “Assistant HR” in our organization with effect from 3 January 2022 on the following terms and conditions.

1. Initially, you will be on probation for a period of six months from the date of joining. If found necessary, the probation period may be extended at the discretion of the management or may be dispensed with either during the initial or extended period of probation. Unless confirmed in writing, you will be deemed as Confirmation after the expiry of the initial or the extended period of probation.
2. During your probation you will be entitled to a monthly package of Rs. 21845/- per month and CTC will be Rs. 22655/- per month. The salary breakup is enclosed with this letter.
3. You shall have to attend to such duties as are assigned to you from time to time and that it shall be your duty to discharge the said duties diligently and faithfully and to the entire satisfaction of the management.
4. You will be governed by such rules and regulations as are applicable to the company and such other rules and regulations which are in force and which may be in to force in future from time to time by the management.
5. In order to give you wider exposure during probation, 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 without any additional benefits. While on probation at the transferred place, you will be governed by the rules applicable at the transferred place.
6. You shall be liable to carry out all the instructions of your superiors diligently and faithfully in connection with the company's work and to the best of your ability. It shall be your duty to co-operate with the management in all matters and you shall not indulge in any such activity, which will be detrimental to the interest of the company.
7. During the period of probation and during your entire tenure of services with this company, **you will maintain confidentiality about your remuneration, monetary, non-monetary benefits.**

📍 Office No.3, Shubham Heights, Behind Agrawal Dairy,
Devi Chowk, Shaniwar Peth, Satara. 415 002.

☎ 9923622288,8856886015 📧 tuljaihrservices@gmail.com

Ajit Pisote
03-01-2022
Received

8. During the probation period you are not eligible to avail leaves. After the confirmation you will be eligible for leave as per company leave policy. The management reserve the right to sanctioning and refusal of the leave.
9. You may relinquish your employment only after **One month advance notice in writing**, otherwise your one month salary will be deducted in lieu of notice. For probationer fifteen days' notice period applicable for employee and company. You will not be entitled to proceed on leave during the notice period.
10. In case you found misleading company and doing any wrong act in your work which may damage the image of the company or companies clients or makes monetary losses to any of them would makes company eligible to terminate your employment without notice period. You are not allowed to join the companies client for min three years from the date of separation with the company. In case employee violate this condition, he will pay twelve months gross salary
11. Absence from duty without the permission of the management for a continuous period of 3 days will lead to immediate termination of your employment.
12. You must inform the company of any change in your address, personal status, etc. All communications sent to you in the normal course at the address given by you will be deemed to be received by you.
13. In case you are found and remaining physically and mentally unfit to perform your normal duties, your services will be liable to be terminated accordingly.
14. During your probation, your performance will be under review by management. If management is not satisfied with your ability or performance, your services are liable to be terminated without notice and without any reason. You are also liable for termination for suppression of any information or for furnishing any false information with a view to obtain employment.
15. On termination of employment, you will hand over any property or article or document entrusted to you by the company to enable the company to settle your accounts. You will be retired automatically the day you will attain 58 years of age.

For Tuljai HR Services

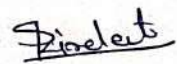

Mr. Vishwajeet Kadam
Director



I confirm that the above terms and conditions are a correct reproduction of what I have discussed and agreed upon with the management.

Date: 03/01/2022

Signature:



03-01-2022

Received

📍 Office No.3, Shubham Heights, Behind Agrawal Dairy,
Devi Chowk, Shaniwar Peth, Satara. 415 002.

☎ 9923622288, 8856886015 ✉ tuljairservices@gmail.com

Letter of Appointment

Dear Amit,

Appointment as [Trainee]

We refer to your recent interview for the position and are please to advise that we are offering you the position with Future Generali effective from 30/04/2022 under the following terms and conditions:

1. Posting & Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

2. Probation

That you will be on probation for a period of one year with salary of Rs. 28000 per month. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder/debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from

services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

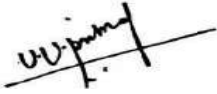
- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company. For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

If you agree to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

For Future Generali India Insurance Co. Ltd.



(Authorized Signatory)

Date: 04/03/2022

Sub: Offer Letter

Dear Pratik,

We are pleased to offer you the post of Assistant HR.

The compensation structure is enclosed for your reference as Annexure.

Your employment with the Company will be subject to strict adherence to the policies and procedures of the Company.

You will be on probation for one year.

This offer is subjected to background verification and medical fitness.

On acceptance of the terms of conditions as per this offer letter, you will be able to terminate your employment with the Company by giving one (1) month notice to the Company and vice versa. You shall not be eligible to avail leave during the notice period.

We welcome you to join the Company and would be happy if you can sign the duplicate copy of this letter in token of your acceptance of the offer of employment with the Company.

If you have any question, please clarify from the undersigned.

With regards,



Ira Joshi

Associate Director - HR

NoBroker Technologies Solutions Pvt. Ltd.



Annexure

Components*	Monthly (INR)	Annual (INR)
Basic	21600	259200
HRA	2160	25920
Conveyance	800	9600
LTA	1648	19776
PF (Employer Contribution)	1800	21600
Bonus (Annual)	1000	12000
Total	29008	348096
CTC		

* - The components can vary depending on the company and the way it would want to structure the salary.

